

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

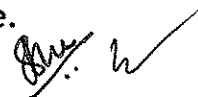
Staff Circular No:8129

November 07, 2023

To: All Branches/Offices.

Staff Pensioners - Reopening of Investment Declaration for FY 2023-24, for submission of Investment Proof

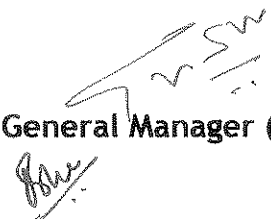
- ❖ Attention of branches/offices is invited to Staff Circular No. 7970 dated 15.04.2023 regarding submission of investment declaration by staff pensioners for the FY 2023-24.
- ❖ In Union Parivar, the Investment Declaration page for such retirees who have submitted the same during the period from 01.04.2023 to 31.10.2023 has been made available in "SAVED" status, to enable the pensioners to make modification in investment details, as per the actual investments for the FY 2023-24.
- ❖ Staff pensioners are requested to make the necessary corrections/modifications in the Investment Declaration, Upload the proof of the investments and "SAVE" & "SUBMIT" the Investment Declaration and get it "APPROVED" from concerned Branch, for consideration of such investment for tax calculations for FY 2023-24. The module is available on Desktop as well as Mobile application.
- ❖ List of such retirees whose Investment Declarations have been made available in "SAVED" Status is being mailed to Regional Offices separately. The list is also being uploaded in Corporate website under "Information for Retired Staff" (the navigation is: About us → HR → information for retired staff)
- ❖ The pensioners shall submit the proofs of investments at any branch of Union Bank of India (not necessarily with the branch maintaining Pension Account).
- ❖ The Branch Manager / DBM of the concerned branch shall approve the same in Union Parivar after obtention & verification of the necessary proofs of investments. The proof of investments submitted by the Pensioner should be kept in the branch/Pension file of the pensioner for future reference.



- ❖ Navigation for accessing/approving the declaration is as under:

Main Menu → Employee Self Service → Payroll → Investment Declaration → Investment Declaration Retiree

- ❖ **Please note, staff pensioners who have retired during the Current Financial Year Viz., from 01.04.2023 to 31.12.2023 shall also submit their Investment Declarations afresh and follow the process as stated above, failing which the investments shall not be considered for calculation.**
- ❖ For employees who are retiring after 31.12.2023, the Investment Declarations already submitted in Union Parivar, along with Investment Proof shall be considered for the tax calculations for FY 2023-24.
- ❖ **Branches/offices are advised to contact the Staff Pensioners of their Branch and ensure submission of Investment proof, latest by 20.01.2024.**
- ❖ For the month of November-2023 and December-2023, the investment declarations that have been reverted to “SAVED” status shall also be considered for TDS calculations.
- ❖ **Please note, effective from January ‘2024, such Investment Declarations which have been “Approved” in Union Parivar shall only be considered for TDS calculations for the ensuing months of FY 2023-24.**
- ❖ Non-submission/wrong feeding of investment information in Union Parivar shall result in incorrect deduction of TDS, hence pensioners/branches are advised to be careful while entering the investment details in Union Parivar.
- ❖ All branches/offices are requested to take a note of this circular for compliance and give wide publicity amongst the staff pensioners.


General Manager (HR)