

ALLAHABAD BANK
Personnel Administration Department
Head Office: 2, Netaji Subhas Road, Kolkata – 700001

Instruction Circular No.15397/PA/2017-18/55

Date: 15.12.2017

To All Branches and Offices

CIRCULAR

Deduction of Tax at Source from Staff Pension under ABEPR-95 for the current financial year 2017-18 (AY 2018-19) - Last date of Submission of proof of Investment/Payment on 15.02.2018

Attention is drawn to Head Office Instruction Circular No.15124/PA/2017-18/26 dated 11.07.2017 wherein the detailed guidelines regarding submission of declaration form (Annexure-A) and submission of proof thereof on deduction of Tax at source from Pension under ABEPR-95 for the current financial year 2017-18 (AY 2018-19) has been provided. The last date of submission of declaration form (Annexure-A) and proof thereof at the branches by the pensioners has been fixed on 15.02.2018. However, the last date of entry/passing by the branches in Staff Pension Module along with correction of discrepancy if any has been fixed on 20.02.2018. For the convenience of pensioners as well as the field functionaries the guidelines/salient points are reiterated as under: -

1. Action points for Pensioners: -

1.1 The pensioners who have already submitted the declaration form (Annexure-A) in the branches are required to submit the self attested photo copies of proof of investment/payment at the respective branches latest by 15th February 2018. In case they want to revise the declaration submitted earlier they shall submit the declaration afresh along with self attested photo copies of proof of investment/payment within the stipulated date i.e. 15.02.2018. The pensioners who have not yet submitted their declaration form may also submit the declaration form (Annexure-A) and the self attested photo copies of proof of investment/payment at the branches latest by 15th February 2018. It is needless to mention that they shall show the original proof of investment/payment to the branch official for their authentication.

1.2 After submission of proof of investment/payment, the pensioners may collect the system generated print out from the branch within four days or the stipulated date as mentioned below. They should cross check the system generated print out with the proof of investment/payment submitted by them and shall immediately report to the branch for correction in case of any discrepancy observed within the stipulated date and shall obtain the revised correct printout from the branch.

(A) Sl No	(B) Last date of Submission of declaration by the Pensioners	(C) Last date of entry by the branches in Staff Pension Module	(D) In case of any discrepancy, last date of correction in Staff Pension Module by the branches	(E) Effect to be given in the month
1	15.01.2018	20.01.2018	20.01.2018	Jan-2018
2	15.02.2018 *	20.02.2018	20.02.2018	Feb-2018

* Along with proof of investment/payment.

1.3 The pensioners who have already submitted the proof of investment/payment in response to earlier circular are not required to submit the same again. However, they are required to collect the system generated print out from the branch within the stipulated

date as mentioned above and should cross check the system generated print out with the proof of investment/payment submitted by them. In case of any discrepancy, they shall immediately report to the branch for correction and shall obtain the revised correct printout from the branch within the dates mentioned in the above table.

1.4 If any pensioner after submitting the declaration submits proof of investment/payment of lesser amount than submitted in declaration, in that case the income tax will be calculated accordingly taking into account the actual proof of investment/payment and the same shall be deducted from the pension payable for the month of February and March 2018. In case no proof of investment/payments submitted within 15th February 2018, then income tax will be deducted from February 2018 considering the declaration submitted as null and void.

2. Action points for Branches:-

2.1 The branch official (maker) on receipt of the declaration from the pensioners will invariably feed the information in the Staff Pension Module in App Store of Intranet Site strictly in terms of guidelines as per instruction circular under reference.

2.2 On receipt of the proof of investment/payment from the pensioners, the branch will verify the information in the Staff Pension module with the declaration already submitted by them. If the proof submitted is in conformity with the declaration submitted earlier then they need not make any changes in the information already entered but if the pensioner has submitted the revised declaration along with proof of investment/payment or submitted the proof of investment/payment of lesser amount then the branch official (maker) will modify the information as per actual proof of investment/payment submitted by them.

2.3 The data so entered by the maker will be passed by the checker after verifying all the details entered in the system with the physical copy of proof of investment/payment submitted by the pensioners. To be confirmed about passed entries by the checker report can be viewed in the "Declaration received" report available in the report section of the Staff Pension Module. In case the passed entries are not reflected in the said report due to any technical issue, the branch official should immediately contact the officials of CBS PMO, Kolkata for rectification.

2.4 The checker in the branch after passing the entries in Staff Pension Module should take a system generated print out of the same and deliver it to the pensioners within four days from the receipt of the proof of investment/payment under acknowledgement or within the stipulated date whichever is earlier. In case any discrepancy observed/pointed out the same shall be amended forthwith in the Staff Pension Module and a revised system generated printout should be delivered to the pensioner under acknowledgement.

2.5 The branches are advised to note carefully that they are required to verify the copies of proof of investment/payment from the original and retain them at their custody (in NO case it will be forwarded to Head Office) for requirement at a later date by the different authorities. In absence of uploading of scan copies in the system it has become paramount importance of retaining PAN/declaration/proof of investment/payment so that these can be used in case of need/future reference. The concerned branch officials (Maker & Checker) will be solely responsible for the same and shall submit the copy of proof in support of the entry made by them regarding PAN/proof of investment/payment.

2.6 The branch officials are advised to strictly adhere the time line as given above. In the event of any pending declaration/proof of investment unattended by the branch after the last

date (20.02.2018), the branch officials will be responsible for the same and accountability shall be fixed against the erring officials as it may be noted that tax once deposited with the income tax authorities can not be refunded.

2.7 The guidelines along with screen shots for making entries pertaining to declaration of pensioners and proof of investment/payment using Sahyog credentials in the Staff Pension Module is given in Annexure-B.

2.8 Other contents as per instruction circular under reference shall remain unchanged.

A copy of this instruction circular is also available in the "Retiree Corner" in the Bank's website (www.allahabadbank.in).

Hindi version of the circular follows.

(L. V. Prabhakar)
General Manager