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PF & Pension Fund Department

Corporate Office Plot no.04 , Sector 10 Dwarka

New delhi 110075

Notice Date: 19.06.2023

HRMS NOTICE

AVAILABILITY OF FORM-16 OF STAFF PENSIONER HAVING ONLY PENSION INCOME AND HAVE NOT MADE ANY INVESTMENT DECLARATION, FROM ANY BRANCH (FY-2022-2023)

This is in reference to the HRMS Notice dated 13.06.2023 regarding 'Issuance of Form-16 for Staff Pensioner (FY 2022-23)', wherein the detailed steps were circulated for generation of FORM16 through HRMS for Staff Pensioners.

For those Staff Pensioners, who are having only Pension Income and have not made any Investment declaration for the FY 2022-23, the facility of issuance of Form-16 has been made available from any Branch/Office. These Form-16 are also placed in Morning Checking Report (CBS PAGE) of Branch.

Navigation for downloading Form-16, for Staff Pensioners, who are having only Pension Income and no Investment declaration for the FY 2022-23 by any of the following process: -

1. Through Morning Checking Report (CBS Page), after entering the Sol ID of Pension Paying Branch of Staff Pensioner in CBS Page. (Folder Name as "STAFF_PENSIONERS_FORM_16")
2. Form-16 may also be downloaded from HRMS through Manager Self Service-> Salary & TDS Related Details-> View Form16 Retiree.

Note: - For the Staff Pensioners, who are not covered under the above category, shall continue to get their Form-16 as per guidelines issued by HRMS Notice dated 08.06.2023 and 13.06.2023.

All offices to note for compliance.

**Deputy General Manager
(Mukesh Kumar Sinha)**

