

e-Circular

P&HRD.

Sl. No. : 60/2017 - 18

Circular No. : CDO/P&HRD-PPFG/5/2017 - 18

Thursday, April 13, 2017.

23 Chaitra 1939 (S).

All Offices/Branches of State Bank of India

Madam / Dear Sir,

SHIFTING OF PAYMENT AND PROCESSING OF PENSION FROM CENTRALISED STAFF PENSION PROCESSING CELL(CSPPC) TO HRMS

We refer to e-Circular No. CDO/P&HRD-PPFG/22/2012-13 dated 25th July, 2012 and e-Circular No. CDO/P&HRD-PPFG/69/2015-16 dated 9th November, 2015.

2. Pension and family pension of employees of State Bank of India, Imperial Bank of India, Erstwhile State Bank of Saurashtra and Erstwhile State Bank of Indore are being processed and paid through CSPPC, Kolkata. It has now been decided to shift the processing and payment of pension to HRMS Department from April, 2017.
3. From the financial year 2017-18, Pension/ Family Pension will be paid on 27th of every month by HRMS Department. A Pension Slip will be e-mailed to the pensioner every month in his / her registered email address.
4. The Pension/ Family Pension proposals generated through HRMS will automatically be processed for payment in HRMS on approval at Corporate Centre. The proposals done outside HRMS due to non-availability of details in HRMS & data modification like arrears/recovery will be entered by PPG Departments, Local Head Office and need not be sent to CSPPC, Kolkata.
5. Commutation amount applied with pension will be automatically paid by HRMS on pension payment dates, however, commutation sanctioned by the appropriate authority separately will be updated by Local Head Office, PPG Department and will be paid along with current month's pension. Recovery on account of commutation will be made for 15 years from the month of payment of commutation amount.
6. New link for pensioner's data entry such as PAN & AADHAAR, Death Reporting, and Life Certificate has been provided under the link

Employee Benefits/Pension, PF & Gratuity (For Maker) and under the link Manager Approvals/ Pension, PF & Gratuity (For Checker) in HRMS portal.

7. Manual for Pensioner's Portal has been linked with Pensioner's Self Service. Manual for Maker-Checker has been linked with Employee Benefits/ Pension, PF & Gratuity. Manual for PPG, LHO will be provided by HRMS department.
8. The Branch has to enter the details of the PAN/ AADHAAR/ life certificate/ Death Certificate submitted by the pensioner / family pensioner by logon to HRMS Portal through maker ID (Maker can be any employee of the branch except checker), and the approver has to approve the respective request by logon through checker ID (Checker will be 4in1/3in1/2in1 approver and Branch Manager).
9. On receipt of report of death of the Pensioner/ Family Pensioner, the pension paying branch has to record the "date of death" in the HRMS portal and authorize the same. This will temporarily suspend the pension payment. Death certificate along with other documents, if any, are to be sent to PPG Department, Local Head Office for further action such as conversion to family pension, permanently stopping pension payment etc. In cases where death of the pensioner is reported late, recovery of excess pension paid will remain the responsibility of the pension paying branch/ PPG Department at LHO. Payment of arrears and recovery, if any, from pension will be updated by PPG department, Local Head Office.
10. The Pensioner can update non-financial data such as Mobile No. / E-mail ID / Communication details through HRMS Portal and need not be advised to Branches or PPG department, Local Head Office.
11. Pension slip/ PAN/ AADHAAR can be viewed and investment details can be filled/ updated by Pensioners through HRMS portal. Branches can also view pension slip on behalf of pensioner through HRMS Portal. LHO PPG can also view / print pension slip.
12. Conversion of Pension into family pension, updating family details, revision of pension for non-revised cases, and any other data correction in pensioner's profile which cannot be done at branch level will be updated by LHO PPG in HRMS.
13. Form-16 will be made available to the pension paying branches at the end of the financial year. Pension paying branches will 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.
14. Income tax on pension paid will be recovered & remitted to the branches in terms of the Income Tax Act.

15. For Pensioner's, HRMS Portal user ID will be the PF Index number and default password will be hrms@123 which needs to be changed at first logon.

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

Yours faithfully,

(Prashant Kumar)

**Deputy Managing Director and
Corporate Development Officer**