



NEIGRIHMS

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

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www.neigrihms.gov.in
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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been an update in the portal of income tax website and in the online steps for applying of Exemption Certificate has been replaced by other sections.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.***

Deputy Director(Admn)

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

Dated

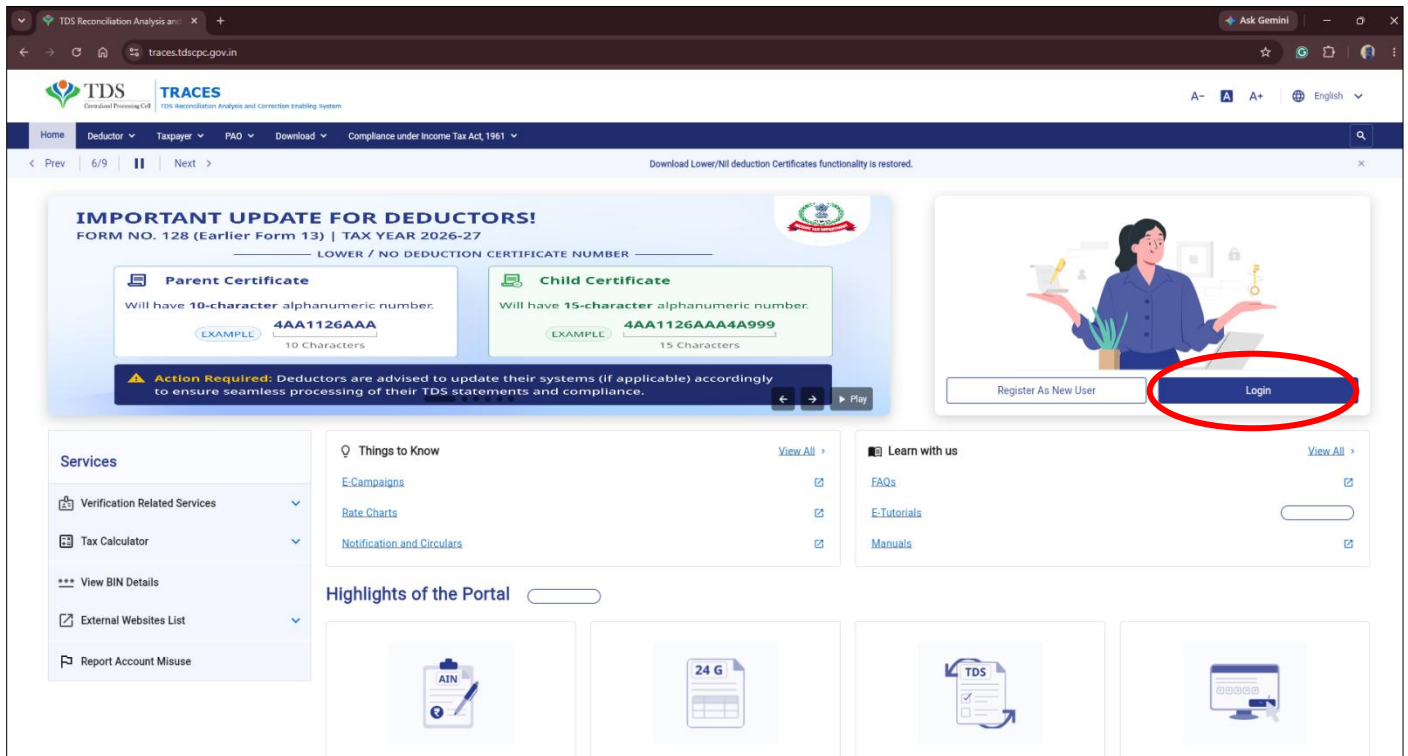
1. PA to Director, NEIGRIHMS for kind information of the Director.
2. PS to DD(A), NEIGRIHMS for kind information of DD(A).
3. PS to Financial Adviser, NEIGRIHMS formation of FA.

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).

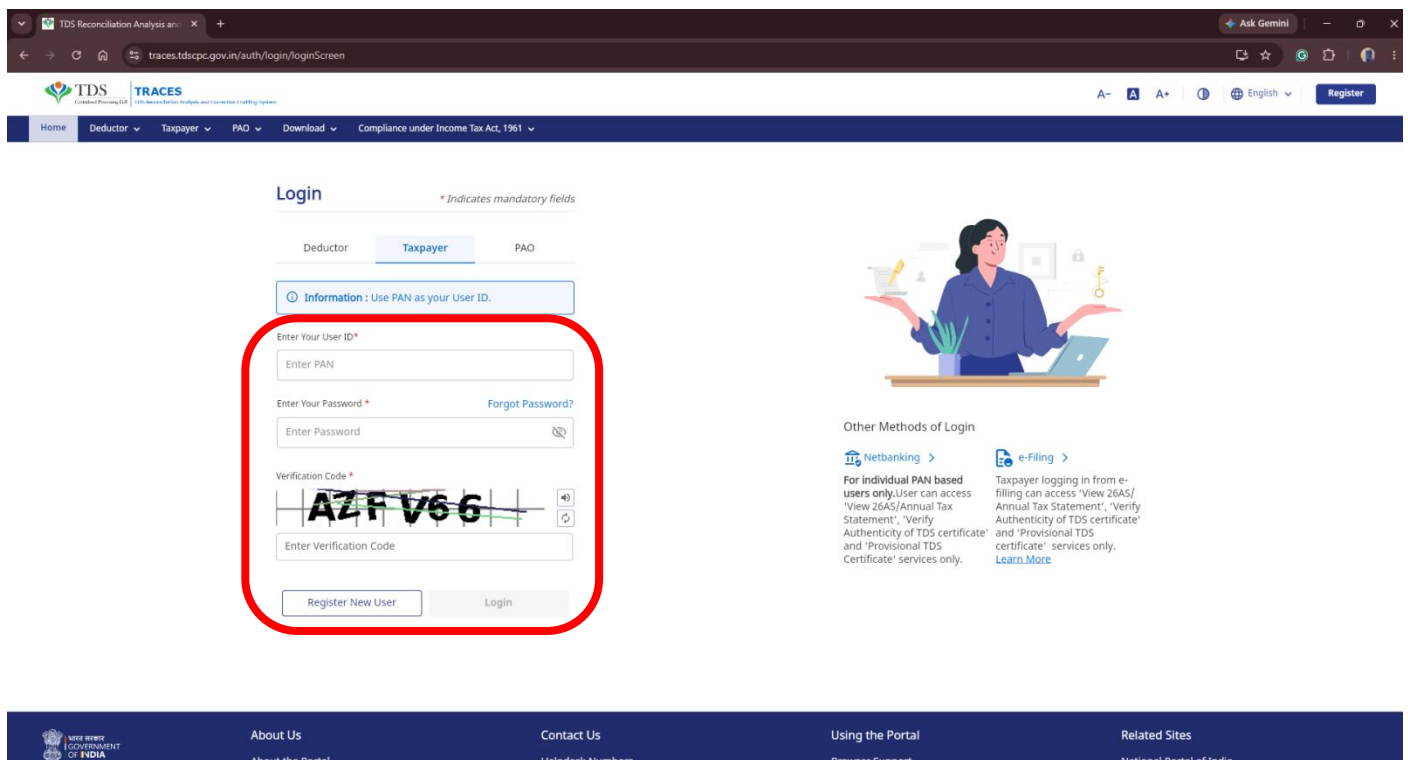
Deputy Director(Admn)

Steps for Income Tax Exemption

1. Open "https://traces.tdscpc.gov.in/"
2. Click on Login as shown below



3. Click on "Taxpayer" and enter your User ID, Password and Verification code and then click on "Login".



4. A pop up window will appear asking to verify and update your profile. Click on **Verify And Update Profile**

The screenshot shows the TRACES portal dashboard. A pop-up window titled "Welcome to TRACES Portal!" is displayed in the center. The pop-up contains an alert: "Alert: Kindly 'Verify and Update Profile' information to ensure that you're able to login to TRACES Portal and to avoid any inconvenience." Below the alert, there is a blue button labeled "Verify And Update Profile" which is circled in red. The background dashboard shows various sections including "User Details", "Important Note", "Form for FY 2026-27", and "Challan-cum-statement(s) Statistics".

5. Enter the address details in all the mandatory fields marked * required and click **Submit**

The screenshot shows the "Communication Details" form in the TRACES portal. The form is titled "Communication Details" and includes a sidebar with options like "TAXPAYER User ID:", "Taxpayer Details", "Communication Details", "Signature", and "Change Password". The main form area is divided into "Correspondence Address Details" and "Contact Details". The "Correspondence Address Details" section has a red "Information Required" indicator. It contains several fields: "Country of Residence" (India), "Flat/Door/Block No. *" (mandatory), "Name of Premises/Building/Village", "Road/Street/Sector", "PIN Code *" (mandatory), "Area/ Locality/ Post Office *" (mandatory), "Town/City/District" (EAST KHASI HILLS), and "State/ Union Territory" (MEGHALAYA). A "Submit" button is circled in red at the bottom right of the form.

6. Enter your contact details and click Submit

The screenshot shows the 'Communication Details' page in the TRACES system. The page has a sidebar with navigation options: TAXPAYER User ID, Taxpayer Details, Communication Details (selected), Signature, and Change Password. The main content area is titled 'Communication Details' and includes a 'Correspondence Address Details' section. Below this is the 'Contact Details' section, which is marked as 'Information Required'. It contains fields for Mobile Number, Mobile number belongs to, Alternate Mobile Number, Email ID, and Email ID belongs to. A red circle highlights the 'Submit' button at the bottom right of the 'Contact Details' section.

7. A pop up window for OTP verification will appear. Enter the OTP received in your email and mobile number then click **Verify**

The screenshot shows the 'Communication Details' page with an 'OTP Verification' pop-up window. The pop-up window has a title bar and a message: 'Information : OTPs have been sent to the mobile number and email address provided below.' It contains two sections: 'E-mail ID' and 'Mobile Number'. Each section has a field for 'Enter OTP *'. Below these fields, it says 'OTP will expire in 09:50 minutes' and 'Haven't received OTP? Resend OTP in 00:50 minutes'. At the bottom of the pop-up, there are 'Cancel' and 'Verify >' buttons. A red circle highlights the 'Verify >' button.

8. Click on “Update Info from PAN Database”

The screenshot shows the TRACES portal interface. The user is logged in as WENCESLAUS L BLAH (User ID: CJHPB3570N). The page displays 'Taxpayer Details' with the following information:

Field	Value
PAN of Taxpayer	CJHPB3570N
Taxpayer Status	Individual
First Name	WENCESLAUS
Middle Name	L
Last Name	BLAH
Date of Birth	10-12-1978
Residential Status	Resident
PAN-Aadhaar Linking Status	PAN is linked with Aadhaar

A red circle highlights the 'Update Info from PAN Database' button located at the bottom of the page.

9. After verification a pop up window will appear indicating that the details has been saved successfully. Click on **Save And Proceed** to continue

The screenshot shows the TRACES portal interface with the 'Communication Details' section active. A pop-up window displays the message: 'Communication Details Saved Successfully!'. Below the message, it says: 'Click on "Save and Proceed" to navigate to the next section to update details.' A red circle highlights the 'Save And Proceed' button in the pop-up window.

10. From the 'e-File & View' dropdown menu, select "File Forms"

The screenshot shows the TRACES dashboard. The 'e-File & View' menu is expanded, and 'File Forms' is highlighted with a red circle and arrow. The dashboard includes a 'Welcome' message, 'User Details' section, 'Important Note' section, and 'Quick Links' section. The 'File Forms' link is highlighted in the 'Quick Links' section.

Important Note

Type of Form Filed	Applicability of TDS Certificate	Download TDS Certificate from
Form 26QB (Property transaction done upto 31st March 2026)	Form No. 16B	Old Website
Form 141 (Property transaction done on/after 01st April 2026)	Form No. 132	New Website

Important Note

Form for FY 2026-27	Filed On	Track Status on	Download Certificate from
13 (ITA 1961)	Old Website	Old Website	New Website
15C (ITA 1961)	Old Website	Old Website	New Website
15D (ITA 1961)	Old Website	Old Website	New Website
128 (ITA 2025)	New Website	New Website	New Website
126 (ITA 2025)	New Website	New Website	New Website

To access, Old Website Click on Compliance under Income-tax Act, 1961 on Menu Bar

Widget Control (2/2)

11. On Form No. 128 click "File Now"

The screenshot shows the 'File New Form' page. The 'File Now' button for Form No. 128 is highlighted with a red circle. The page displays details for Form No. 126 and Form No. 128, including their descriptions and 'Read More' links.

Form No. 126
Application by a person specified in rule 209 for a certificate under section
[Read More](#)
[File Now >](#)

Form No. 128
Application for issuance of certificate for lower/nil deduction of income-tax
[Read More](#)
[File Now >](#)

12. Select “Resident & Ordinarily Resident” from the “Category of Resident” dropdown menu.

The screenshot shows the TRACES web portal for Form No. 128. The breadcrumb trail is: Dashboard > e-file & View > File Forms > Form No. 128. The form title is "Form No. 128". Below the title is a description: "Application for issuance of certificate for lower/nil deduction of income-tax and lower collection of income-tax under section 395(1) and 395(3) of the Act." The form fields are: Residential Status (Resident), Category of Resident * (Resident & Ordinarily Resident, circled in red), Application Type (Original), and Tax Year (2026-27). At the bottom are buttons for "< Back" and "Proceed >". On the right side, there is a help section titled "* Indicates mandatory fields" with two sections: "What is Form No. 128?" and "Things to know for Form No. 128".

13. Click on “Proceed”

The screenshot shows the same TRACES web portal for Form No. 128. The breadcrumb trail is: Dashboard > e-file & View > File Forms > Form No. 128. The form title is "Form No. 128". Below the title is a description: "Application for issuance of certificate for lower/nil deduction of income-tax and lower collection of income-tax under section 395(1) and 395(3) of the Act." The form fields are: Residential Status (Resident), Category of Resident * (Resident & Ordinarily Resident), Submission Mode (Online), Application Type (Original), and Tax Year (2026-27). At the bottom are buttons for "< Back" and "Proceed >". The "Proceed >" button is circled in red. On the right side, there is a help section titled "* Indicates mandatory fields" with two sections: "What is Form No. 128?" and "Things to know for Form No. 128".

14. On the next page, the applicant's details will be displayed in three sections: "A", "B", and "C". To update the information in Part A, click the provided link.

The screenshot shows the TRACES web application. The left sidebar contains a menu with 'Basic Details' selected. The main content area is titled 'Part A' and '1. Details of Applicant'. A blue information box contains the following text:

Information :

- 1. The Jurisdictional Assessing Officer (TDS) will be determined based on the State and District provided in Form No. 128. This jurisdiction will also apply to any subsequent original filings for the relevant Tax Year.
- 2. Details are pre-filled as available in 'My Profile'. If you wish to update details, please [Click here](#)

A red arrow points to the 'Click here' link. Below the information box, there are several fields for applicant details:

- a. Permanent Account Number
- b. Name
- c. Address:
 - Country: India
 - Flat/Door/Block No.:
 - Name of Premises/Building/Village: ...
 - Road/Street/Sector:
 - Pin Code:
 - Area/Locality/Post Office:
 - Town/City/District:
 - State/Union Territory:
- d. Status: Individual
- e. Residential Status: Resident & Ordinarily Resident
- f. E-mail ID:
- g. Contact Number: ...

At the bottom, there are buttons for '< Back' and 'Proceed >'.

15. Enter the details in all the mandatory fields marked *. After making the necessary changes, click "Proceed".

The screenshot shows the TRACES web application with the 'Filling Form No. 128' page. The left sidebar contains a menu with 'Basic Details' selected. The main content area is titled 'Part A' and '1. Details of Applicant'. A blue information box contains the following text:

Information :

- 1. The Jurisdictional Assessing Officer (TDS) will be determined based on the State and District provided in Form No. 128. This jurisdiction will also apply to any subsequent original filings for the relevant Tax Year.
- 2. Details are pre-filled as available in 'My Profile'. If you wish to update details, please [Click here](#)

Below the information box, there are several fields for applicant details, some marked with an asterisk (*) indicating they are mandatory:

- a. Permanent Account Number
- b. Name
- c. Address:
 - Country: India
 - Flat/Door/Block No. *
 - Name of Premises/Building/Village *
 - Road/Street/Sector *
 - Pin Code *
 - Area/Locality/Post Office *: Shillong G.P.O.
 - Town/City/District: EAST KHASI HILLS
 - State/Union Territory: MEGHALAYA
- d. Status: Individual
- e. Residential Status: Resident & Ordinarily Resident
- f. E-mail ID *
- g. Contact Number *: +91

At the bottom, there are buttons for '< Back' and 'Proceed >'. The 'Proceed >' button is circled in red.

16. Part B will be displayed. Under “Application Filed By” and “Details of Request”, select the appropriate check boxes as shown below. Then scroll down to continue.

The screenshot shows the 'Filling Form No. 128' interface. On the left, a sidebar lists the form sections: Basic Details, Annexure Details, Attachments, Declaration, Preview & Download, and E-Verification. The 'Basic Details' section is expanded, showing 'Part A', 'Part B' (selected), and 'Part C'. The main content area is titled 'Part B' and contains two sections: '2. Application filed by' and '3. Details of Request'. In the '2. Application filed by' section, three radio buttons are present: 'Registered non-profit organization', 'Specified Entity referred to in section 263(9)(c)', and 'Person carrying on business or profession'. The 'Persons other than the above' option is selected and highlighted with a red box. In the '3. Details of Request' section, a list of five options is provided. The first option, '1. Select Annexure I and/or Annexure III (if Deductor TAN/PAN is available).', is selected and highlighted with a red box. Below this, a section titled 'I do hereby request that a certificate may be issued to :' contains four radio button options. The first option, 'the person responsible for paying income/sum to me with deduction of income-tax at a lower rate or without deduction of income-tax. The details of this are mentioned in Annexure I.', is selected and highlighted with a red box. The other three options are: 'me since I do not have the details of the payer, to receive income/sum with deduction of income-tax at a lower rate. The relevant information is included in Annexure II.', 'the person responsible for paying income/sum to me for receiving the income/sum with deduction of income-tax at a lower rate or without deduction of income-tax. The details are specified in Annexure- I. [Applicable for Registered non-profit organization & Specified Entity referred to in section 263(9)(c)]', and 'to me for receiving the income/sum with deduction of income-tax at a lower rate. The details are specified in Annexure- II. [Applicable for Registered non-profit organization & Specified Entity referred to in section 263(9)(c)]'.

17. Click on Proceed

The screenshot shows the 'Details of Request' section of the form. It contains the same five options as the previous screenshot. The first option is selected. Below this, the 'I do hereby request that a certificate may be issued to :' section is visible, with the first option selected. At the bottom of the form, there are two buttons: 'Back' and 'Proceed'. The 'Proceed' button is highlighted with a red circle.

18. Once Part C of the form appears, click on “Add/Update Existing Liabilities,” as shown below.

The screenshot shows the TDS Reconciliation Analysis portal. The left sidebar lists the steps for filling Form No. 128: Basic Details, Part A, Part B, Part C, Annexure Details, Attachments, Declaration, Preview & Download, and E-Verification. The main content area is titled 'Part C' and contains section 4, 'Details of existing tax liabilities (as on date of filing of application)'. A red arrow points to the 'Add/Update Existing Liabilities' button. Below this is a table for adding liabilities with columns: S. No., Liability under the Act, Tax Year, Amount payable for (Advance tax/ Self-Assessment tax) (₹), Amount payable but not paid, for which notice of demand under section 289 of the Act or under section 156 of the Income-tax Act, 1961, as the case may be has been served (A), Amount payable but not paid in capacity of deductor or collector which has become due (B), Total Liability (₹) (C), and Remarks, if any. Below the table, there are input fields for 'Particular of income and other relevant details (for the relevant tax year)' with sub-sections a, b, and c.

19. A new window will appear. In the “Tax Year” drop-down menu, select “2025–26.” Then, enter “0” in all the remaining fields and write “NA” in the Remarks field and click SAVE

The screenshot shows the 'Add/Update details of existing liabilities' modal window. It contains a table for adding liabilities. The first row is highlighted with a red box, showing the following values: S. No. 1, Tax Year 2025-26, Liability under the Act Income-tax Act, 1961, Amount payable for (Advance tax/ Self-Assessment tax) (₹) 0, Amount payable but not paid, for which notice of demand under section 289 of the Act or under section 156 of the Income-tax Act, 1961, as the case may be, has been served (A) 0, Amount payable but not paid in capacity of deductor or collector which has become due (B) 0, Total Liability (₹) (C) 0, and Remarks, if any NA. The 'Save' button is highlighted.

20. Under No. 5, "Particulars of Income and Other Relevant Details (for the relevant tax year)", in (a) estimated total income enter the total income as stated in the Anticipated Certificate in item (a), and enter "0" for all other fields i.e (b & c) and d(i,ii&iii).
21. In the Acknowledgement Number field (e) for each tax year, enter "NA" as illustrated below and then Click proceed.

1. Income-tax Act, 1961 2025-26 0 0 0 0 NA

5. Particular of income and other relevant details (for the relevant tax year)

a. Estimated total income *
Enter amount ₹ 0

b. Tax including interest payable on the Total income (referred to in 5(a)) * ₹ 0

c. Income claimed to be exempt and not included in the total income in 5(a). * ₹ 0

d. Prepaid taxes (as per AIS):

(i). Advance Tax ₹ 0 (ii). Tax deducted at source ₹ 0 (iii). Tax collected at source ₹ 0

e. Details of return of income for four years preceding to the tax year: *

Note:
1. If details for any tax year are unavailable, enter 'NA' for Acknowledgement Number and '0' for Taxable Income and Tax Liability.
2. In case return is not filed for any of the preceding four years, attach computation of income for such year.

Tax Year	Acknowledgement Number	Date of filing of return of income	Taxable Income	Tax Liability
(i) 2025-26	NA		0	0
(ii) 2024-25	NA		0	0
(iii) 2023-24	NA		0	0
(iv) 2022-23	NA		0	0

< Back Proceed >

22. The Annexure Details page will appear. Click on "Provide Details" to continue.

TDS Reconciliation Analysis and Correction Enabling System (TRACES)

Dashboard e-File & View Services Pending Actions Downloads Compliance under Income-tax Act, 1961

Filling Form No. 128

Basic Details Annexure Details Attachments Declaration Preview & Download E-Verification

Annexure Details

1. Click on 'Add Row' to add more rows and click on 'Delete Row' icon next to the row to remove the rows.
2. Click on 'Save' to save the updates.
3. 'Save & Proceed' will be enabled once all the details are filled in the annexure(s) and it will be navigated to the 'Upload Details' page.
4. 'Add Details' functionality can be used for adding details in the Annexure(s) for entries equal to or less than 50 nos. However 'Add CSV' functionality can be used for any number of entries.

Click here to update the Annexure selection.

Annexure I - No/Lower Deduction (Relevant for tax deduction at source) Pending Provide Details

< Back Save & Proceed >

About Us
About the Portal
Right to Information
Organization and Functions
Mission, Vision and Values
History of Direct Taxation
Who We Are
Taxpayer's Charter

Contact Us
Helpdesk Numbers
Help

Using the Portal
Browser Support

Related Sites
National Portal of India
e-Filing
Protean (previously NSDL)

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Last reviewed and updated on : 01-April-2026

23. Select **"Add Details"**. Select **"392"** in the drop-down box of Section of Income Tax and enter the TAN number **"SHLN00458D"** (fifty and sixth character is numerical zero).

24. Enter the anticipated income amount in SI No. 5 and enter **"0"** (zero) in SI No. 6.

1. Click on 'Add Row' to add more rows and click on 'Delete Row' icon next to the row to remove the rows.
2. Click on 'Save' to save the updates.
3. 'Save & Proceed' will be enabled once all the details are filled in the annexure(s) and it will be navigated to the 'Upload Details' page.
4. 'Add Details' functionality can be used for adding details in the Annexure(s) for entries equal to or less than 50 nos. However 'Add CSV' functionality can be used for any number of entries.

Click [here](#) to update the Annexure selection.

Annexure I - No/Lower Deduction (Relevant for tax deduction at source) Pending Provide Details ^

Income Tax Rate Table Expand All

Please select the option to fill Annexure details *

☒ Add Details ☐ Add CSV

Annexure I - No/Lower Deduction (Relevant for tax deduction at source)

1	2	3	3(a)	4	4(a)	5	6
SI. No.	Section under which tax at source is liable for deduction	Table SI. No. under which tax at source is liable for deduction	Nature Of Payment	TAN/PAN of the Payer	Name of the Payer	Estimated amount of income/sum to be received during the tax year (₹)	Requested rate of Deduction (%)
1.	392		Salary	SHLN00458D	NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES	Enter amo...	0.00%

Enter Anticipated salary here

Add Row Delete Row Export as CSV Save

25. Click **Save** and then **Save & Proceed**

Annexure I - No/Lower Deduction (Relevant for tax deduction at source) Completed Provide Details ^

Income Tax Rate Table Expand All

Please select the option to fill Annexure details *

☒ Add Details ☐ Add CSV

Annexure I - No/Lower Deduction (Relevant for tax deduction at source)

1	2	3	3(a)	4	4(a)	5	6
SI. No.	Section under which tax at source is liable for deduction	Table SI. No. under which tax at source is liable for deduction	Nature Of Payment	TAN/PAN of the Payer	Name of the Payer	Estimated amount of income/sum to be received during the tax year (₹)	Requested rate of Deduction (%)
1.	392		Salary	SHLN00458D	NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES	8,23,815	0.00%

Add Row Delete Row Export as CSV Save

Save & Proceed

26. Click on **Template** of No.1 as shown in the picture below.

The screenshot shows the TRACES interface for filling Form No. 128. The left sidebar lists the steps: Basic Details, Annexure Details, Attachments, Declaration, Preview & Download, and E-Verification. The main area is titled 'Attachments' and contains a list of six items to be uploaded. Item 1, 'Furnish computation of estimated income for relevant tax year for which certificate is sought', has a 'Template' button highlighted with a red box. Item 2, 'Furnish computation of estimated income for any of the four previous year preceding to the tax year in case returns has not been filed', also has a 'Template' button. Items 3, 4, and 5 have 'Drag & Drop or Browse File' buttons. Item 6 has a 'Drag & Drop or Browse File' button. A blue box at the top of the Attachments section contains instructions for file uploads.

Attachments

1. For upload, attachments in .tiff, .pdf, .zip, .JPEG formats only are allowed.
2. You can click on 'Browse' to select the relevant files or you can use Drag/Drop for upload.
3. Maximum of six (6) number of files can be uploaded separately. In case you wish to attach more than 6 files, please upload in .zip format.
4. Maximum size of single file for upload is 5MB.
5. Password protected files cannot be uploaded. Please make sure to attach password-free files.
6. The conditional mandatory (**) fields are based on the information provided on the Basic Details and Annexure Details. Please ensure you upload the supporting documents for all these conditional mandatory fields.

1. Furnish computation of estimated income for relevant tax year for which certificate is sought.*
Template

2. Furnish computation of estimated income for any of the four previous year preceding to the tax year in case returns has not been filed.**
Template

3. Upload a note justifying the issue of certificate under proviso to the sub-rule (9) of Rule 213.
Drag & Drop or Browse File
Supported formats: tiff, pdf, zip, JPEG Max Size: 5MB

4. Upload registration/exemption Certificate in case of registered non-profit organization.
Drag & Drop or Browse File
Supported formats: tiff, pdf, zip, JPEG Max Size: 5MB

5. Upload registration/exemption Certificate in case of specified Entity referred to in section 263(9)(c).
Drag & Drop or Browse File
Supported formats: tiff, pdf, zip, JPEG Max Size: 5MB

6. Upload copy of the Assessment Orders if assessed, for any of the last four tax years.

27. A pop-up window will appear. Under SI No. 1 & 2 enter **the anticipated salary plus 1** (e.g. If anticipated salary is 123456 enter **123457** in SI No 1 & 2). Then enter "0" in SI No 12, 13 and 14 and click "**Submit**" as shown below.

The screenshot shows the 'Computation of Estimated Income Year 2026-27' pop-up window. The window contains a table with 14 rows. The 'Amount in (₹)' column for rows 1, 2, 12, 13, and 14 is highlighted with red boxes. The table has columns for 'S. No.', 'Computation of Income Details', and 'Amount in (₹)'. The 'Amount in (₹)' column for row 1 is empty, for row 2 is empty, for row 12 is '0', for row 13 is '0', and for row 14 is '0'. The 'Submit' button is at the bottom right of the window.

Computation of Estimated Income Year 2026-27

S. No.	Computation of Income Details	Amount in (₹)
1.	Gross Receipt/Turnover (GR/TO) *	
2.	Income under the head Salaries	
3.	Income under the head House Property	Enter amount.
4.	Income under the head Business or Profession (After Adjustment of B/F Losses and Unabsorbed Depreciation)	Enter amount.
5.	Income chargeable to tax at special rate under Section 196, 197 etc.	Enter amount.
6.	Income under the head Capital Gains	Enter amount.
7.	Income under the head Other Sources	Enter amount.
8.	Presumptive Income u/s 58	Enter amount.
9.	Gross Total Income	Enter amount.
10.	Less: Deduction under Chapter VIII	Enter amount.
11.	Less: Any other deduction	
12.	Taxable Income *	0
13.	Tax at normal rates *	0
14.	Tax at special rates *	0

Close Submit

28. After step 27, click on Template No.2

The screenshot shows the TDS TRACES portal interface. On the left, a sidebar lists the steps for Filing Form No. 128: Basic Details, Annexure Details, Attachments (highlighted), Declaration, Preview & Download, and E-Verification. The main content area is titled 'Attachments' and contains instructions for uploading files. A red box highlights the 'Template' button under step 2: 'Furnish computation of estimated income for any of the four previous year preceding to the tax year in case returns has not been filed.**'.

29. Another pop-up window will appear. Under this step click the check box **“Income details for the Tax Year is not available”** for each of the past four Tax Years i.e T.Y. 2025-26, T.Y. 2024-25, T.Y. 2023-24, T.Y. 2022-23. After the Tax Year for the past four years has been checked and highlighted as green click **“Submit and Proceed”**.

The screenshot shows a pop-up window titled 'Computation of Income for four years preceding to the tax year'. It contains a table with columns for 'S. No.', 'Computation of Income Details', and 'Amount in (₹)'. The table lists 10 items, including Gross Receipt/Turnover, Income under the head Salaries, Income under the head House Property, Income under the head Business or Profession, Income chargeable to tax at special rate under Section 196, 197 etc., Income under the head Capital Gains, Income under the head Other Sources, Presumptive Income u/s 58, Gross Total Income, and Less: Deduction under Chapter VIII. The 'Income details for the Tax Year is not available' checkbox is checked. The 'Submit & Proceed' button is highlighted with a red box.

S. No.	Computation of Income Details	Amount in (₹)
1.	Gross Receipt/Turnover (GR/TO)	0
2.	Income under the head Salaries	0
3.	Income under the head House Property	0
4.	Income under the head Business or Profession (After Adjustment of B/F Losses and Unabsorbed Depreciation)	0
5.	Income chargeable to tax at special rate under Section 196, 197 etc.	0
6.	Income under the head Capital Gains	0
7.	Income under the head Other Sources	0
8.	Presumptive Income u/s 58	0
9.	Gross Total Income	0
10.	Less: Deduction under Chapter VIII	0

30. After submitting the details in both the Templates, a green check mark indicating that the templates have been filled will appear, as shown below. Then scroll down to continue.

31. Click the **Browse File** button for **No. 8**

32. Select and upload your **ST (Scheduled Tribe) Certificate (in original)** in the supported format as mentioned.

33. Click the **Browse File** again, Select and upload the **Anticipated Certificate**.

34. After both documents are uploaded successfully, click **“Save & Proceed”** to continue.

35. A declaration page will appear. Tick the two declaration checkboxes and enter "SHILLONG" in the Place field, and click "Save & Proceed"

The screenshot shows the 'Declaration' page in the TRACES portal. The left sidebar lists the steps: Basic Details, Annexure Details, Attachments, Declaration (highlighted), Preview & Download, and E-Verification. The main content area is titled 'Declaration' and includes a note: 'Note : Details are pre-filled as available in 'My Profile'. If you wish to update details, please Click here'. Below this, there are two checkboxes to be ticked: 'the applicant has furnished the returns of income for last four tax years for which such returns became due on or before the date on which the application under sub-rule (1) of rule Rule 213 is made.' and 'the income/sum referred to in this form are not includible in the total income of any other person under sections 96 to 99 of the Act.' There is also a declaration statement: 'I, [Name], having Permanent Account Number [PAN], do hereby declare that:'. Below this, there are fields for 'Place' (SHILLONG), 'Date' (12/06/2026), and 'I.P. Address' (14.139.220.146). At the bottom, there are buttons for '< Back' and 'Save & Proceed >'. The footer contains links for 'About Us', 'Contact Us', 'Using the Portal', and 'Related Sites'.

36. A preview of Form No. 128 will appear. If any changes are required, you can edit any part of the form by selecting **Edit Details**.

The screenshot shows the 'Preview & Download' page in the TRACES portal. The left sidebar lists the steps: Basic Details, Annexure Details, Attachments, Declaration, Preview & Download (highlighted), and E-Verification. The main content area is titled 'Preview & Download' and shows the 'Form No. 128 [See Rule 213]'. Below this, there is a section for 'Application Details' with a table showing 'Residential Status' (Resident & Ordinarily Resident), 'Submission Mode' (Online), and 'Application Type' (Original). There is an 'Edit Details' button next to this table. Below this, there is a section for 'Part A' with a table showing '1. Details of Applicant' with fields for 'a. Permanent Account Number', 'b. Name', 'c. Address' (Country, Flat/Door/Block No., Name of Premises/Building/Village, Road/Street/Sector, Pin Code, Area/Locality/Post Office). There is an 'Edit Details' button next to this table.

37. Once everything is confirmed then click on **“Submit”** to complete the process

The screenshot shows the 'TDS Reconciliation Analysis' form at the URL `traces.tdscpc.gov.in/auth/form13/fill-form`. The form contains several sections for document uploads, each with a 'Not Applicable' status:

- 3. Upload a note justifying the issue of certificate under proviso to the sub-rule (9) of Rule 213. *Not Applicable*
- 4. Upload registration/exemption Certificate in case of registered non-profit organization. *Not Applicable*
- 5. Upload registration/exemption Certificate in case of specified Entity referred to in section 263(9)(c). *Not Applicable*
- 6. Upload copy of the Assessment Orders if assessed, for any of the last four tax years. *No Documents*
- 7. Upload Details of income claimed to be exempt and not included in the total income. *Not Applicable*
- 8. Upload any other document (For example: Estimated Profit & Loss Account, estimated Balance sheet, Working of MAT liability for all relevant T.Y etc.).

Below the uploads is the 'Declaration' section, which includes a declaration statement and a table for 'Place', 'Date', and 'I.P. Address'. The 'Place' is 'SHILLONG' and the 'Date' is '12/06/2026'. At the bottom right, there is a 'Submit' button highlighted with a red box.

38. E-verification part of the form will appear and select **“OTP on registered Mobile Number”**. Then click **“Proceed”**

The screenshot shows the 'E-Verification' section of the TDS Reconciliation Analysis form. The left sidebar shows the 'Filling Form No. 128' progress, with 'E-Verification' selected. The main content area is titled 'E-Verification' and asks the user to 'Please select one of the below options to proceed with verification'. The options are:

- ☐ Digital Signature Certificate (DSC)
- ☐ Aadhaar OTP
- ☐ Authentication through Net-Banking
- ☒ OTP on Registered Mobile Number

The 'OTP on Registered Mobile Number' option is highlighted with a red box. At the bottom right, there is a 'Proceed' button highlighted with a red box.

39. Enter the OTP and click “Proceed”

TDS Reconciliation Analysis and Correction Enabling System

traces.tdscpc.gov.in/auth/form13/fill-form

TDS TRACES

Dashboard e-File & View Services Pending Actions Downloads Compliance under Income-tax Act, 1961

Filing Form No. 128

- Basic Details
- Annexure Details
- Attachments
- Declaration
- Preview & Download
- E-Verification
- OTP Verification

OTP Verification

Please enter the OTP received on your registered mobile number 87XXXXXX64.

Enter OTP *

OTP will expire in 09:28 minutes

Haven't received OTP? [Resend OTP](#)

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Proceed >

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Protean (previously NSDL)

40. The Form No.128 has been submitted successfully and can be downloaded by clicking the **Download** button

TDS Reconciliation Analysis and Correction Enabling System

traces.tdscpc.gov.in/auth/form13/success

TDS TRACES

Dashboard e-File & View Services Pending Actions Downloads Compliance under Income-tax Act, 1961

Form No. 128 Submitted Successfully!

Form No. 128 has been successfully submitted with Acknowledgement Receipt Number AA062624001 and sent to the Assessing Officer (TDS) for further action.

Acknowledgement Receipt Number (ARN), Filed Form No. 128 will be available for view/download under "View Filed Forms, Returns and Statements".

An E-mail and SMS confirming the successful submission of Form No. 128 has been sent to taxxxxxxxxx@gmail.com and 87XXXXXX64 respectively.

Download ARN

Download Form No. 128

GOVERNMENT OF INDIA

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Last reviewed and updated on : 01-April-2026

Steps for downloading of Exemption Certificate

1. Open <https://traces.tdscpc.gov.in/>
2. Log in into your Traces account
3. Scroll down and you will find Lower/No deduction/collection Certificate (s) statistics.
4. After approval by income tax click on Form 128 Filed.

Correct, if not please [update profile](#)

ta*****ng@gmail.com [View](#)

Contact Us

Reach out and we will get in touch with you.

1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

Processed (without defaults)				
Count of Original Statements Processed (with defaults)	-	-	-	-
Count of Original Statements Under Processing	-	-	-	-
Total Count of Original Statements Filed	-	-	-	-

[View All](#)

Lower/No deduction/collection Certificate(s) Statistics TY/FY (2026-27)

Note : To view all filed Forms and the status click on the form name.

	Total	Accepted	In Progress	Rejected	Withdrawn	Approved with Partial Rejection (Only for Form 128)
Form 128 Filed	1	1	-	-	-	-
Form 126 Filed	-	-	-	-	-	-

[View All](#)

5. Another window will appear, then click on View Details



TRACES
TDS Reconciliation Analysis and Correction Enabling System

A- A+ English Profile

Dashboard e-File & View Services Pending Actions Downloads Grievance Compliance under Income-tax Act, 1961

Dashboard > e-File & View > View Filed Forms and Statements > Form 128

View Filed Forms and Statements - Form 128 [Download Files in Bulk](#)

Application for issuance of certificate for lower/nil deduction of income-tax and lower collection of income-tax under section 395(1) and 395(3) of the Act

Information : Latest 100 filed forms are displayed here. To find any specific form/ statement filed till date, please use the search options.

Search using one or more search criteria

Tax Year
Select Tax Year

Acknowledgement Number
Enter Acknowledgment / Token Number

Date of Filing (DD/MM/YYYY)
From To

Status
Select status

Search Reset

Latest Forms and Statements

T.Y.2026-27	Filing Type Original	Acknowledgement No. AA0626224001	Filing Date 12-06-2026	Status Approved	View Details
-------------	-------------------------	-------------------------------------	---------------------------	--------------------	------------------------------

1 - 1 of 1 items 1 of 1 < Previous Next >

[Back](#)

6. Click on Lower/ No deduction certificate

TDS | **TRACES**
Consolidated Processing Cell | TDS Reconciliation Analysis and Correction Enabling System

Dashboard > e-File & View > View Filed Forms and Statements > Form 128

View Filed Forms and Statements - Form 128

Download Files in Bulk >

Application for issuance of certificate for lower/nil deduction of income-tax and lower collection of income-tax under section 395(1) and 395(3) of the Act

Information : Latest 100 filed forms are displayed here. To find any specific form/ statement filed till date, please use the search options.

Search using one or more search criteria

Tax Year: Select Tax Year
Acknowledgement Number: Enter Acknowledgment / Token Number
Date of Filing (DD/MM/YYYY): From To

Status: Select status

Search Reset

Latest Forms and Statements

T.Y. 2026-27	Filing Type Original	Acknowledgement No. AA0626224001	Filing Date 12-06-2026	
Submitted 12-06-2026	Pending with AO 16-06-2026 AO Details >	Approved 30-07-2026		

Filed Form Copy
Acknowledgement
Attachments
Lower/No Deduction Certificate
Lower/No Deduction Certi...
Initiate Download
View Initiated Downloads

1 - 1 of 1 items | 1 of 1 | < Previous | Next >

7. Click on initiate download, a pop up window will appear and then download both the consolidated and deductor-wise certificate.

TDS | **TRACES**
Consolidated Processing Cell | TDS Reconciliation Analysis and Correction Enabling System

Dashboard > e-File & View > View Filed Forms and Statements > Form 128

View Filed Forms and Statements - Form 128

Download Files in Bulk >

Application for issuance of certificate for lower/nil deduction of income-tax and lower collection of income-tax under section 395(1) and 395(3) of the Act

Information : Latest 100 filed forms are displayed here. To find any specific form/ statement filed till date, please use the search options.

Search using one or more search criteria

Tax Year: Select Tax Year
Acknowledgement Number: Enter Acknowledgment / Token Number
Date of Filing (DD/MM/YYYY): From To

Status: Select status

Search Reset

Latest Forms and Statements

T.Y. 2026-27	Filing Type Original	Acknowledgement No. AA0626224001	Filing Date 12-06-2026	
Submitted 12-06-2026	Pending with AO 16-06-2026 AO Details >	Approved 30-07-2026		

Download Certificate against Form 128 * Indicates mandatory fields

Please select the option below for downloading bulk certificate for Form No. 128 under sections 395(1) and/or 395(3) *

☐ Download Consolidated Certificate ☐ Download Deductor-wise Certificate

Cancel Confirm

Select File to Download *

Lower/No Deduction Certi...
Initiate Download
View Initiated Downloads

1 - 1 of 1 items | 1 of 1 | < Previous | Next >



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)

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E-mail - info.neigrhms@nic.in

www.neigrhms.gov.in

EP/ABX : (0364) 2538025

Tel : 0364-2538013/2538010

Dated Shillong, the 4th May, 2020

F: No.

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

C I R C U L A R

Subject: Exemption of Schedule Tribe from Income Tax – regarding

It is hereby informed to all concerned employees including JR (PG) & SR (DM) who belong to Schedule Tribe that an application for certificate u/s 197(1)/195 of the Income Tax Act, 1961 is to be made in Form No. 13 electronically (online) as per Notification No. 08/2018 Dated 31.12.18 issued by Ministry of Finance, Central Board of Direct Taxes, Directorate of Income Tax (Systems), New Delhi (Copy enclosed).

Steps and Procedure for online application may be referred to para Sl. No. 4 of the above Noticifation. The TAN of NEIGRIHMS which is required to be provided is SHLN00458D. All concerned employees are requested to collect the Anticipated Annual Income statement form Accounts Section – A.

Therefore, all concerned Schedule Tribe employees including JR (PG) & SR (DM) are requested to submit the Exemption Certificate on or before 31st August, 2020.

It may be noted that non compliance would render the employee liable to TDS provisions.

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 4th May, 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 and advance copy to Smti. Pynhunlin Sutnga, DPA Gr-II for early action).
8. All Notice Boards (Administrative Block/Hospital/College of Nursing/MRO Hostel).

(D.T. Umdor)

Deputy Director (Admn)