

**Central Accounts Department
CORPORATE OFFICE
Bengaluru**

Ref.No.344/2924/CAD/2019/TDS

Date: 05.07.2019

NOTIFICATION

ISSUE OF FORM 16 TO THE EX-STAFF PENSIONERS FOR THE F.Y. 2018-19.

This has reference to our earlier Notification Nos. 458/2924/CAD/2018/TDS dated 23/05/2018 and 0098/2924/CAD/2019/TDS dated 11/02/2019 on Centralized Remittance of TDS on Ex-Staff pension (including employees retired/retiring during the Financial Year) and filing of quarterly Returns for the F Y 2018-19.

TDS return (Form 24Q) for all four quarters of the financial year 2018-19 has been filed centrally by Central Accounts Department(CAD) based on the TDS deducted by SWD and information furnished in Tax time application by the branches on behalf of Ex-Staff and as confirmed by the Branch head. Form 16(Part A, B along with Annexure to Part B) & Form 12BA is made available in Tax time portal of pension paying branch for ex-staff pensioners except for employees who retired in June 2019, will get Form 16 from the Branch/Office where the employees got retired till pension is processed by SWD. Once Pension is processed the Form 16 will be available only at pension payee branch.

1. Form 16 Part A - Downloaded from TRACES and Digitally signed containing the details of salary/pension payments including supplementary payments and TDS deducted.
2. Form 16 Part B – Downloaded from TRACES and Digitally signed as per the Salary, Supplementary and pension payments including supplementary payments details available in HRMS and SWD respectively and investment/deduction details as updated & approved in Tax time portal.(Part A and Part B Gross salary need not be tallied).
3. Annexure to part B – Generated as per CBDT notification from Tax Time application based on the details entered and approved by branch/office.
4. Form 12BA – Generated from Tax time application based on the details as submitted & approved in Tax time portal.
5. Annexure to PART B of Form 16 and Form 12BA to be issued after duly signed by the Branch/Department head.

Clarification in relation to HRMS Portal/In-House “HRMSMIS-Tax Time” Application (Salary including supplementary payments and calculation and deduction of TDS) may be sought from CO: HRMS (Phone No. 080-22341144).

Clarification in relation to SWD (Pension including supplementary payments and deduction of TDS) may be sought from HO: HRD: SWD: (Phone Nos. 0820-2572085, 2571181 (Ext. 204,248,224,206,333).

Further Clarifications, if any, on this circular may be sought from **CENTRAL ACCOUNTS DEPARTMENT (Remittance and filing of quarterly returns)**, Corporate Office, Bangalore through respective RO, as per extant guidelines (Phone Nos. 080-22347011).


(U S Majumder)
Chief Financial Officer