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Provident Fund and Pension Division

Corporate Office Plot no.04 , Sector 10 Dwarka

New delhi 110075

Notice Date: 05.06.2024

HRMS NOTICE

ISSUANCE OF FORM-16 FOR STAFF PENSIONER (FY-2023-2024)

Respected Staff pensioners,

This is in reference to the HRMS Notice dated 05.06.2024 regarding '**Issuance of Form-16 in HRMS for FY 2023-24**', wherein detailed guidelines were issued for generation of FORM16 through HRMS for active employees as well as Staff Pensioners.

In this regard, we are reiterating the steps for your reference please,

GENERATION OF FORM-16 IN HRMS:

- 1. Pension Paying Branch or Retiree Location will verify FORM-16 in HRMS by using the below mentioned navigation:**
 - **Manager Self Service -> Salary & TDS Related Details -> View Form 16**
- 2. Pension Paying Branch or Retiree Location may download FORM-16 from "View Form 16".**
- 3. After successful verification of FORM-16 of pensioner by the Retiree Location / Pension Paying Branch, any Branch can generate FORM16 in HRMS by using the below mentioned navigation:**
 - **Manager Self Service-> Salary & TDS Related Details-> View Form 16 (Retirees)**

Note: - For those Staff Pensioners who are having only Pension Income and have not made any Investment declaration for the FY 2023-24, any Branch/Office can generate FORM16 through the navigation given at Point 3 above.

**Aarzo Parween
(Divisional Head)**

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