

NEIGRIIMS

F.No.

No. NEIGR-Fin/Accts(A)/26/2014/

नॉर्थ ईस्टर्न इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(आरत यरकार, स्वास्था एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

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Dated Shillong, the 8th April 2016

CIRCULAR

In continuation to this Institute's Circular No. NEIGR-Fin/Accts(A)/26/2014/ dated 13.03.2015 (copy enclosed), it is hereby informed to all Institute's employees including JR (PG) and SR (DM) who are liable to pay Income tax that recovery of TDS for the current financial year 2016-17 shall start from the salary bills for April 2016 onwards based on previous year's tax.

Arrears and income from other sources, if any, as declared by the employees in the previous year shall not be taken into account in order to arrive at the monthly TDS rate w.e.f. April 2016.

Applications/request from employees for higher monthly TDS than the amount fixed by the Accounts Section (A) shall be accepted.

With regard to newly appointed employee(s) joining during the year, he/she shall have to submit TC certificate or ITR filed for the previous year or declaration of savings/investments/deductions/etc. at the time of joining for TDS recovery from monthly salary bills.

Following is the time schedule for income tax deduction/computation w.e.f. the current financial year 2016-17 onwards:-

Sl. No.	Activity/Work	Dates		Remarks (employees to note)
		From	To	
1.	Recovery of tax at source (income tax) for every financial year will be started from the salary bills for the month of March based on previous year's tax and final tax recovery will be made from salary bills for February based on final tax calculation. <i>(effective from 1/4/2017 onwards)</i>	March	February	---
2.	Issue of Declaration Form of savings/investments/deductions/etc. by the Accounts Section (A) for provisional calculation of income tax	1 st May of every year	15 th July of every year	Employees proceeding on leave before the date of issue declaration forms may collect the same on any working day during office hours before proceeding on leave Or The form may also be downloaded from the Institute's website www.neigrilms.gov.in

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3.	Submission of declaration of savings/investments/deductions/etc. for provisional calculation of income tax every year	*1 st May of every year	*1 st August of every year	Employees who are on long leave and out of station may send the form by post and the same should reach this Section latest by the last date of submission. Or The form may also be sent via e-mail to this Section's e-mail id : <u>accounts.neigrims@nic.in</u> on or before the last date of submission.
4.	Issue of Declaration Form of savings/investments/deductions/etc. by the Accounts Section (A) for final calculation of income tax	*1 st October of every year	*31 st December of every year	Employees who have already submitted declaration of savings/investments/deductions/etc. supported with full documentary proofs of payment at the time of provisional calculation need not submit again the declaration for final calculation.
5.	Submission of declaration of savings/investments/deductions/etc. for final calculation of income tax every year	*1 st October of every year	*10 th January of every year	

*If the dates indicated above happen to fall on Saturday/Sunday/Closed Holiday, then the next working day(s) shall be the dates for issue/submission.

This circular shall continue to be applicable for the subsequent financial years also until further notice.

(D.T. Umdor)
Dy. Director (Admin)

Memo No. NEIGR-Fin/Accts(A)/26/2014/
Copy to :-

Dated Shillong, the 8th April 2015.

- 1) PA to Director for kind information of the Director.
- 2) PS to DD (A) for kind information of DD (A).
- 3) PA to FA for kind information of FA.
- 4) PA to MS for kind information and wide circulation in the Hospital.
- 5) PA to Dean for kind information and wide circulation in the Academic Department.
- 6) All HODs / Sections In-charge / Heads for kind information and necessary circulation amongst all the Faculty/Doctors/Officers/Staff in their respective Departments/Sections.
- 7) Principal I/o, College of Nursing for kind information and wide circulation in the College.
- 8) Smti. P. Satish, DPA Gr-II, NEIGRIMS for uploading in the Institute's website.
- 9) All Notice Board, (Administrative Block / Hospital / College of Nursing / RMB Hostel)

(D.T. Umdor)
Dy. Director (Admin)

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