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**punjab national bank**

PF & Pension Fund Department

Corporate Office Plot no.04 , Sector 10 Dwarka

New delhi 110075

**Notice Date: 13.06.2023**

## **HRMS NOTICE**

### **ISSUANCE OF FORM-16 FOR STAFF PENSIONER (FY-2022-2023)**

Respected Staff pensioners,

This is in reference to the HRMS Notice dated 08.06.2023 regarding '**Issuance of Form-16 in HRMS for FY 2022-23**', wherein the detailed guidelines were issued for generation of FORM16 through HRMS for active employees as well as Staff Pensioners.

In this regard, we are again reiterating the steps for your reference please,

#### **Generation of FORM16 in HRMS:**

- **Pension Paying Branch or Retiree Branch will verify the FORM 16 in HRMS by using the below mentioned navigation.**

**Manager Self Service -> Salary & TDS Related Details -> View Form16**

Pension Paying Branch or Retiree Branch may download the FORM16 from "**View Form16**".

After successfully verifying the FORM16 of pensioner by the retiree office/pension paying branch as per the navigation mentioned above, any Branch can generate the FORM16 in HRMS by using the below mentioned navigation.

**Manager Self Service-> Salary & TDS Related Details-> View Form16 Retiree**

**Aarzoo Parween  
(Divisional Head)**

**पंजाब नैशनल बैंक**  
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