

संख्या/No: HO/GB/264/2019-20

दिनांक / Date: 05.02.2020


## All Branches/ Zonal Offices

### **Sub- Operational Guidelines on TDS deduction of Pensioners.**

Income Tax Act provides specific tax rate at which tax has to be deducted by the payee (bank) on payment made to its customers' with respect to pension, interest on FDR/RD's, contract, professional fee, rent, commission etc. A detailed circular in this regard was issued vide HO circular no. CHO/SUA/23/2018-19 dated 25/03/2019. In case of Pensioners every year in the month of February TDS is deducted for that financial year. Accordingly we are hereby providing you the operational guidelines for ensuring correct deduction of TDS of pensioners for the financial year 2019-20:-

1. Branch need to check the list of pensioners, who's TDS is going to be deducted in the current month (February). To get the list of such pensioners follow the following path:  
GBM → Pension → Treasury → Reports → TDS Eligibility Report
2. Branch will ask the eligible pensioners to submit investment declaration with supportive documents.
3. Branch after getting such documents, **Enter & verify** investment details of pensioners in GBM system by following the under mentioned path:  
GBM → Pension → Treasury → Pensioner Investment Detail Updation-TDS
4. **Branch is responsible to ask for the investment documents from the pensioners and correctly entering & verifying such investment details in our GBM system. Branch must ensure that there should not be any complain for wrong deduction of TDS on the above ground.**

These guidelines are for implementation with immediate effect.

  
Deputy General Manager  
Financial Inclusion & ARBD

