



युनाइटेड बैंक ऑफ़ इंडिया

United Bank of India

प्र.का. : 11, हेमंत बसु सरणी, कोलकाता - 700 001

H.O. : 11, Hemanta Basu Sarani, Kolkata - 700 001

ई-परिपत्र /e-circular

कर्मचारी पेंशन Staff Pension	एसपी क्रम सं. SP's SI No:	4 4	ओ एंड एम सं. O&M No.	546/17-18 546/17-18
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Circular No. SP/TDS/ 4 / OM-546 / 17-18

30-November-2017

**ALL BRANCHES/OFFICES**

**Subject: Operational guidelines for deduction of tax at source from Staff Pensioners at the time of disbursement of Pension.**

Reference may be made to Circular No. [SP/TDS/3/OM-462/17-18](#) dated 17.10.2017 wherein all concerned were informed regarding introduction of the system of deduction of tax at source at the time of credit of pension of General Staff Pensioners **from financial year 2017-18 in terms of IT rules.**

Accordingly all the pension paying branches through the above referred circular were advised to contact all the Staff General Pensioners drawing pension from the respective branches and obtain the Declaration for the financial year 2017-18 regarding investment and other information for availing Income Tax rebate within 07.11.2017 for the purpose of proper calculation of tax at source during the current financial year. The branches were also advised to preserve the declaration form received from the staff pensioners in their custody until receipt of further instructions.

Meanwhile the bank has finalized the operational & technical procedure regarding deduction of tax at source centrally from Head Office from the staff pensioners which are being furnished below:

**Existing system:**

The monthly pension for the ex-employee is presently credited in the respective savings account of the pensioner centrally from Head Office by the Staff Pension Department acting on behalf of the pension paying branches through the SAP HRMS system. Tax deduction at source from pension, if any were done by the respective pension paying branches and the Form 16 was issued by the pension paying branches.

**New system:**

**With the introduction of the new system the calculation of tax on the eligible general staff pensioners as well as deduction of tax at source will be done centrally at H.O. through SAP HRMS system.** In this connection necessary modifications/changes have been done in the SAP HRMS system. The role of branches & Regional Offices are furnished below which are to be strictly adhered.

**A> Responsibilities & Obligation of the Branch**

1. All the staff general pensioners drawing pension from the respective branches are to submit the **proposed declaration forms** of investment and other information for availing income tax rebate to the respective pension paying branch by **7<sup>th</sup> of April each year** in the format enclosed as Annexure-I. **The above stated declarations duly filled in along with the signature of the pensioner are to be obtained in duplicate. One Copy of the declaration form received by the branches from the staff pensioner is to reach the respective R.O. latest by 10<sup>th</sup> of April each year for making necessary entry in SAP HRMS system and the other copy is to be retained by the branch for record.** The pensioners who fail to submit the proposed declaration forms in the time schedule mentioned above but subsequently submit the same at a later date, the same is to be sent to R.O. immediately for making entry in SAP HRMS system for computation of tax liability and deduction of tax accordingly from that month.

2. It is also obligatory on the part of staff general pensioners to ensure **submission of declaration form in duplicate to the respective pension paying branch of actual investment for availing income tax rebate latest by 31<sup>st</sup> January each year as per enclosed format marked as Annexure-II supported by one copy of documentary proof of Investment.** One copy of the said declaration form only received by the branches is to reach the respective R.O. latest by 5<sup>th</sup> of February each year for making entry at SAP HRMS by the R.O. level SAP Users. The other copy of the declaration form along with the documentary proof of investment is to be preserved by the branch for record.
3. **For the current financial year 2017-18, one copy of the declaration form received by the branches as per circular No. SP/TDS/3/OM-462/17-18 dated 17.10.2017 is to be immediately sent to the concerned Regional Office so as to reach them latest by 05.12.2017 for making entry in SAP HRMS system for computation of correct and actual deduction of tax for the current financial year.**

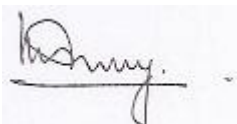
**B> Responsibilities & Obligation of respective Regional Office**

1. On receipt of the proposed and actual declaration forms of investment and other information for availing income tax rebate submitted by the staff pensioners from the branches, the Regional level SAP Users will make necessary data entry in HRMS package. It is to be ensured by the Regional Offices that the **proposed declaration forms of the pensioners sent by the branches are entered in the SAP HRMS latest by 15<sup>th</sup> of April each year** to ensure correct computation of tax liability. Similarly the **actual declaration forms of the pensioners sent by the branches are entered in the SAP HRMS latest by 15<sup>th</sup> of February each year positively** for ensuring correct and actual deduction of tax. The Administration department of the Region to ensure all staff pension paying branches submits the proposed and actual declaration form received from the staff pensioners positively by 10<sup>th</sup> of April & 5<sup>th</sup> of February each year to the respective RO for data entry by the RO level SAP Users.
2. **For the current financial year 2017-18, the administration department of the respective ROs to ensure that the declaration forms sent by the branches as per circular No. SP/TDS/3/OM-462/17-18 dated 17.10.2017, the data entry in HRMS package are completed positively by 16.12.2017 as deduction of Income Tax centrally from Head Office is proposed to start from December 2017. The Chief Manager (Administration) of the Region to ensure all staff pension paying branches of the Region submit the declaration form collected from the pensioners to the Regional Office positively by 05.12.2017 and necessary data entry by the RO level SAP Users are completed by 16.12.2017.**
3. The Form 16 is to be generated from the HRMS System by the concerned Regional Office and sent to the respective pension paying branches of the region on completion of the financial year who in turn will issue the same after proper scrutiny with seal and signature.
4. The same login credentials will be used that are currently being used by the Regional Level SAP Users for updation of tax related declaration of the Staff Pensioners.
5. The standard operating procedures for Regional Level SAP Users along with screen shots are furnished as **Annexure-III** to this circular.

**General Instruction**

1. All other relevant details pertaining to computation of Taxable Income and Income Tax to be deducted are to be followed with reference to Circular No. [ACT/IT/1/OM-182/17-18](#) dated 09-June-2017 and subsequent modifications thereto issued by Corporate Accounts Deptt. H.O.
2. **In case of any operational related issues, the Branches may contact Chief Manager / Senior Manager Staff Pension Department through email at [cmstfpn@unitedbank.co.in](mailto:cmstfpn@unitedbank.co.in)**
3. **In case of any technical related issues the Regional Office may contact IT Officials through email at [hrmsadmin@unitedbank.co.in](mailto:hrmsadmin@unitedbank.co.in)**

All the heads of the branches / offices are advised to bring the contents of the circular to the knowledge of all retired employees having accounts / transactions and /or drawing pension from their branches.



General Manager  
(Human Resources)

**Annexure-I**

**PROPOSED DECLARATION OF INVESTMENT AND OTHER INFORMATION FOR AVAILAING INCOME TAX REBATE BY STAFF**

**PENSIONERS**

**(To be submitted in Duplicate by 7<sup>th</sup> April Each Year)**

Name of the ex-employee of United Bank of India	
P.P.O No	
PAN	
Income tax rebate for the financial year	
Name of the branch & Account no. where pension is credited	
Mobile No.	

<b>Income</b>	<b>Amount (Rs.)</b>
i)Income from Other Sources	
ii)Income from House Property (Income / Loss)	
Total	

<b>A. DEDUCTION UNDER CHAPTER –VI A</b>	<b>Amount of deduction claimed (Rs.)</b>
U/S 80D Medical Insurance	
U/S 80D Medical insurance for Senior Citizen	
NPS under Section 80CCD	
U/S 80DD maintenance of Handicap Dependent	
U/S 80DDB Medical treatment on specified disease for super senior citizen	
U/S 80DDB Medical treatment on specified disease for senior citizen	
U/S 80DDB Medical treatment on specified disease	
U/S 80E Higher education (interest on Education loan which has been served	
U/S 80U Self Handicap (severe disability and other disability	
U/S 80EE Interest on housing loan	
Donation U/S 80G – 100% scheme	
Donation U/S 80G – 50% scheme	
U/S 80 TTA – Interest on deposit in Savings account	
U/S 80CCC -- Investment in any approved Pension scheme	
<b>B. INVESTMENT UNDER SEC 80C</b>	
Children Education Tuition Fee	
Infrastructure Bonk (U/S 80CCF)	
Public Provident Fund (PPF)	
Mutual Fund approved under the Act	
National Savings Scheme (NSS)	
National Savings Certificate (NSC)	
FD under Tax Savings Scheme with Scheduled Bank (=>5 years)	
NSC interest reinvested	
Housing Loan principal repaid	
Life Insurance premium paid (premium< 20% of the policy amount	
ULIP investment approved for tax rebate	
Other deduction U/S 80C ( to be specified)	

I hereby declare that I shall submit the **ACTUAL DECLARATION OF INVESTMENT AND OTHER INFORMATION FOR AVAILAING INCOME TAX REBATE** along with proof of investment by 31<sup>st</sup> January of this FY. In case I don't ensure submission of the same, I am aware that applicable tax will be deducted on the pension paid.

Date: \_\_\_\_\_

Signature of the Pensioner

**For Branch use (To be sent to the concerned R.O. latest by 10<sup>th</sup> April each year)**

Branch : \_\_\_\_\_

Signature with Seal of Branch Head / Verifying Official

Date : \_\_\_\_\_

**Annexure-II**

**ACTUAL DECLARATION OF INVESTMENT AND OTHER INFORMATION FOR AVAILAING INCOME TAX REBATE BY STAFF**

**PENSIONERS**

**(To be submitted in Duplicate by 31<sup>st</sup> January Each Year)**

Name of the ex-employee of United Bank of India	
P.P.O No	
PAN	
Income tax rebate for the financial year	
Name of the branch & Account no. where pension is credited	
Mobile No.	

<b>Total Income</b>	<b>Amount (Rs.)</b>
i)Income from Other Sources	
ii)Income from House Property (Income / Loss)	
Total	

<b>C. DEDUCTION UNDER CHAPTER –VI A</b>	<b>Amount of deduction claimed (Rs.)</b>
U/S 80D Medical Insurance	
U/S 80D Medical insurance for Senior Citizen	
NPS under Section 80CCD	
U/S 80DD maintenance of Handicap Dependent	
U/S 80DDB Medical treatment on specified disease for super senior citizen	
U/S 80DDB Medical treatment on specified disease for senior citizen	
U/S 80DDB Medical treatment on specified disease	
U/S 80E Higher education (interest on Education loan which has been served	
U/S 80U Self Handicap (severe disability and other disability	
U/S 80EE Interest on housing loan	
Donation U/S 80G – 100% scheme	
Donation U/S 80G – 50% scheme	
U/S 80 TTA – Interest on deposit in Savings account	
U/S 80CCC -- Investment in any approved Pension scheme	
<b>D. INVESTMENT UNDER SEC 80C</b>	
Children Education Tuition Fee	
Infrastructure Bonk (U/S 80CCF)	
Public Provident Fund (PPF)	
Mutual Fund approved under the Act	
National Savings Scheme (NSS)	
National Savings Certificate (NSC)	
FD under Tax Savings Scheme with Scheduled Bank (=>5 years)	
NSC interest reinvested	
Housing Loan principal repaid	
Life Insurance premium paid (premium< 20% of the policy amount	
ULIP investment approved for tax rebate	
Other deduction U/S 80C ( to be specified)	

➤ **Enclosed proof of Investment as declared above.**

Date: \_\_\_\_\_

Signature of the Pensioner

**For Branch use ((To be sent to the concerned R.O. latest by 5<sup>th</sup> February each year)**

Verified by: \_\_\_\_\_

Branch : \_\_\_\_\_

Signature with Seal of Branch Head / Verifying Official

Date : \_\_\_\_\_