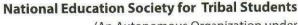
राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत एक स्वायत्त संस्थान, भारत सरकार) भू-तल, गेट नंबर-३ए, जीवन तारा बिल्डिंग, संसद मार्ग, नई दिल्ली-११०००१ दूर. 011-23340280





(An Autonomous Organization under Ministry of Tribal Affairs, Govt. of India) Ground Floor, Gate No.3 A, Jeevan Tara Building, Parliament Street, New Delhi-110001 Telephone No. 011-23340280 वेबसाइट/Website: www.tribal.nic.in Email: nests-tribal@tribal.gov.in

13th February 2025

Notice

1. It came into notice that few employee's PAN details are either missing or incorrectly updated on the HRMS portal. All the employees are requested to reverify the PAN from the salary slip. In case of any discrepancy, kindly provide the copy of PAN the accountant/Principal for onward submission to NESTS. Accountants will verify the **PAN** and send to the **NESTS** infosharing.nests@gmail.com in the following format along with the copy of PAN for updation on HRMS portal: -

Employee Code	Name of Employee	School Name	State	PAN

Details is to be provided by 20th February, 2025. In case of no information is provided on or before 20th February 2025, NESTS will not issue Form 16 to those employees who PAN is not available or Incorrect and also no request for PAN updation or issue of Form 16 will be considered.

2. Resigned Employee Details: - Principals are directed to provide the detail of Resigned employees during the period June 2024 to January 2025, through email on infosharing.nests@gmail.com in the specific format mentioned below in the official letter duly signed and stamped by the respective EMRS's principal before 20th February 2025.

						Present	Present	Present	Present	Present	Present	Present	Present			
	Emrs	Employee	Employee	Date of	Date of	days in	days in	days in	days in	days in	days in	days in	days in		HRA To be	Specia pay To
Sr N	Name	Name	Code	Joining	Resignation	June	July	August	September	October	November	December	January	Remarks	paid(Y/N)	be paid(Y/N)