

मानव संसाधन विभाग / Human Resources Department
Employee Benefits Division (EBD), Central Office

Staff Circular No:7901

January 19, 2023

To: All Branches/Offices.

Staff Pensioners - Submission of proof of Investments/Deductions claimed for FY 2022-23 for computing TDS on Pension.

1. Attention of branches/offices is invited to Staff Circular No SC. 7850 dated 01.12.2022 on submission of updated investment declarations for the FY 2022-23, along with relevant proof, by the staff pensioners.
2. The investment declaration page in "Union parivar" was reverted to "SAVED" status to enable the pensioners to make the necessary modifications regarding investments/deductions claimed and the pensioners were advised to submit the relevant proofs at the branches and get the investment declarations approved. The timeline fixed for submission of proof/approval of investment declaration was 20.01.2023.
3. It is observed that huge number of pensioners are yet to submit the proofs/get their investment declarations approved in Union parivar, in view of which we have been receiving numerous requests from retiree associations for extension of the timeline for submission of the proofs/for approval of the investment declarations in Union parivar.
4. In view of the above, it has been decided to extend the timeline upto 15.02.2023.
5. Branches are advised to contact the Staff Pensioners of their branch and ensure submission/approval of investment declarations latest by 15.02.2023.
6. Branches are strictly advised to approve the investment declarations after verification of the proofs, on real time basis and acknowledgement generated from Union parivar to be provided to the retirees.
7. Navigation for accessing/approving the declaration is re-iterated as under:
Main Menu=>Employee Self Service=> Payroll=>Investment Declaration => Investment Declaration Retiree
8. Please note, the investment declarations which are in "APPROVED" status in Union parivar shall only be considered while computing the TDS to be deducted from Pension for the months of February-2023 and March-2023.
9. All branches/offices are requested to take a note of the above instructions.


General Manager (HR)