

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

Instruction Circular No.16198/PA/2018-19/77

Date: 10.01.2019

To All Branches and Offices

CIRCULAR

Deduction of Tax at Source from Staff Pension under ABEP-95 for the current financial year 2018-19 (AY 2019-20) - Last date of Submission of proof of Investment/Payment on 15.02.2019

Attention is drawn to Head Office Instruction Circular No.15678/PA/2018-19/14 dated 10.05.2018 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 ABEP-95 for the current financial year 2018-19 (AY 2019-20) 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 15.02.2019. However, the last date of entry/passing by the branches in Staff Salary-Pension Module along with correction of discrepancy if any has been fixed on 18.02.2019. 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 2019. 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. 15.02.2019. 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 2019. 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	18.01.2019	21.01.2019	21.01.2019	Jan-2019
2	15.02.2019 *	18.02.2019	18.02.2019	Feb-2019

* 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 2019. In case no proof of investment/payments submitted within 15th February 2019, then income tax will be deducted from February 2019 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 Salary-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 Salary-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 Salary-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 ITIC-K, Kolkata for rectification.

2.4 The checker in the branch after passing the entries in Staff Salary-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 Salary-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 in lieu of uploading the scan copies, the same should be retained at their custody (in no case it will be forwarded to Head Office) for requirement at a later date by the different authorities. 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 in case of need/future reference.

2.6 The branch officials are advised to strictly adhere to the time line as given above. In the event of any pending declaration/proof of investment unattended by the branch after the last date (18.02.2019), 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 cannot be refunded.

2.7 The user manual and the detailed guidelines/flow chart/screen shots for making entries pertaining to declaration of pensioners and proof of investment/payment using Sahyog credentials in the Staff Salary-Pension Module will be made available in "APP Store" in Bank's Intranet Site.

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.

(S. K. Suri)
General Manager (HR)

ANNEXURE-'A'

Important: This declaration form is to be submitted to the branch only. In no case it will be sent to Head Office.
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The Chief Manager
Terminal Dues Section,
Personnel Administration Department,
Head Office, Kolkata

(Through _____ Branch)

INVESTMENTS/PAYMENTS WILL BE MADE BEFORE 15.02.2019

Dear Sir,

Re: FINANCIAL YEAR 2018-19Sub: DEDUCTION OF INCOME TAX

I furnish hereunder the particulars for the purpose of deduction of Income Tax at source under section 192 of the Income Tax Act, 1961 from my pension Income during the financial year 2018-19 i.e. from 01.04.2018 to 31.03.2019.

1. PF No. of the retired employee/officer :

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2. Full Name of Pensioner (in block letters) :

3. Gender :

M	F
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4. Date of Birth (in DD/MM/YYYY format) :

D	D	M	M	Y	Y	Y	Y
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5. Mobile No. :

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6. PAN.

(PAN of the Pensioner. Please submit a self-
Attested copy of PAN Card if not submitted earlier) :

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7. Residential Address :

8. Interest accrued on self occupied residential Housing Loan : Rs. _____

9. Interest on Education Loan : Rs. _____

10. Mediclaim U/S 80D: Rs. _____

11. Amount of Investment made / to be made during the financial year 2018-2019 as following:

Sl. No.	Types of investment under Section 80C				Amount in Rs.	
a)	PF/VPF					
b)	Public Provident Fund(PPF)					
c)	Tuition fees (Max. for 2 Children) excluding any payment towards any development fees or donation or payment of similar nature whether at the time of admission or thereafter to any University, College, School or other educational Institution for the purpose of full time education of the individual, child, wife or husband as the case may be in India					
d)	Life insurance premium/Postal life insurance premium					
	Sl. No.	Policy No.	Sum Assured	Dt. Of Premium		Amt. of Premium per annum
	Total :					

e)	Term deposit under 'Tax Savings Scheme" with a scheduled Bank	
f)	5 Years National savings certificate(s) - VIII issue	
g)	NSC Interest	
h)	Housing Loan Installments	
i)	U.L.I.P	
j)	Eligible Equity/Mutual Fund	
k)	Eligible Retirement Benefit Plan	
l)	Sr. Citizen Scheme	

12. NPS Contribution [under Section 80 CCD (1B)]: Rs. _____

DECLARATION

1. The particulars given above are true to the best of my knowledge and belief.
2. I undertake to make the investments/payments as mentioned above and shall submit proof thereof (along with self attested photo copies of the investments/payments) to the branch by 15th February 2019 where I have submitted this declaration.

Place:

Yours faithfully,

Date:

(Signature in full)

PF No.		Name-	
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For Office Use			
	To be filled at the time of submission of Declaration	To be filled at the time of submission of Investment/Payment	
	Officer/clerk who has entered the data of the declaration in the Staff Pension Module	Officer/clerk who has entered the data of the investment/payment in the Staff Pension Module	Sr.Manager/Manager/Officer who has verified the photocopies of the investment/payments from the original
Name			
Employee ID			
Designation			
Date of verification/entry in the system			
Signature			

<u>Acknowledgment for Declaration</u> for FY 2018-19	<u>Acknowledgment for Investment/Payment</u> for FY 2018-19
I acknowledge receipt of system generated printout of data entered by the branch in Staff Pension Module as per the declaration submitted by me and confirm that the same has been found correct.	I acknowledge receipt of system generated printout of data entered by the branch in Staff Pension Module as per the proof of investment/payment submitted by me and confirm that the same has been found correct.
Signature	Signature
Date- Name-	Date- Name-