

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)
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

Date: 21.01.2026

NOTICE

1. Increment: -

The HRMS in Octopod has processed annual increments for all eligible employees based on attendance records. Employees who joined on or before 01.07.2025, or those who missed a previous increment due to any reason, are eligible for the increment, provided they have not availed Leave Without Pay (LWP) or Extraordinary Leave (EOL) for reasons other than medical grounds.

Note:

The salary for the month of January, 2026 shall be published only after thorough verification of increments for each employee at the respective EMRS level. The revised Basic Pay after increment can be verified by navigating to the Employee List submenu under HRMS.

This verification must be carried out individually for all employees by both the Accountant and the Principal prior to salary publication. Any discrepancy identified at a later stage shall be the responsibility of the concerned Accountant and Principal.

In case of any discrepancy, please communicate through official channels at
infosharing.nests@gmail.com

2. Income Tax Declaration-

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.

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.

After due verification of proofs as submitted by employees, the figures of deductions should be freeze on HRMS before publishing of salary for the month of January, 2026. In case, documents are not provided by the employees by 25.01.2026, the deductions claimed as per declaration should be refused and TDS should be deducted from their remaining salary. TDS for the FY 2025-26 is to be deducted in the salary for the month of January, 2026.

The window for editing the figure in tax declaration form will be available w.e.f 25.01.2026. 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.

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 2: - 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 2025-26 from the drop-down menu and press submit.

Step 3: - complete profile of an employee will be displayed on screen. Scroll down. A box named "Tax declaration" with blue background colour shall be displayed at the right corner. Click on it. A pop-up screen will be visible with detail of tax declaration.

Step 4: - Data filled by the employees shall be displayed in one column named "Amount by 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. If no document proof is provided submit the Tax declaration form without putting any value in the "Amount by Employer" section and submitting the form.

Step 6: - Check the checkbox "Data entered is verified and is final"

Step 7: - Click on the "Submit" button once submitted no modifications can be done and the verification is considered as final.