NEIGRIHMS

पूर्वोत्तर इंन्दिरा गांधी क्षेत्रीय स्वास्थ एवं आयुर्विज्ञान संस्थान शिलांग

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

(भारत सरकार स्वास्थ एवं परिवार कल्याण मंत्रालय स्वायत 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**

R E M I N D E R

Subject: Exemption of Schedule Tribe from Income Tax – regarding

In continuation to institute's circular of even No. dated 25.08.2026 it is hereby inform that the last date for submitting the Income Tax Exemption Certificate to Accounts Section is on or before 30th November, 2026.

Hence it is reminded to all concerned Schedule Tribe employees to submit Exemption Certificate before the stipulated time period.

Failure to comply within the stipulated time period will result in Income Tax deduction wef salary for the month of December 2026.

All sections/departments are requested to re-circulate the Circular mentioned above amongst their staff for information and necessary compliance.

Digitally signed by
David Teirylang Umdor
Date: 04-11-2026
15:13:48

Deputy Director(Admn)(I/C)

Memo No. ACCT-SAL0ITAX/1/2024-ACCT **Dated**

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 Department/Sections/Unit under the direct control of MS.
5. PA to Dean, NEIGRIHMS for kind information and wide circulation in the Academic Department.
6. All HODs/Section Heads/In-charge for kind information and necessary circulation amongst all the Faculty/Doctors/Officers/Staff in their respective Department/Sections/Unit. **It is also requested that as and when newly appointed employees join in the Department(s) / or on leave, contents of this Circular may be brought immediately to their notice 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 in the Institute's website.
9. All Notice Boards (Administrative Block/Hospital/College of Nursing/MRO Hostel).

Deputy Director(Admn)(I/C)

NEIGRIHMS

पूर्वोत्तर इंन्दिरा गांधी क्षेत्रीय स्वास्थ एवं आयुर्विज्ञान संस्थान शिलांग

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EPABX : (0364) 2538025

Memo No. ACCT-SALOITAX/1/2024-ACCT **Dated**

C I R C U L A R

Subject: Exemption of Schedule Tribe from Income Tax – regarding

With reference to the subject mentioned above, kindly find enclosed herewith the Standing Circular **No.NEIGR-Accts(A)/26/2014/Pt-I Dt 04.05.20** for submission of **Income Tax Exemption Certificate** for the **F/Y 2026-27**.

It is requested that all concerned Schedule Tribe employees to submit the Income Tax Exemption Certificate on or before **30th November, 2026**.

Anticipated Annual Gross Salary will be issued by Accounts Section w.e.f the **31st August 2026** onwards.

However, if an employee is not able to collect the Anticipated Annual Gross Salary in person they may authorised any person in writing to collect it on their behalf and also provide a self-certified copy of the Institute Identity Card address to the undersigned.

It may be stated that the delay in issuing of Anticipated Annual Gross Salary is due to the fact that there has been an update in the portal of income tax website and in the online steps for applying of Exemption Certificate has been replaced by other sections. As the matter has been clarified and tested for the same, hence the new online steps are attached herewith for necessary action.

All sections/departments are requested to re-circulate the Standing Circular mentioned above amongst their staff for information and necessary compliance. ***Failing which the institute will not be held responsible for any lapse in future.***

Digitally signed by
PAWAN DEEP
Date: 25-08-2026
13:45:07

Deputy Director(Admn)

Memo No. ACCT-SALOITAX/1/2024-ACCT **Dated**

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Deputy Director(Admn)