

Government of India
Ministry of Mines
Geological Survey of India
Regional Headquarter
North Eastern Region
Shillong - 793014.

F. No. 2086/GSI./NER/ I. Tax./2019 -20/2019

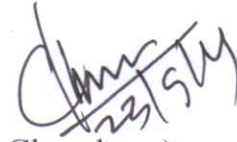
Dated : 23. 09. 2019

CIRCULAR

All the officers & Staff members whose salary bills are prepared and passed from the control of DDO, NER-Headquarter, Lower Motinagar office of GSI, Shillong are hereby requested to submit the information in the attached pro forma with documents & receipts etc. positively by 31.10.2019 for calculation of Income Tax for the F. Y. 2019 - 20 and A. Y. 2020 – 2021.

The office will not be responsible for non-receipt of information with documents & receipts and in such cases Income Tax calculation will be worked out on the basis of Pay Bill Register and other available information in office.

Hence, all are requested to submit information/documents within 30 days from the date of issue of this CIRCULAR positively.



(K. V. Chandran)
Director (G)& H.O (NER- HQ)
GSI (NER), Shillong.

F. No. /GSI./NER/ I. Tax./2019 -20/2019

Dated : 23. 09. 2019

✓ The Director Geodata, GSI,(NER), Shillong, with a request to upload in GSI, OCBIS.

(K. V. Chandran)
Director (G) & H.O (NER- HQ)
GSI (NER), Shillong.

PROFORMA

01	Name	
02	Designation	
03	PAN No.	
04	Amount of monthly rent paid if residing a rented house (receipt and 10BA for should be attached)	
05	NSC purchased in proceeding year (original certificate should be show to the respective section for verification)	
06	NBSC VIII issue purchased during the current financi	
07	LIC premium paid annually and policy No.	
08	Total Contribution to GPF	
09	Total Contribution to ULIP	
10	PLI Premium	
11	PPF	
12	Medi-claim (Xerox copy of receipt should be attached)	
13	Donation taken into account by disbursing officer	
14	GPF	
15	Misc. if any	

Date :

Signature :