



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:	1 1	ओ एंड एम सं. O&M No.	20 /18-19 20 /18-19
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Circular No. SP/TDS/ 1 / OM-20 / 18-19

07-April-2018

ALL BRANCHES/OFFICES

Subject: Deduction of Income Tax at Source on Pension Payments to Retired Staff Members - Submission of declaration form of investment for the financial year 2018-19.

Reference may be made to Circular No. [SP/TDS/4/OM-546/17-18](#) dated 30.11.2017 wherein all concerned were informed the operational guidelines for deduction of tax at source from Staff Pensioners at the time of disbursement of Pension. In the aforesaid circular the dates by which the proposed investment declaration and the declarations for actual investment with proof of investment to be submitted by the pensioners along with the role of branches & Regional Offices were furnished.

In view of the request received from many pensioners regarding extension of date for submission of the proposed declaration forms of investment for the current financial year 2018-19 (AY 2019-20), the last date of submission of the proposed declaration forms of investment for the current financial has been extended to **30th April 2018** instead of 7th April 2018 as circularised earlier.

A. Action points for pensioners:

1. The pensioners are advised to submit the proposed declaration forms of investment and other information for the current financial year for availing income tax rebate *in duplicate* to the respective pension paying branch **by 30th April 2018** in the format enclosed as Annexure-I.
2. The 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 31st January 2019** as per enclosed format marked as Annexure-II supported by one copy of documentary proof of Investment. In case no proof of investment/payment is submitted within the stipulated date 31.01.2019 then the proposed declaration submitted shall not be taken into consideration and income tax will be calculated on the pension amount as if no declaration has been submitted.
3. 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 computation of tax liability and deduction of tax will be taken care-off accordingly by the system from next month.
4. The employees who retire during the current financial year from April 2018 to February 2019 must submit the actual declaration of investment as per the time schedule mentioned above.

B. Action points for Branch

1. Branches to ensure on receipt of the **Proposed declaration forms** in duplicate as per Annexure-I from the staff pensioners, one authenticated/verified copy is sent to the respective Regional Office so as to reach them **latest by 03rd May 2018** for making entry in the SAP HRMS system, retaining the other authenticated/verified copy for branch record.

2. 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.
3. Branches to ensure that one authenticated/verified copy of the **Actual declaration** form submitted by the pensioners on or before 31st January 2019 as per Annexure-II reach the respective Regional Office latest by 5th of February 2019, retaining the other copy of the authenticated/verified declaration form along with the documentary proof of investment at the branch for record.

C. Action points for Regional Office:

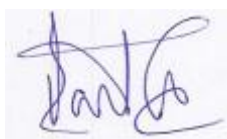
1. On receipt of the Proposed and Actual declaration forms of investment and other information for availing income tax rebate from the branches, the Regional level SAP Users will make necessary data entry in HRMS package. It is to be ensured by the Regional Offices that the **proposed declaration forms of the pensioners sent by the branches are entered in the SAP HRMS latest by 15th May 2018** 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 15th February 2019 positively** for ensuring correct and actual deduction of tax.
2. The Administration department of the Region to ensure all staff pension paying branches submit the proposed and actual declaration form received from the staff pensioners positively by 3rd May 2018 & 5th of February 2019 respectively to the respective RO for data entry by the RO level SAP Users.

D. General Instruction

1. It is reiterated that the branches shall retain one copy of the declaration of investment at their end for proper record.
2. The Form 16 is to be generated from the HRMS System at H.O. and to be sent to the concerned Regional Office for onward submission to the respective pension paying branches.
3. Other contents as circularized earlier shall remain unchanged.
4. In case of any operational issues, the Branches may contact Chief Manager / Senior Manager Staff Pension Department through email at cmstfnp@unitedbank.co.in
5. In case of any technical issues the Regional Office may contact IT Officials through email at hrmsadmin@unitedbank.co.in

A copy of the circular may be displayed in the notice board of the branches and offices for information of all concerned.

A copy of this circular is also available in the “Retiree Employee” portal in the Bank’s website (www.unitedbankofindia.com)



General Manager
(Human Resources)

Annexure-I

**PROPOSED DECLARATION OF INVESTMENT AND OTHER INFORMATION FOR AVAILAING INCOME TAX REBATE BY STAFF
PENSIONERS FOR THE FINANCIAL YEAR 2018-19
(To be submitted in Duplicate Latest By 30.04.2018)**

Name of the ex-employee of United Bank of India	
P.P.O No	
PAN	
Income tax rebate for the financial year	2018-19
Name of the branch & Account no. where pension is credited	
Mobile No.	

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

A. DEDUCTION UNDER CHAPTER – VI A	Amount of deduction claimed (Rs.)
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. INVESTMENT UNDER SEC 80C	
Children Education Tuition Fee	
Infrastructure Bond (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 31st 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 03.05.2018)

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 31st 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.	

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

C. DEDUCTION UNDER CHAPTER – VI A	Amount of deduction claimed (Rs.)
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	
D. INVESTMENT UNDER SEC 80C	
Children Education Tuition Fee	
Infrastructure Bond (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 5th February each year)

Verified by: _____

Branch : _____

Signature with Seal of Branch Head / Verifying Official

Date : _____