

राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
संसद मार्ग, नई दिल्ली-110001
दूर. 011-23340280



National Education Society for Tribal Students

(An Autonomous Organization under
Ministry of Tribal Affairs, Govt. of India)
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12th February 2025

Notice

1. Income Tax Declaration form was activated on the HRMS Portal. All the employees were advised to fill and submit their Tax Declaration for the Financial Year 2024-25.
2. As per Income-tax Act, employers are duty bound to collect all requisite documents/proof in support of deductions claimed by the employees as per respective declarations filed by them.
3. Accountants/official to whom Salary/HRMS work is assigned by the competent authority are required to collect copy of all requisite documents/proof in support of deductions claimed by the employees as per declarations.
4. After due verification of proofs as submitted by employees, the figures of deductions should be freezed on HRMS before publishing of salary for the month of February,2025. In case, documents are not provided by the employees by **20.02.2025**, the deductions claimed as per declaration should be refused and TDS should be deducted from their remaining salary. TDS for the FY 2024-25 is to be deducted in the salary for the month of February, 2025.
5. The window for editing the figure in tax declaration form will be available w.e.f 20.02.2025.
6. Principals/Accountants are directed to ensure the collection of the supporting documents and the tax calculation/TDS deduction as per the provisions of Income Tax Act.
7. Procedure for data verification and locking of deductions as per Income Tax Declaration is as follows:-

Step wise process is as follows: -

Step 1:- Open www.octopod.co.in website----> Login with the Registered Mobile Number and Password (PIN)---->Select Admin Dashboard----> Select Academy i.e. School from the drop down box on the top right side of the screen---->Select

HRMS----> Select Payroll----> Select Employee List ----> A screen will be visible with the name of all the NESTS employees posted in the school.

Step 3:- Look at Action on the right side of the screen---->click on Icon with “eye symbol” ----> A pop-up screen will be visible to select academic year. Select Financial Year 2024-25 from the drop-down menu and press submit.

Step 4:- complete profile of an employee will be displayed on screen. Scroll down. A box named “Tax declaration” with blue colour shall be displayed at the right corner. Click on it. A pop-up screen will be visible with detail of tax declaration.

Step 5:- Data filled by the employees shall be displayed in one column named “amount of employees”.

Step 5:- Default regime is always new regime. In this case no document is required. In case, it is old regime, then obtain and verify all requisite documents and fill the correct amount in “amount by employer” column.

Step 6:- Press submit .

This exercise is to be completed in respect of all the NESTS employees who have joined through ESSE-2023 and presently working in the school.

In case of any assistance, employees can contact support team by sending an email at north.support@studentink.co.in.