

MAIN : HRMD - 92 /2016-17



DT. 19 .10.2016

SUB: HRD: 52

CO: HRM DEPARTMENT

FILE M-3 S-303

Sub: Submission of Life Certificate by all Staff pensioners and Family Pensioners, ex-gratia recipients and TDS on Pension Payments reg.

Every Year Life Certificate as per format given in the Appendix is to be obtained by branches from all staff pensioners, family pensioners, pre-86 ex-gratia recipients as well as recipients of ex-gratia relating to spouses of pre-86 retirees in the month of NOVEMBER.

CLASS OF PENSIONERS	CERTIFICATES TO BE SUBMITTED
Staff Pensioner	Life Certificate for every year. Non-employment certificate for the first year as per Pension Regulations.
Staff Family Pensioner	a. Life Certificate and Non-Marriage Certificate b. Non-Employment Certificate from family pensioner (other than spouse)
Recipients of Ex-gratia relating to surviving pre-86 retiree	Life Certificate
Recipients of Ex-gratia relating to spouses of deceased pre-86 retiree	Life Certificate
Last date for obtention and updation of certificates obtained from staff pensioners	30.11.2016

In this connection, we reiterate the following guidelines / instructions:-

1. Life Certificate, Non-employment / Non-marriage Certificate obtained is / are to be kept in the Pensioner's individual file maintained at the branches, where the pension is drawn. **It SHOULD NOT BE SENT to CO:HRM Department** . The Format for recording the Life Certificate is appended with this Circular.
2. Officers of the Bank are authorised to record life certificates of the pensioners.
3. If a pensioner on account of serious illness / incapacitation is unable to come to the branch, an intimation to this effect supported by a medical certificate from a registered medical practitioner about his/her inability to appear in person has to be sent to the Manager of the pension paying branch, so that the latter may nominate an Officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate.

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4. Each branch is provided with a list of Savings Accounts credited with staff pension every month at the pension link of CO: HRM Online website, to facilitate branches to verify the correctness of credit to the respective pension accounts. This list may also be used to communicate with the staff pensioners to submit the Life Certificate / Non-employment / Non-Marriage Certificate on or before 30.11.2016.

5. On the Death of a pensioner / family pensioner the same shall be intimated to CO: HRM Department (Pension Cell) immediately enclosing an attested copy of death certificate, to stop further payments of pension. Based on the death certificate, Pension / Family Pension will be stopped and excess Pension / Family Pension paid, if any, will be recovered from the deceased Pensioner's account.

6. CO:HRM has hosted a web link at <http://10.141.47.28:6001/>
[HRM ONLINE WEBSITE]

- Branches can login into this link using **Salary User ID and Password** and select "**Pension**" tab, then select "**Life Certificate (2016)**", enter the SRNO and make a tick mark against type of certificates obtained from the concerned Pensioner and press "**Submit**" button to complete the updation process.
- The "**Update**" button can be used for modifying already entered data.
- "**Delete**" button may be used to delete an entry. Branches are requested to update through this link for life certificates/ other certificates received by them from staff pensioners **on or before 30.11.2016**.

7. Please note that Life certificate can be recorded with any of our branches. Automatically, the status on submission of Life Certificate by the Pensioner would be updated. If the life certificate for a pensioner is recorded by a branch other than original pension drawing branch, then a copy of the life certificate shall be forwarded to the original pension drawing branch without fail.


8. Staff Pensioners can also submit Digital Life Certificate through "JEEVAN PRAMAAN". The procedure for submitting Digital Life Certificate is enumerated in CO:CGT Circular No.CRS-68/2014-15 dated 27.12.2014.

9. The pension for the month of December 2016 payable on 1st January 2017 will not be generated for those pensioners who have not submitted their Life Certificate or not updated by the branch through online on or before 30.11.2016. Upon subsequent submission of Life Certificate by such pensioners and updated by the branch online, the pension amount/s payable will be generated and credited along with next monthly pension only.

Tax Deducted at Source (TDS) on Pension Payments:

Deduction and remittance of Income Tax on pension payments has been centralised at CO HRM Department from financial year 2012-13 onwards. For the current financial year 2016-17 (Assessment Year 2017-18),

1. Tax is deducted on monthly basis taking into account the Proposed investments under Section 80(C) as Rs.150000 for all pensioners, up to September 2016.

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2. From October 2016 onwards the proposed investments under Section 80(C) will be treated as Zero and Tax will be deducted purely based on proof of investments submitted by pensioners and authorized by the branch on or before 25th of every month.
3. Branches shall advise the Staff Pensioners (as per proforma enclosed) to submit the proof of investments made and make entry and authorize the same in the HRM Online Website provided for this purpose before 25th of every month. The proforma and proof documents are to be filed in the Pensioner's file without fail. In case the proof was already submitted by pensioner during earlier months, the same should be entered in the system by the branch immediately.
4. Pension for the month of March 2017 being credited on 01.04.2017, Pension Income for March 2017 will fall under financial year 2017-18 only. Hence the last installment of monthly tax to be recovered on pension income for current financial year (2016-17) will be from the pension payable for the month of February payable in March 2017. Hence Pensioners may be advised to submit their proof of investments by 25th February 2017.

General guidelines:

- Monthly staff pension / family pension is being credited to the account of the pensioners / family pensioners directly from CO: HRM Department.
- The status of the account should be 'OPEN / OPERATIVE ' for crediting pension in CBS.
- In case of regular pension the Savings Bank account should be maintained in the name of pensioner or jointly with the spouse. In the case of family pensioners, ex-gratia and spouse ex-gratia recipients, the account should be maintained in the name of the pensioner/recipient only.
- Request for change of pension payment branch by the pensioner should be forwarded to CO:HRM Department (Pension Cell) with Branch Manager's recommendation certifying that the pensioner is not having any direct or indirect liability with the branch. On getting permission from CO:HRM the pension payment branch will change the home branch code for the pensioner as well as transfer his/her Pension file to the new branch.
- Request for change of address of the pensioner in Pension Master shall be forwarded to CO:HRM and CO:HRM will incorporate the change and send their acknowledgement to the Pensioner and Pension payment branch.


The Last Date for submission of Life / other certificates from STAFF Pensioners/Family Pensioners/Exgratia recipients is 30.11.2016 and Last Date for submission of Proof of investments for Income Tax purpose is 25.02.2017. Please bring the contents of this Circular to the notice of all Staff Pensioners and also place a copy of this Circular in the Branch Notice Board.


S. Krishnan
General Manager (HRM/HRD)

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ANNEXURE

 **इंडियन बैंक**
Indian Bank
Branch:

Date :

Mr./Ms.

U R G E N T

Dear Sir/Madam,

Sub: Tax Deducted at Source (TDS) on Staff Pension payments reg.

Our Bank has centralized all operations relating to TDS from pension payments since 2012-13. Income tax payable on Pension Payments will be calculated and deducted at source from the Monthly Pension Payments. Tax payable will be computed taking into account the following:

- Pension, Salary already drawn (if any) from the Bank during the current financial year
- Future monthly pension payments during the current financial Year
- Other taxable income relating to retirement benefits
- Taxes already recovered by the Bank through Salary/Pension etc.,
- Only PF, VPF, Profession Tax, LIC (SSS) reported by Salary Section for the period in service will be carried over to Pension Website automatically. Hence staff, who have retired during the current financial year, should necessarily submit proof of investments again to their current Pension Drawing branch excluding the above items ranking for deduction.

Tax payable will be calculated taking above inputs into account and monthly tax deduction will be recovered from monthly pension payable to you.

Therefore, you are requested to furnish on or before 25.10.2016 the details of proof of investments made for the current financial year, and other details to us as per Annexure enclosed. Kindly furnish the correct PAN as TDS remittances shall be appropriated only to the PAN furnished by you.

Kindly fill in the Annexure and submit the same to our Branch on or before 25.10.2016 failing which it will be construed that you have not made any investments to report and tax will be calculated and recovered accordingly.

Thanking you,

Yours faithfully,

Branch Manager

Annexure: [Investment Details for Fin. Year 2016-17]

To

Indian Bank

_____ Branch

PENSION ID / SR NO (*)	
NAME OF THE PENSIONER	
EMAIL ID	
PAN NO	
MOBILE NUMBER	
LANDLINE NO WITH STD CODE	
INVESTMENT DETAILS	
Under Section 80(C) - Maximum Rs.150000	
NSC interest	
NSC	
LIC PREMIUM	
LIC PREMIUM under 80(CCC)	
ULIP	
PPF	
POSTAL RD	
PLI	
ELSS	
NSS	
HOME LOAN PRINCIPAL	
TUITION FEES	
NOTIFIED DEPOSITS	
ANY OTHER INVESTMENTS(Specify)	
Total for Section 80(C)	
Income from Property (Loss)	
Income from Property (Profit)	
Section 80(D) -Mediclaime premium paid	
Section 80(DD) -	
Section 80 (E) - interest serviced on Edl. Loan	
Section 80(U) - Physically handicapped	
Others specify	

Place:

Date :

Signature of the Pensioner

Appendix

LIFE CERTIFICATE

Certified that I have seen the Pensioner / Family Pensioner Shri / Smt. _____ (Pensioner's Name), ID No. _____ and that he/ she is alive on this date.

Place: _____ Signature of the Branch Official:
Date : _____ Name :
Seal : _____ Designation :

NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE

I declare that I have not been serving in any capacity either in a Government Department / Office, Company, Corporation, Autonomous Body or Society of Central or State Government or Union Territory or a Local Body during the year ended

OR

I declare that I have accepted employment under a Government outside India / as International Organisation of which Government of India is not a member after obtaining the previous sanction of the Government and none of the conditions attached thereto by the Govt. has been deviated from without obtaining previous sanction of the Government.

Place: _____ Signature:
Date : _____ Name of Pensioner:
Seal : _____ PPO No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Place: _____ Signature of Br.Official:
Date : _____ Name:
Seal : _____ Designation:

CERTIFICATE OF NON-RE-MARRIAGE / NON-MARRIAGE

I hereby declare that I am not married / have not been married during the past six months.

OR

I hereby declare that I have not been re-married and I undertake to report such an event to the Bank.

Place: _____ Signature:
Date : _____ Name of Pensioner:
PPO No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Place: _____ Signature of Br.Official:
Date : _____ Name:
Seal : _____ Designation: