

All LHOs / Branches / Offices of
State Bank of India

STAFF PENSION PROCESSING CELL

We refer to Circular No.CDO/P&HRD-P/2009-10 dt. 4th April 2009 and Circular No.CDO/P&HRD-HRMS/2011-12 dt. 30th March 2012.

2. Pension and family pension pertaining to employees of State Bank of India and Imperial Bank of India was being processed and paid through HRMS portal. Centralised Staff Pension Processing Cell (CSPPC) has now been set-up at Central Accounts Office, Kolkata. From May 2012, pension / family is being processed and paid by CSPPC.

3. **PAYMENT CALENDER** : During the financial year 2012-13, pension / family pension will be paid on the dates given in Annexure-I.

4. **DATA ENTRY** : Existing data has been migrated from HRMS to CSPPC portal. Local Head Offices will now send all new cases of pension / family pension and cases of modifications in existing data to CSPPC for entry in the new portal. All such advices are to be signed by an officer not below the rank of Assistant General Manager. CSPPC will be responsible for entry and authorisation of the data in the portal. Processing of pension will be done one day (not being a Saturday or holiday) prior to the payment date. All data entry made and authorised upto the processing time will be taken into account while processing the pension for the month. Modifications / updation of data such as address, phone No, e-mail address, PAN No. etc. are to be advised by branches to CSPPC through the respective Local Head Offices. Data Entry is to be advised to CSPPC in format given in Annexure-II.

5. **COMMUTATION** : Commutation amount of pension will now be paid through CSPPC. The amount and date of payment of Commuted amount is to be advised to CSPPC by the LHO. Recovery on account of commutation will be made for 15 years from the date of disbursement of the commuted amount. Depending on the date of payment of commuted amount, recovery will be made proportionately in the start and end month of this 15 year period.

6. **ENQUIRY** : Enquiry rights are available at all branches and Local Head Offices. The branches can access the portal through Channel G portal using the user ID and password as used for accessing Channel G (portal for payment of Central / State Government pension). In case of any creation / modification of user ID, the branches are to contact the Circle CPPC. For Local Head Offices, user administration is with CSPPC.

7. **PENSION SLIP** : The rights to view and print monthly pension statement of individual pensioners are available with the branches and Local Head Offices.

8. **LIFE CERTIFICATE / NON-MARRIAGE CERTIFICATE** : The branch, where the certificate is submitted is to enter the details in the CSPPC portal. All entries are to be authorised.

9. **DEATH OF PENSIONER / FAMILY PENSIONER** : On receipt of report of death of the pensioner / family pensioner, the pension paying branch is to record the date of death in the portal and authorize the entry. This will temporarily suspend the pension payment. Death certificate is to

be sent to CSPPC through the respective LHO. CSPPC will accept the entry of the branch and initiate further action such as conversion to family pension, closing the account on making balance payment or effect recovery, if any. In cases where death of the pensioner is reported late, reporting of recovery of excess pension paid will remain the responsibility of the pension paying branch / PPG Dept. at LHO. Branches are to calculate the excess amount paid and advise CSPPC Kolkata. CSPPC Kolkata will recover the amount and refund it to CAO Kolkata and maintain the record of refund for each pensioner.

10. INVESTMENT DECLARATION FORM / FORM 16 : Investment declaration form is to be submitted by the pensioners / family pensioners at their respective pension paying branch. The branch will input the details in the CSPPC portal and authorise the data. Form 16 will be made available to the pension paying branches at the end of the financial year. Pension paying branches are to download and print the Form 16 and provide a duly signed copy to the pensioner. The pension paying branches will be responsible for verifying the proof of investments made by the pensioner for tax purposes.

11. ONLINE FACILITY : Facility for online submission of Investment Declaration and for viewing and printing of pension slip is also available at the url www.sbi.co.in/sbipension/user.htm . Online submission of Investment Declaration Form does not require any authentication and data submitted by the pensioner will be taken into account as such while computing TDS. A link to the url is also being made available through the HRMS website.

12. TAX DEDUCTED AT SOURCE : Income tax on pension paid will be recovered by CSPPC in terms of the Income Tax Act. TDS will be credited 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 branches every month. The branches will be responsible for deposit of the income tax with Income Tax Department in terms of Circular No.CDO/P&HRD-HRMS/20/2011-12 dated 30th March 2012.

13. REPORTS : Various reports such those on Certificate submission, Commutation details, discontinued users, new accounts opened, pension transactions etc. are available to the branches.

14. NON-MIGRATION OF ACCOUNTS : In cases where, for some reason, pension accounts have not been migrated from HRMS, the proposal for fresh data entry is to be sent to CSPPC through the respective LHO.

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

Yours faithfully,

Sd/-

Deputy Managing Director
& Corporate Development Officer.

Annexure - I

SBI / IBI Staff Pension - Payment Calender

Month	Processed Date &	Day
July 2012	27.07.12	(Friday)
August 2012	27.08.12	(Monday)
September 2012	27.09.12	(Thursday)
October 2012	26.10.12	(Friday)
November 2012	27.11.12	(Tuesday)
December 2012	27.12.12	(Thursday)
January 2013	28.01.13	(Monday)
February 2013	27.02.13	(Wednesday)
March 2013	28.03.13	(Thursday)