

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
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National Education Society for Tribal Students

(An Autonomous Organization under
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24th April 2026

Notice

Subject: Tough Location Allowance (TLA), Special Duty Allowance (SDA), and Special Compensatory Allowance (SCA) to employees of EMRS through Octopod

Tough Location Allowance (TLA), Special Duty Allowance (SDA), and Special Compensatory Allowance (SCA) for employees of EMRS working in the North Eastern Region, Jammu & Kashmir, Himachal Pradesh, and Ladakh have been enabled in Octopod. All the respected Employees have to follow the steps below and select their choice carefully. On the basis of option selected, the opted allowance will be paid alongwith the salary of May month.

For eligibility, please refer to the NESTS notification available on the website under “For Serving Employees” with the subject “Notice reg. Admissibility of Tough Location Allowance, Special (Duty) Allowance to employees of EMRS” dated 23.07.2025.

Steps for EMRS Employees in Octopod:

- 1. Login to Faculty Dashboard**
Employees must log in to the Octopod Faculty Dashboard using their credentials.
- 2. Navigate to Allowances Section**
Go to “Tax Declaration / Allowances” under the “Administrative” menu.
- 3. Read Policy Document**
Carefully read the attached policy/notice regarding eligibility for Tough Location Allowance and Special Duty Allowance.
- 4. Select Allowance Type**
Choose the appropriate allowance (e.g., TLA or SCA/SDA) as per eligibility.
- 5. Save Allowance Selection**
Click on “Save Allowance Selection” to submit your choice.
Note: The selected option cannot be changed once submitted.
- 6. Verification and Finalization of Salary**
Upon successful verification during salary calculation by the accountant and approval by the principal, the salary will be finalized and published accordingly.

All employees are advised to complete the above steps carefully within the stipulated time frame.

Principals must ensure strict adherence to the above procedure. Additionally, the Principal and the Accountant are responsible for thoroughly verifying all figures related to arrears and allowances before the release of salaries. Any irregularities in the payment of TLA, SCA, or SDA will be the responsibility of the officials involved in the processing and approval of the salary. In case of any discrepancies or queries, please contact: infosharing.nests@gmail.com.