

MAIN : HRMD – 99 / 2020-21



DT. 05.10.2020

SUB: HRD: 46

CO: HRM DEPARTMENT

FILE M- 3 S-303

Sub: Submission of Life Certificate by all Staff pensioners and Family Pensioners, exgratia recipients and TDS on Pension Payments reg.

Last Date for Submission of Life Certificate - 31.12.2020

Every Year in the month of NOVEMBER, Life Certificate as per format given in the Appendix is to be obtained by branches from all staff pensioners, family pensioners, pre-86 ex-gratia recipients as well as recipients of ex-gratia relating to spouses of pre-86 retirees. In view of the ongoing Covid -19 pandemic and also amalgamation of Allahabad Bank with our Bank, it has been decided to extend the existing timeline for submission of Life Certificate from 1st November 2020 onward till 31st December 2020. During this extended period, the pension will be continued to be paid by the Bank. The class of pensioners, certificates to be submitted and the last date of submission is as follows.

CLASS OF PENSIONERS	CERTIFICATES TO BE SUBMITTED
Staff Pensioner	Life Certificate for every year. Non-employment certificate for the first year as per Pension Regulations.
Staff Family Pensioner	a. Life Certificate and Non-Marriage Certificate b. Non-Employment Certificate from family pensioner (other than spouse)
Recipients of Ex-gratia relating to surviving pre-86 retiree	Life Certificate
Recipients of Ex-gratia relating to spouses of deceased pre-86 retiree	Life Certificate
Last date for obtention and updation of certificates obtained from staff pensioners	31.12.2020

In this connection, we reiterate the following guidelines / instructions:-

Life Certificate, Non-employment / Non-marriage Certificate obtained is / are to be kept in the Pensioner's individual file maintained at the branches, where the pension is drawn. **It SHOULD NOT BE SENT to CO:HRM Department.** The Format for recording the Life Certificate is appended with this Circular.

Officers of the Bank are authorised to record life certificates of the pensioners.

If a pensioner on account of serious illness / incapacitation is unable to come to the branch, an intimation to this effect supported by a medical certificate from a registered medical practitioner about his/her inability to appear in person has to be sent to the Manager of the pension paying branch, so that the latter may nominate an Officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate.

Each branch is provided with a list of Savings Accounts credited with staff pension every month at the pension link of CO: HRM Online website, to facilitate branches to verify the correctness of credit to the respective pension accounts. This list may also be used to communicate with the staff pensioners to submit the Life Certificate / Non-employment / Non-Marriage Certificate on or before 31.12.2020.

On the Death of a pensioner / family pensioner the same shall be intimated to CO: HRM Department Pension Cell (cohrmpension@indianbank.co.in) immediately enclosing an attested copy of death certificate, to stop further payment of pension. Based on the death certificate, Pension / Family Pension will be stopped and excess Pension / Family Pension paid, if any, will be recovered from the deceased Pensioner's account.

CO:HRM has hosted a web link at <http://10.100.12.202:8100/> [HRM ONLINE WEBSITE]

- Branches can login into this link using **Salary User ID and Password** and select **"Pension" tab**, then select **"Life Certificate (2020)"**, enter the SRNO and make a tick mark against type of certificates obtained from the Pensioner concerned. The Mobile number and email IDs of the pensioners as available in the Master is displayed. If there is no mobile number or in case of any change in mobile number, the branches are advised to add or modify the number before pressing **"Submit"** button to complete the updation process.
- Branch is advised to enter the current address of the pensioner along with PAN No. if any in the box provided in the site.
- The **"Update"** button can be used for modifying already entered data.
- **"Delete"** button may be used to delete an entry. Branches are requested to update through this link for life certificates/ other certificates received by them from staff pensioners **on or before 31.12.2020**.

Please note that Life certificate can be recorded Online at any of our branches. Automatically, the status on submission of Life Certificate by the Pensioner would be updated. If the life certificate for a pensioner is recorded by a branch other than original pension drawing branch, then a copy of the life certificate shall be forwarded to the original pension drawing branch without fail.

Staff Pensioners can also submit Digital Life Certificate through "JEEVAN PRAMAAN". The procedure for submitting Digital Life Certificate is enumerated in CO:CGT Circular No.CRS-29/2019-20 dated 05.10.2019.

The pension for the month of January 2021 payable on 1st February 2021 will not be generated for those pensioners who have not submitted Life Certificate

or not updated by the branch through Online on or before 31.12.2020. Upon subsequent submission of Life Certificate by such pensioners and updated by the branch online, the pension amount/s payable will be generated and credited along with next monthly pension only.

Tax Deducted at Source (TDS) on Pension Payments:

Deduction and remittance of Income Tax on pension payments has been Centralised at CO HRM Department from financial year 2012-13. For the current financial year 2020-21 (Assessment Year 2021-22), a new section 115BAC under Finance Act 2020 is introduced which states that at the option of the individual, the tax shall be computed.

Further, vide Circular No. C1/2020 dated 13/04/2020 Central Board of Direct Taxes has clarified that the option to avail the new rates as per section 115BAC of Income Tax Act is to be intimated to the employer. (in Pensioners case, the pension disbursing authority). It is also clarified that such intimation so made to the employer shall be only for the purposes of TDS during the current financial year and cannot be modified during that year. In view of the above, a menu 'Update Tax Choice' is provided in HRM Online site under "Pension" tab wherein the option can be entered by the branches after obtaining option letter from the Pensioners. Pensioners who are exercising option of new tax slabs may intimate their option in writing to BM/ABM who in turn shall enter it in the Online site.

If the pensioner does not intimate/submit the option, the tax will be deducted at normal rates as per the old tax regime.

1. Tax is deducted on monthly basis taking into account the Proposed investments under Section 80(C) notionally as Rs.150000 for all pensioners, up to September 2020.
2. From October 2020 onwards the proposed investments under Section 80(C) will be treated as Zero and Tax will be calculated purely based on proof of investments submitted by pensioners and authorized by the branch on or before 25th of every month. Hence, if any pensioner who comes under tax bracket and has not submitted investment proof to the pension drawing branch, his / her pension would be subject to deduction of Income Tax at source as applicable.
3. Branches shall advise the Staff Pensioners (as per proforma enclosed) to submit the proof of investments made and make entry and authorize the same in the HRM Online Website provided for this purpose before 25th of every month. The proforma and proof documents are to be filed in the Pensioner's file without fail. In case the proof is already submitted by pensioner during earlier months, the same should be entered in the system by the branch immediately.
4. Pension for the month of March 2021 being credited on 01.04.2021, Pension Income for March 2021 will fall under financial year 2021-22 only. Hence the last instalment of monthly tax to be recovered on pension income for current financial year (2020-21) will be from the pension payable for the month of February payable in March 2021.

Hence pensioners may be advised to submit their proof of investments before 25th February 2021.

General guidelines:

- Monthly staff pension / family pension are being credited to the account of the pensioners / family pensioners directly from CO: HRM Department.
- The status of the account should be 'OPEN / OPERATIVE ' for crediting pension in CBS.
- In case of regular pension the Savings Bank account should be maintained in the name of pensioner or jointly with the spouse. In the case of family pensioners, ex-gratia and spouse ex-gratia recipients, the account should be maintained in the name of the pensioner/recipient only.
- Request for change of pension payment branch by the pensioner should be forwarded to CO:HRM Department (Pension Cell) with Branch Manager's recommendation certifying that the pensioner is not having any direct or indirect liability with the branch. On getting permission from CO:HRM the pension payment branch will change the home branch code for the pensioner as well as transfer his/her Pension file to the new branch.
- Request for change of address of the pensioner in Pension Master shall be forwarded to CO:HRM and CO:HRM will incorporate the change and send their acknowledgement to the Pensioner and Pension payment branch.

The Last Date for submission of Life / other certificates from STAFF Pensioners/Family Pensioners/Exgratia recipients is 31.12.2020 and the last date for updation of investment proof in HRM online, is 25.02.2021. An acknowledgement as per format is to be given to the pensioner on submission of life certificate. Please bring the contents of this Circular to the notice of all Staff Pensioners and also display a copy of this Circular in the Branch Notice Board.

M KARTHIKEYAN
General Manager (CDO)

Annexure: [Investment Details for Fin. Year 2020-21]

To

Indian Bank

_____ Branch

PENSION ID / SR NO	
NAME OF THE PENSIONER	
EMAIL ID	
PAN NO	
MOBILE NUMBER	
LANDLINE NO WITH STD CODE	
INVESTMENT DETAILS	
Under Section 80(C) – Maximum Rs.150000	
NSC interest	
NSC	
LIC PREMIUM	
LIC PREMIUM under 80(CCC)	
ULIP	
PPF	
POSTAL RD	
PLI	
ELSS	
NSS	
HOME LOAN PRINCIPLE	
TUITION FEES	
NOTIFIED DEPOSITS	
ANY OTHER INVESTMENTS(Specify)	
Total for Section 80(C)	
Income from Property (Loss)	
Income from Property (Profit)	
Section 80(D) –Mediclaime premium paid	
Section 80(DD) -	
Section 80 (E) – interest serviced on Edl. Loan	
Section 80(U) – Physically handicapped	
Others specify	

Place:

Date :

Signature of the Pensioner

Appendix

LIFE CERTIFICATE

Certified that I have seen the Pensioner / Family Pensioner Shri / Smt. _____ (Pensioner's Name), ID No. _____ and that he/ she is alive on this date.

Signature/Thumb Impression of the Pensioner:

Mobile Number (to be entered in HRM Online):

Email Id :

Address & PAN No.

Place:

Date :

Seal :

Signature of the Branch Official:

Name :

Designation :

SR No.

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ACKNOWLEDGEMENT

Life Certificate of Pensioner / Family Pensioner Shri / Smt /Ms. _____ (Name of the Pensioner)

SR No. _____ has been received on _____ and entered in **HRM Online** portal under **Pension Tab** on _____.

Place:

Date:

Signature _____

Name :

Stamp of the receiving Bank/ branch

NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE

I declare that I have not been serving in any capacity either in a Government Department / Office, Company, Corporation, Autonomous Body or Society of Central or State Government or Union Territory or a Local Body during the year ended

OR

I declare that I have accepted employment under a Government outside India / as International Organisation of which Government of India is not a member after obtaining the previous sanction of the Government and none of the conditions attached thereto by the Govt. has been deviated from without obtaining previous sanction of the Government.

Place:

Signature:

Date :

Name of Pensioner:

Seal :

PPO No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Place:

Signature of Br.Official:

Date :

Seal :

Name: & Designation:

CERTIFICATE OF NON-RE-MARRIAGE / NON-MARRIAGE

I hereby declare that I have not got re-married and I undertake to report such event promptly to the Pension Disbursing Authority/Bank. (Applicable only for widow recipient of family pension and to be furnished only once)
OR

I hereby declare that I am not married/I have got married during the past six months

(To be submitted by widower and unmarried daughters in May and November).

Place:

Signature:

Date :

Name of Pensioner:

PPO No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Place:

Signature of Br.Official:

Date :

Seal :

Name & Designation:

Life Certificate for Non Resident Indian
(to be submitted by pensioner once a year in November)

Certified that I have seen the Pensioner / Family Pensioner Shri / Smt. _____ (Pensioner's Name), ID No. _____ whose signature is attested below and holder of Passport No. _____ and that he/ she is alive on this date.

Signature/Thumb Impression of the Pensioner:

Mobile Number (to be entered in HRM Online):

Place:

Signature
Name

Date :

First Secretary of Indian Embassy:
In _____/counsel of
Indian Consulate in _____

Office Seal :

Signature of Pensioner attested

Signature
Office Seal