

**REGIONAL INSTITUTE OF MEDICAL SCIENCES**  
(An autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)  
IMPHAL – 795004, MANIPUR

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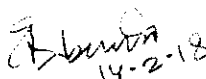
**OFFICE MEMORANDUM**

Imphal, the 14<sup>th</sup> February, 2018

No. 1/18/76-77-RIMS: / 1085 It is to inform all the staff (including ST) of Grade-IV of RIMS and RIMS Hospital, Imphal that filing of T.D.S. return for the financial year 2017-18 (Assessment Year 2018-19) to the Income Tax Authority by this institute is likely to be delayed owing to non-availability of Permanent Account No. (PAN) of such employees of this institute. This may cause hindrance in filing of individual tax return.

As the income of staff of Grade-IV of RIMS and RIMS Hospital, Imphal are assessed under the I-Tax Act, they are required to furnish their PAN no. to the Accounts Officer on or before **20<sup>th</sup> of February, 2018** without fail. The photocopy of PAN no. may be shown clearly and legible. Further, employees who do not furnish the PAN no. within the stipulated date are liable to deduction of 20% of the payment amount from their arrear of 7<sup>th</sup> CPC. Further, the salary of February, 2018 may not be released to the defaulting staff.

This issues with the approval of the Director, RIMS, Imphal.

  
(E. Debendro Meitei)  
Chief Accounts Officer cum FA,  
Regional Institute of Medical Sciences,  
Imphal

Copy to:

1. PS to the Director, RIMS, Impal-For kind information of Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS, Imphal.
3. The Principal, Dental College, RIMS, Imphal.
4. The Principal, College of Nursing, RIMS, Imphal.
5. All Heads of Departments/Sections/Units, RIMS, Imphal.
6. The Deputy Director (Admn.) i/c, RIMS, Imphal.
7. The Nursing Superintendent, RIMS, Imphal.
8. The Accounts Officer, RIMS, Imphal.
9. The Steward, RIMS Hospital, Imphal.
10. The System Administrator, RIMS, Imphal.
11. Concerned file.
12. Notice Board.