

How to use HRMS Portal

Bank has now extended this facility to all the pensioners who want to see details of the amount of pension credited every month to their pension account and view & print the 'Pension Slip', as also to furnish to the Bank the details of Investments made during the year to enable the Bank to decide how much Income-tax is to be deducted from the amount of pension, the PAN Number, the DA Circular issued by the Bank for pensioners etc. The PAN number is a must for all as per Govt. directives. Please see the information on page No.5 of SAMVAD for February 2011.

Of course, this facility of "Access to HRMS Portal" will be more useful for those who are having computer and internet connection at their residence. Now a days, many children/grand children of pensioners are having computer & internet facility at residence which can be used by pensioners themselves. Only thing is that one should know how to operate computer or **inclination to learn the operations of Computer / Internet etc.** For information of pensioners we give hereunder the information about "How to access our own 'Pension Account' on HRMS portal". This information has already been given by the Bank in 'Second Innings' issue for the quarter ending December 2010. We give below the detailed instructions in the matter.

Step 1 : Open the browser (programme to access internet) like Internet Explorer, Mozilla Firefox etc.

Thereafter, type following in the address bar **https://hrms.onlinesbi.com** and press 'Enter' key on the key board. If HRMS portal is not accessed, you may try the following address.

https://hrms.onlinesbi.com/irj/portal

Step 2 : Now you will see 'Log-in' page on your computer. Please type your Provident Fund Index number (without leading zeros) as your User-Id. Then type 'sbi123' as your password in the 'Password' box. Please ensure that you have typed 'sbi123' in smaller case. Then please click/press on 'Login' box below to get access to your personal account on HRMS portal. Now you will see your own "Home Page" on the computer.

Step 3 : After 'first' successful login, please change your password, as per your choice (more than 8 characters), by using appropriate option on the Home Page. Please note to remember your new 'Password' to access HRMS portal in future.

Now, you are ready to get access to 'Your own Home Page' on HRMS portal any time. Then click on "Pensioner Self Service" button to update your personal information therein.

On getting access, please update the information in the menu on the left -"Current Communication Details". Enter all the required information in the given fields therein and save the same by clicking on 'submit' button below.

Thereafter, click on the menu "Enter PAN Number" (it is already filled in by the Bank) and update (if it is incorrect) or fill in, (if not given) and save your PAN Number.

Then you can see your "Pension Slip", the "DA Circular" by clicking on the respective menu on the left. You may also print the 'Pension Slip' for your personal record.

Once you are used to access your HRMS account, you will come to know how it is easy to get information on your computer at home.

Important messages on HRMS Portal meant for Pensioners are reproduced on next page.

IMPORTANT MESSAGES

Investment Declaration Form is available in HRMS Portal. Kindly check the correctness of your investment filled in IDF & fill in the Investment Declaration Form positively by 15th March, 2011. Also please ensure all your 4in1/3in1/2in1 & entertainment reimbursement be claimed and approved by 15th March 2011. After 15th March 2011 these services will not be available

2. IT Act does not permit an employer to take into consideration advance tax, as this is neither a recovery nor a deduction. Accordingly, it has been decided that Advance Tax paid directly will NOT be taken into consideration while calculating TDS on salary and pension.

IMPORTANT: As and when an employee / pensioner logs in HRMS portal & opens Investment Declaration Form the investment details maintained in the IDF will automatically get transferred under the ID of the concerned employee / pensioner and will be deemed that the concerned employee / pensioner proposes to make that particular investment. Kindly correct all the entries in IDF as soon as you log into it.

3. As per e- Circular P&HRD Sr. No. 379/2007-2008 dated 27th September 2007, It is mandatory for all the officers/employees(including contract officers) to get their Permanent Account Number (PAN) issued by Income Tax Department, irrespective of whether they are Income Tax assesses or not.

Please check that your PAN No. is made available in HRMS Portal. If available please check whether it is valid and correct. Non-availability of PAN No. or invalid / incorrect PAN No. will attract the highest tax slab rate as applicable to salary & pensions from this Financial Year, as per Section 206 AA of IT Act. No refund or adjustment will be possible once the TDS is deposited with IT Department.

4. IBI/SBI Pensioners Investment Details Submission

A. Pensioners can update their investment details through "Pensioner self service" or they can submit their investment details to their pension paying branch for updation in HRMS portal.

B. Branch managers/officers of pension paying branch can now submit INVESTMENT DETAILS on behalf of IBI/SBI pensioners of their branch through "Manager Self Service" under HRMS portal.

5. IBI/SBI Pensioners Life Certificate Updation

A. Pensioners are requested to submit their Life certificate to their Pension paying branch for updation in HRMS system.

B. Branch Manager/Officers of the pension paying branch can now submit LIFE CERTIFICATE of IBI/SBI pensioners of their branch through "Manager self service" under HRMS portal. In case of any guidance please get in touch with the circle HRMS team / respective OAD etc.