

Circular No.
122/ 2021-22



Tamil Nadu Grama Bank
Head Office :: Salem

Date:
26.10.2021

HRM Department

**Sub: Submission of Life certificate by Staff pensioners and family pensioners
and TDS on Pension payments**

Life certificate for Staff pensioners and family pensioners are to be obtained every year in the month of November. The class of pensioners, certificates to be submitted and the last date of submission are as follows

Class of Pensioners	Certificates To Be Submitted
Staff Pensioner	i. Life Certificate. ii. Non-employment certificate for the first year as per Pension Regulations.
Staff Family Pensioner	i. Life Certificate and Non – Re Marriage Certificate. ii. Non-Employment Certificate from family pensioner (other than spouse)
Last date for obtention and updation of certificates obtained from staff pensioners	30.11.2021

In this connection, we reiterate the following guidelines / instructions:-

1. Life Certificate, Non-employment / Non-marriage Certificate obtained is / are to be kept in the Pensioner's individual file maintained at the branches, where the pension is drawn. **It SHOULD NOT BE SENT to HO: HRM Department.** The Format for recording the Life Certificate is appended with this Circular.
2. All Officers of the Bank are authorised to record life certificates of the pensioners and provide acknowledgements. The link for recording the Life Certificate, Non-employment / Non-marriage Certificate from Branches is available in HRM Department inhouse tab of intranet.

SV

3. If a pensioner on account of serious illness / incapacitation is unable to come to the branch, an intimation to this effect supported by a medical certificate from a registered medical practitioner about his/her inability to appear in person has to be sent to the Manager of the pension paying branch, so that the latter may nominate an Officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate with the consultation of Regional Office.
4. On the Death of a pensioner / family pensioner the same shall be intimated to HO: HRM Department immediately by enclosing an attested copy of death certificate, to stop further payments of pension. Based on the death certificate, Pension / Family Pension will be stopped and excess Pension / Family Pension paid, if any, will be recovered from the deceased Pensioner's account.
5. Every Officer is authorized to view the life certificate submitted details in the link available in intranet. This list may also be used to communicate with the pensioners to submit the Life Certificate / Non-employment / Non-Marriage Certificate on or before 30.11.2021.
6. If the life certificate for a pensioner is recorded by a branch other than original pension drawing branch, then a copy of the life certificate shall be forwarded to the original pension drawing branch without fail.
7. The pension for the month of December 2021 payable on 1st January 2022 will not be generated for those pensioners who have not submitted their Life Certificate or not updated by the branch on or before 30.11.2021.
8. Upon subsequent submission of Life Certificate by such pensioners and updated by the branch online, the pension amount/s payable will be generated and credited along with next monthly pension only.

Tax Deducted at Source (TDS) on Pension Payments:

From financial year 2020-21 (Assessment Year 2021-22), a new section 115BAC under Finance Act 2020 is introduced which states that at the option of the individual, the tax shall be computed.

Further, vide Circular No. C1/2020 dated 13/04/2020 Central Board of Direct Taxes has clarified that the option to avail the new rates as per section 115BAC of Income Tax Act is to be intimated to the employer (in Pensioners case, the pension disbursing authority). It is also clarified that such intimation so made to the employer shall be only for the purposes of TDS during the current financial year and cannot be modified during that year.

In view of the above, a menu in the foresaid link has been made available to enter the option details after obtaining option letter from the Pensioners. Pensioners who are exercising option of new tax slabs may intimate their option in writing to BM who in turn shall enter it in the online site.

If the pensioner does not intimate/submit the option, the tax will be deducted at normal rates as per the old tax regime. The option once selected could not be altered for the current Financial Year.

From November 2021 onwards the proposed investments under Section 80(C) will be treated as Zero and Tax will be calculated purely based on proof of investments submitted by pensioners and authorized by the branch on or before 20th of every month till February 2022. Hence, if any pensioner who comes under tax bracket and has not submitted investment proof to the pension drawing branch, his / her pension would be subject to deduction of Income Tax at source as applicable.

Branches shall advise the Staff Pensioners (as per proforma enclosed) to submit the proof of investments made and make entry and authorize the same in the HRM Online Website provided for this purpose before 20th of every month. The proforma and proof documents are to be filed in the Pensioner's file without fail. In case the proof is already submitted by pensioner during earlier months, the same should be entered in the system by the branch immediately.


Pension for the month of March 2022 being credited on 01.04.2022, Pension Income for March 2022 will fall under financial year 2022-23 only. Hence the last instalment of monthly tax to be recovered on pension income for current financial year (2021-22) will be from the pension payable for the month of February which will be credited in March 2022.

The Last Date for submission of Life / other certificates from Staff Pensioners/Family Pensioners recipients is 30.11.2021 and the last date for submission of updation of investment proof in HRM online, is 20.02.2022.

An acknowledgement auto generated from the portal is to be given to the pensioner on submission of life certificate / Income Tax Proof.

Please bring the contents of this Circular to the notice of all Staff Pensioners/Family Pensioners and also display a copy of this Circular in the Branch Notice Board.


General Manager

	Tamil Nadu Grama Bank	
	_____	Branch
	Date: _____	

LIFE CERTIFICATE

(To be submitted by the pensioner once in a year in November)

Certified that I have seen the pensioner(Name)

.....

(Address)

holder of PPO No / SR No/ Roll No.....

and that he / she is alive on this day.


(Signature of Pensioner/ Family Pensioner with Date)

(Signature of Branch Manager / Officer with Seal)

Date : Name.....

Branch Designation

* Certificate to be kept in pensioner file and need not be forwarded to Head Office

	Tamil Nadu Grama Bank	
	_____	Branch
	Date:	

CERTIFICATE OF NON-RE-MARRIAGE / NON-MARRIAGE

I hereby declare that I am not married/I have got married during the past six months
(To be submitted by widower and unmarried daughters in May and November).

Place : _____ Signature :

Date :

Name of Pensioner :

PPO No / SR No/ Roll No :


I certify to the best of my knowledge and belief that the above declaration is correct.

(Signature of Branch Manager / Officer with Seal)

Date : Name.....

Branch Designation

* Certificate to be kept in pensioner file and need not be forwarded to Head Office

	<h2 style="margin: 0;">Tamil Nadu Grama Bank</h2>
	Branch _____
	Date: _____

CERTIFICATE OF ACCEPTANCE/ NON-ACCEPTANCE OF COMMERCIAL EMPLOYMENT

- I declare that I have not accepted commercial employment in India.
OR
- I declare that I have accepted commercial employment in India w.e.f.....
after / without obtaining previous sanction of the Bank.

Note: This declaration is required to be submitted for a period of one year from the date of retirement.

Place : _____ Signature : _____

Date : _____

Name of Pensioner : _____

PPO No / SR No/ Roll No : _____

I certify to the best of my knowledge and belief that the above declaration is correct.

(Signature of Branch Manager / Officer with Seal)

Date : Name.....

Branch Designation

* Certificate to be kept in pensioner file and need not be forwarded to Head Office

Investment Details for Fin. Year 2021-22

To .
The Branch Manager,
Tamil Nadu Grama Bank

_____ Branch

PPO Number / SR NO / Roll No			
Name of The Pensioner			
Email ID			
PAN			
Mobile Number			
Tax Regime (Any one to be selected)	Old Regime / New Regime		
Investment Details	Amount Invested	Invoice Number	Invoice date
Under Section 80(C) – Maximum Rs.150000			
NSC Interest			
NSC			
LIC Premium			
LIC Premium under 80(CCC)			
ULIP			
PPF			
Postal RD			
PLI			
ELSS			
NSS			
Home Loan Principle			
Tuition Fees			
Notified Deposits			
Any Other Investments (Specify)			
Total for Section 80(C)			
Income from Property (Loss)			
Income from Property (Profit)			
Section 80(D) - Medclaim premium paid			
Section 80(DD) -			
Section 80 (E) - interest serviced on Edl. Loan			
Section 80(U) - Physically handicapped			
Others specify			

Place:

Date :

Signature of the Pensioner

* Certificate to be kept in pensioner file and need not be forwarded to Head Office