



पूर्वोत्तर इंदिरा 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

E-mail - info.neigrihms@nic.in
www.neigrihms.gov.in
EP|ABX : (0364) 2538025
Tel : 0364-2538013/2538010
Fax: 0364-2538003

F. No.

F.No.NEIGR-Accts(A)/26/2014/Pt-I

Dated Shillong, the 10th June, 2020

C I R C U L A R

Subject: Landlord's PAN No. Mandatory for Income Tax HRA Exemption- regarding

It is hereby informed to all concerned employees including JR (PG) & SR (DM) who are liable to pay Income Tax that if the annual rent paid by the employee exceeds Rs.1,00,000/- per annum, it is mandatory for the employee to report PAN No. of the landlord to the employer. In case the landlord does not have a PAN No., a declaration to this effect from the landlord along with the name and address of the landlord should be filed by the employee.

Therefore, all concerned employees including JR (PG) & SR (DM) are requested to submit the Landlord's PAN No. on or before 18th June, 2020.

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

(D.T. Umdor)
Deputy Director (Admn)

Dated Shillong, the 10th June, 2020

Memo No.NEIGR-Accts(A)/26/2014/Pt-I

CC

1. PA to Director for kind information of the Director.
2. PS to DD(A) for kind information of DD(A).
3. PA to MS for kind information and wide circulation in the Department/Sections/Unit under the direct control of MS.
4. PA to Dean for kind information and wide circulation in the Academic Department.
5. 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 (ST) join in the Department(s), contents of this Circular may be brought immediately to their notice for necessary compliance.
6. Principal I/c, College of Nursing for kind information and wide circulation in the College.
7. Dr. Star Pala, Assoc. Prof. (Community Medicine) & Officer I/c, Computer Cell, NEIGRIHMS for uploading in the Institute's website (with an advance copy to Smti. Pynhunlin Sutnga, DPA Gr-II for early action).
8. All Notice Boards (Administrative Block/Hospital/College of Nursing/MRO Hostel).

*Red Reviews
upload in website
12/6/20*

(D.T. Umdor)

Deputy Director (Admn)