

All offices / branches of
State Bank of India

**CENTRALISED STAFF PENSION PROCESSING CELL (CSPPC)
FACILITIES AVAILABLE AT BRANCHES**

We refer to Circular No.CDO/P&HRD-PPFG/22/2012-13 dated 25th July 2012.

2. Pension and family pension to retired employees of State Bank of India and Imperial Bank of India is being processed and paid through Centralised Staff Pension Processing Cell (CSPPC) set-up at Central Accounts Office, Kolkata. The following functions/facilities are available to the branches.

- i) **ENQUIRY MENU** : The facility is available at all branches. Branches can view and print the details as under:
 - a) Master Details - basic particulars of the retired employee such as name, address, telephone no., e-mail address, date of retirement, basic pension etc.
 - b) Transaction Details - monthly payments and recoveries made.
 - c) Family Details - particulars of family pension beneficiary (s).
 - d) Certificate Details - Particulars of certificates such as Life Certificate, Handicap Certificate submitted can be viewed in the 'Reports' menu.
 - e) Commutation Details - amount of commuted pension paid and date of restoration can be viewed in the 'Reports' menu.
 - f) Modification and Revision details - particulars of modifications made in the data including that on account of revision of pension.
- ii) **MODIFICATION OF NON-FINANCIAL DETAILS** : Non-financial details such as name, address (permanent & mailing), telephone no., mobile no., e-mail address, PAN card details of the pensioner/ family pensioner can be modified at the Pension Paying Branch through the 'Pensioner Detail Modification' menu. All entries made by a maker have to be authorized by a checker at the branch.
- iii) **PENSION SLIP** : Pension slip can be downloaded and printed by the Pension Paying Branch for providing to the pensioner/ family pensioner through the menu Report > View Report> Pension Slip.
- iv) **OTHER REPORTS** : Reports pertaining to 'Certificate Details', 'Commutation Details', 'Discontinued Users' are available under 'Report' menu.
- v) **CERTIFICATES** : Life Certificate can be submitted by the pensioner/ family pensioner at any branch. The details of Life Certificate, Non-marriage Certificate and Handicap Certificate can be recorded by the branch through the menu 'Certificate Submission'. All entries made by a maker have to be authorized by a checker at the branch.

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- vi) **INVESTMENT DECLARATION FORM** : Details of Investment Declaration Form submitted by the pensioner are to be recorded through the menu TDS > Declaration of investment. All entries made by a maker have to be authorized by a checker at the branch. Investment Declaration can also be submitted online by the pensioner through the **url** www.sbi.co.in/sbipension/user.htm.
- vii) **FORM 16** : The Pension Paying Branch can download and print Form 16 pertaining to pension paid during the financial year through the menu TDS > Form 16. On 31st March 2013, Form 16 will be generated under sub-menu 'FORM-16' and the branch head will issue the same to the pensioner under his/her signature.
- viii) **TDS DEPOSIT TO I.T. DEPARTMENT** : Income tax deducted on pension paid is recovered by CSPPC in terms of the Income Tax Act. Tax so deducted is credited every month after payment of pension to the Sundry Deposit Account - TDS i.e. BGL 98747 bbbbbc ('bbbb' being the 5 digit branch code and 'c' being check digit) at the Pension Paying Branch. Branches are responsible for deposit of TDS on pension with Income Tax Department in terms of Circular No. CDO/P&HRD-HRMS/120/2011-12 dated 30th March 2012. The facility to view the details of tax deducted from each of the branch pensioner is available through the menu TDS > 24Q > TDS projection report. The actual tax deducted is available through the menu TDS > TDS report.
- ix) **NOTING OF DATE OF DEATH** : On receipt of information of death of a pensioner/ family pensioner, the Pension Paying Branch is to note the date of death in the portal. Once the date of death is noted and authorized, payment of pension will get suspended. Date of death is to be noted using the menu 'Date of Death'. All entries made by a maker have to be authorized by a checker at the branch. Documents such as death certificate pertaining to closure of pension account and those pertaining conversion to family pension, if required, are to be sent to PPG department of respective LHO for further processing.
- x) **TRANSFER OF ACCOUNT** : On receipt of application for transfer of pension account from one branch to another, the home branch is to be changed in CBS. The pension documents are to be sent to the transferee branch. Suitable advice is to be sent to PPG department of respective LHO. On receipt of such advice, PPG department is to advise CSPPC, Kolkata for making necessary amendments in the portal. Once the amendment has been carried out by CSPPC, the transferee branch will be responsible for the pensioner and for depositing TDS of the pensioner to Income Tax department and issue of Form 16 in case the account is transferred from one circle to another, the pension file is to be sent by PPG department to the transferee circle.

3. Please arrange accordingly and bring the contents of this circular to the notice of all concerned.

Yours faithfully,

**Deputy Managing Director
& Corporate Development Officer**