

ALLAHABAD BANK
PERSONNEL ADMINISTRATION DEPARTMENT
Head Office: 2, Netaji Subhas Road, Kolkata - 700 001

Instruction Circular No.16678/PA/2019-20/33

Date: 03.07.2019

To All Branches and Offices

CIRCULAR

Deduction of Tax at Source from Staff Pension under ABEPR-95 for
the current financial year 2019-20 (AY 2020-21)

Attention is drawn to Head Office Instruction Circular No.15678/PA/2018-19/14 dated 10.05.2018 regarding the detailed guidelines on deduction of Tax at source from Pension under ABEPR-95 for the last financial year 2018-2019.

For the current financial year i.e. 2019-2020, deduction of income tax at source from the pension (Staff Pension under ABEPR-95) will be started from July 2019.

1. Action points for pensioners:-

- 1.1 The pensioner will submit a declaration regarding his/her investment strictly as per enclosed 'Annexure-A' along with self attested copy of PAN (if not submitted earlier) at the pension payee/nearby branches from their home at the earliest (not later than 26.07.2019).
- 1.2 After submission of the declaration, the pensioners may collect the system generated print out from the branch within four days or the stipulated date whichever is earlier. They should cross check the system generated print out with the declaration submitted by them and shall immediately report to the branch for correction in case of any discrepancy observed within the stipulated date.
- 1.3 Tentative income tax will be deducted on pro rata basis in nine months from July 2019. The pensioners who will submit the declaration after 26.07.2019 or whose declaration will be fed after 26.07.2019 and upto 20th of August 2019, for them such effect will be made in the month of August 2019 and so on as per the schedule noted below.

The stipulated date with month wise detail of submission of declaration by the pensioners at the branches and the date of effect in HRMS has been decided as following.

(A) Sl.No	(B) Declaration form submitted upto	(C) Last date of entry by the branches in HRMS	(D) In case of any discrepancy, last date of correction in HRMS by the branches	(E) Effect to be given in the month
1	26.07.2019	26.07.2019	26.07.2019	July-2019
2	20.08.2019	23.08.2019	23.08.2019	Aug-2019
3	20.09.2019	23.09.2019	23.09.2019	Sep-2019
4	19.10.2019	22.10.2019	22.10.2019	Oct-2019
5	20.11.2019	22.11.2019	22.11.2019	Nov-2019

6	20.12.2019	23.12.2019	23.12.2019	Dec-2019
7	20.01.2020	23.01.2020	23.01.2020	Jan-2020
8	15.02.2020*	21.02.2020	21.02.2020	Feb-2020

* Along with proof of investment/payment.

In case any of the above noted days declared as Holiday then the next working day shall be taken into consideration.

- 1.4 The pensioners who will submit the declaration as per the prescribed format (Annexure-A), will be required to make the investments/payments under different scheme and shall submit the proof on or before 15th February 2020 (along with self attested photo copies of investments/payments) to the branch where they have submitted the declaration earlier.
- 1.5 Pensioners who will submit the proof of investment/payment along with the declaration should collect the system generated print out from the branch and cross check the same with the proof of investment/payment submitted. They shall immediately report to the branch for correction in case of any discrepancy strictly as per the dates mentioned in the above table and shall obtain the revised correct printout from the branch.
- 1.6 In case the pensioners do not submit the proof of investment/payments as per the declaration submitted earlier by them in response to this instruction circular within 15th February 2020, then the income tax will be deducted from February 2020 considering the declaration submitted as null and void.

2. Action points for Branches:-

- 2.1 The branch on receipt of the declaration as per 'Annexure-A' will invariably feed the information in the HRMS in App Store of Intranet Site using Sahyog credentials on the date of receipt of application latest within 26.07.2019. For the declarations received after 26.07.2019, the necessary entry shall be made as per the schedule noted in the above table. In no case any other type of declaration/Annexure-A as per previous year instruction circular will be accepted by the branch.
- 2.2 The user manual and the detailed guidelines/flow chart/screen shots for using HRMS will be made available in the "APP Store" in Bank's Intranet Site.
- 2.3 Entry of information for declaration in HRMS is only maker based and no checker is involved. It is the duty of the maker (officer/clerk) to check the declaration carefully while entering the data in the system and he/she should enter the data as per declaration only. It may be noted that the income tax will be calculated on the basis of data entered by the branch, therefore it is the responsibility of the concerned official/clerk to feed the correct information in the module.
- 2.4 The official of the branch after feeding the information in HRMS should take a system generated print out of the same and deliver it to the pensioners within four days from the receipt of the declaration 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 HRMS and a revised system generated printout should be delivered to the pensioner under acknowledgement.

- 2.5 Branches may kindly note that the provision of acknowledgment is available in the 'Annexure-A' itself which may be used for their convenience.
- 2.6 In the month of February 2020 the declarations along with proof of investment submitted by the pensioners as per the prescribed format (Annexure-A) will be entered in the HRMS through maker and checker concept on submission of proof of investment. Any officer/clerk of the Branch having Sahyog credentials can be Maker. Maker will enter the data in the module as per proof of investment/payment submitted by the pensioners. 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. Checker is the officer in a branch other than the Maker. It may be noted that the Maker is not allowed to pass his own entries. After passing the entries Checker will take a print out of the same and deliver it to the pensioners for their record. It is the duty of the Checker to verify the proof of investment/payment with the declarations so also with the original and in case the amount mentioned in the declaration is not supported by the proof of investment then the amount with proof of investment will only be entered in the staff pension module within the stipulated date.
- 2.7 The branches are advised to note carefully that they are required to verify the copies of proof of investment/payment with the original which are to be entered in the HRMS through maker and checker concept and retain them at their custody for requirement at a later date by different authorities. In case of any future reference regarding proof of investment/payment the concerned branch will be responsible for the same and shall submit the copy of proof in support of the entry made by them. The original declaration and the proof of investment/payment shall be kept at the branch and in no case it will be sent to Head Office.
- 2.8 At the cost of repetition, it is clarified that the entry of declaration as per 'Annexure-A' shall be made by maker only. The entry of declaration along with proof of investment/payment shall be made by maker and shall be passed by checker in the branch.
- 2.9 Branches must take utmost care while feeding the data in the system and also while entering the PAN of the pensioners. The PAN of the pensioner is to be validated from the B@NCS-24 (Online PAN verification).
- 2.10 Branches can view the position regarding entry of declarations submitted by the pensioners in the "Declaration received" report which is available in the report section of the HRMS.
- 2.11 Declarations and proof of investment/payment submitted by the pensioners should be accepted and entered in the HRMS within the stipulated date as mentioned in the above table. In case of any delay the entire responsibility for such entry in the system upon receipt of declarations and proof of investment/payment will be of the branch head for the small and medium branches. For other branches the responsibility will be of the operation-in-charge in the branch. In case no such official is entrusted such job then the responsibility will be of the branch head.
3. In case of non submission of declaration by pensioners/non feeding of information by the branch, the income tax will be calculated accordingly and shall be deducted on pro rata basis from the pension of July 2019 and onwards.

4. In the month of February 2020, income tax will be finally processed taking into the account data so entered by the branch in the HRMS. The income tax due, if any, will be deducted on pro rata basis from the pension for the month of February and March 2020.
5. In case of any query/clarification officials of the Terminal Dues Section at Head Office may be contacted over telephone (033-22420917).
6. A copy of this instruction circular may be displayed in the notice board of the branches and offices for information of all concerned.
7. A copy of this instruction circular is also available in the "Retiree Corner" in the Bank's site (www.allahabadbank.in).

Hindi version of the circular follows.

(Shankar Panda)
Asstt. General Manager (HR)

ANNEXURE-'A'
FOR FINANCIAL YEAR 2019-20

Important:

1. This declaration form is to be submitted to the pension payee/nearby branch only.
2. Please do not send it to Head Office.

The Chief Manager
Terminal Dues Section,
Personnel Administration Department,
Head Office, Kolkata

(Through _____ Branch)

INVESTMENTS/PAYMENTS WILL BE MADE BEFORE 15.02.2020

Dear Sir,

Re: FINANCIAL YEAR 2019-20

Sub: 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 2019-20 i.e. from 01.04.2019 to 31.03.2020.

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

--	--	--	--

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

3. Gender :

M	F
---	---

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

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

5. Mobile No. :

--	--	--	--	--	--	--	--	--	--

6. PAN.

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

--	--	--	--	--	--	--	--	--	--

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 2019-2020 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																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl. No.</th> <th style="width: 30%;">Policy No.</th> <th style="width: 20%;">Sum Assured</th> <th style="width: 15%;">Dt. Of Premium</th> <th style="width: 25%;">Amt. of Premium per annum</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4" style="text-align: right;">Total :</td> <td> </td> </tr> </tbody> </table>	Sl. No.	Policy No.	Sum Assured	Dt. Of Premium	Amt. of Premium per annum						Total :					
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 2020 where I have submitted this declaration.

Place:

Yours faithfully,

Date:

(Signature in full)

PF No.		Name-	
--------	--	-------	--

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 HRMS	Officer/clerk who has entered the data of the investment/payment in the HRMS	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			

Acknowledgment for Declaration
for FY 2019-20

I acknowledge receipt of system generated printout of data entered by the branch in HRMS as per the declaration submitted by me and confirm that the same has been found correct.

Signature

Date-

Name-

Acknowledgment for Investment/Payment
for FY 2019-20

I acknowledge receipt of system generated printout of data entered by the branch in HRMS as per the proof of investment/payment submitted by me and confirm that the same has been found correct.

Signature

Date-

Name-