



युनाइटेड बैंक ऑफ़ इंडिया

ई-परिपत्र /e-circular

United Bank of India

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

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

कर्मचारी पेंशन Staff Pension	एसपी क्रम सं. SP's SI No:	6 6	ओ एंड एम सं . O&M No.	665/18-19 665/18-19
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Circular No. SP/TDS / 6 /OM- 665 /18-19

04-January-2019

ALL BRANCHES/OFFICES

Subject: Deduction of Income Tax at Source on Pension Payments to Retired Staff Members – Submission of Actual and Final Declaration Form of Investment for the FY 2018-19 latest by 31st January 2019.

Reference may be made to Circular No. [SP/TDS/1/OM-20/18-19](#) dated 07.04.2018 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.

As the year 2018 has come to an end, the due date of 31.01.2019 for submission of actual and final declaration form by the general staff pensioners to the pension paying branch declaring their actual investment for availing income tax rebate for the financial year 2018-19 is approaching fast.

In view of the above we once again reiterate below the detailed guidelines regarding submission of actual and final declaration of Investments by the staff pensioners to their respective pension paying branches latest by **31.01.2019** and the branches/regions are advised to ensure strict compliance of the under mentioned guidelines.

A. Action points for pensioners:

1. The pensioners to ensure submission of declaration form in duplicate to the respective pension paying branch **showing actual investment for availing income tax rebate latest by 31st January 2019** as per enclosed format marked as Annexure-A **supported by one copy of documentary proof of Investment**. In case no proof of investment/payment is submitted within the stipulated date i.e. 31.01.2019, the proposed declaration submitted shall not be taken into consideration and income tax will be calculated on the pension amount accordingly.
2. The employees who retire during the current financial year from April 2018 to December 2018 must submit the actual declaration of investment as per the time schedule mentioned above. The employees who retire in the month of January 2019 & February 2019 must ensure to submit the same by 10th of the following month.

B. Action points for Branch:

1. Branches to ensure that one authenticated/verified copy of the **Actual declaration** form submitted by the pensioners as per Annexure-A reaches 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 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 **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. Regional level SAP users are to ensure that amount furnished as actual investment for tax exemption **are entered in the actual columns under IT0585 & IT0586**.
3. The Administration department of the Region is to ensure that all staff pension paying branches of the Region submit the actual declaration form received from the staff pensioners positively by **5th of February 2019** for data entry at the Regional Office by the RO level SAP Users. **The data entry in the SAP HRMS package by the RO level SAP Users is to be done meticulously to avoid any inconvenience to the pensioners.**

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 cmstfjn@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-A

ACTUAL DECLARATION OF INVESTMENT AND OTHER INFORMATION FOR AVAILAING INCOME TAX REBATE BY STAFF PENSIONERS FOR THE FY 2018-19

(To be submitted in Duplicate by 31st January 2019)

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	

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 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 reach the concerned R.O. latest by 5th February 2019)

Verified by: _____

Branch : _____

Date : _____

Signature with Seal of Branch Head / Verifying Official