



NEIGRIHMS

पूर्वोत्तर इन्दिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान शिलांग

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय स्वायत्त संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक मावडीयांगडीयांग, शिलांग - 793018 मेघालय

Director's Block, Mawdiangdiang, Shillong - 793018 Meghalaya

www.neigrihms.gov.in
EPABX : (0364) 2538025

No. ACCT-SAL0ITAX/1/2024-ACCT -Part(1)

Dated Shillong, the 2nd July 2026

CIRCULAR

It is hereby informed for the general information of all employees concerned that TDS Certificates (Form No. 16) for the Financial Year 2025-26 (Assessment Year 2026-27) will be issued by the Accounts Section with effect from 6th July 2026.

All employees from whose salary TDS has been deducted during FY 2025-26 are requested to collect their Form No. 16 from the Accounts Section on any working day during normal office hours.

Employees who are unable to collect Form No. 16 in person may authorise another person in writing to collect it on their behalf. The authorisation letter, along with a self-certified copy of the Institute Identity Card of the employee, should be addressed to the undersigned.

Deputy Director(Admn)

Memo No. ACCT-SAL0ITAX/1/2024-ACCT-Part(1)

Dated Shillong, the

Copy to : -

1. PA to Director, NEIGRIHMS for kind information of the Director.
2. PS to DD(A), NEIGRIHMS for kind information of DD(A).
3. PS to Financial Adviser, NEIGRIHMS formation of FA.
4. PA to Medical Superintendent, NEIGRIHMS — for kind information and wide circulation in the Departments/Sections/Units under the direct control of MS.
5. PA to Dean, NEIGRIHMS — for kind information and wide circulation in the Academic Departments.
6. All HODs/Section Heads/In-charges — for kind information and necessary circulation amongst all Faculty/Doctors/Officers/Staff in their respective Departments/Sections/Units. It is also requested that the contents of this Circular may be brought to the notice of employees immediately on their joining the Department after availing leave, for necessary compliance.
7. Principal, College of Nursing, NEIGRIHMS — for kind information and wide circulation in the College.
8. Shri Shambhu Nath Lal, Programmer, IT Cell, NEIGRIHMS — for uploading on the Institute's website.
9. All Notice Boards (Administrative Block/Hospital/College of Nursing/MRO Hostel).

Deputy Director(Admn)