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**punjab national bank**

PF & Pension Division

Corporate Office Plot no.04 , Sector 10 Dwarka

New delhi 110075

**Date: 17.02.2025**

## **HRMS NOTICE**

### **SUBMISSION OF PENSIONER TAX DECLARATION IN HRMS**

Necessary guidelines regarding submission of Tax Regime Option and Investment Declaration was circulated vide HO: PF & Pension Division HRMS Notice dated 06.04.2024. Accordingly, Pensioner Tax Declaration (Investment) for Financial Year 2024-25 was being submitted in HRMS either by online mode or offline by visiting Pension Paying Branch and same was considered while calculating Tax every month. Pensioner Tax Declaration page in HRMS was disabled after disbursement of pension for the month of January 2025, being the 2<sup>nd</sup> last pension of current Financial Year.

Now, we are receiving representations from the field functionaries and retirees that either Branches/Pensioners have not submitted the Investment Declaration in HRMS or same has been wrongly entered in HRMS resulting in variation in Income and TDS.

In view of the above, it has been decided to remain open the link for Pensioner Tax Declaration in HRMS **up to 24.02.2025** for addition/correction in Investment Declaration for current financial year.

**HRMS Navigation: Manager Self Service → Pension Management → Pensioner Tax Declaration**

Since the pension for the month of March-2025 is to be paid in April-2025. Hence, 1 Month's Pension is left for this FY, Pensioners are requested to contact their pension paying branch for updation /correction of Investment Declaration, if any, and relevant proof of Investment Declaration be also submitted in terms of extant guidelines.

Pension Paying Branch are advised to ensure timely updation of the Investment Declarations submitted by the retirees. Further, relevant proof of Investment as per declaration submitted by the pensioners to be kept on record in terms of extant guidelines.

**Those pensioners who have already submitted correct Investment Declarations and relevant proof in the Pension Paying Branch need not resubmit the same.**

All Pension Paying Branch to comply with the instructions meticulously.

**Please note that no request in the matter will be entertained after 24.02.2025.**

**(Saurabh Bhatia)  
Divisional Head**