

**मानवसंसाधनविभाग / Human Resources Department
Employee Benefits Division (EBD), Central Office**

Staff Circular No:7850

December 01,2022

To: All Branches/Offices.

Staff Pensioners -Reopening of Investment Declaration for FY 2022-23

1. Attention of branches/offices is invited to Staff Circular No. 7666 dated 07.04.2022 regarding submission of investment declaration by staff pensioners for the FY 2022-23.
2. In Union Parivar, the Investment Declaration page for retirees has been made available in "SAVED" status, to enable the pensioners to make modification in investment details, as per the actual investments for the FY 2022-23.
3. Staff pensioners are advised to make the necessary corrections/modifications and save & submit the Investment Declarations.
4. The pensioners shall submit the proofs of investments at any branch of Union Bank of India (not necessarily with the branch maintaining Pension Account).
5. The Branch Manager / DBM of the concerned branch shall approve the same in Union Parivar after obtention & verification of the necessary proofs of investments. The proof of investments submitted by the Pensioner should be kept in the branch/Pension file of the pensioner for future reference.
6. Navigation for accessing/approving the declaration is as under:
Main Menu=>Employee Self Service=> Payroll=>Investment Declaration => Investment Declaration Retiree
7. Branches/offices are advised to contact the Staff Pensioners of their branch and ensure submission of Investment proof, latest by 20.01.2023.
8. Please note, effective from January '2023, such Investment Declarations which have been approved in Union Parivar shall only be considered for TDS calculations for the ensuing months of FY 2022-23.
9. Non-submission/wrong feeding of investment information in Union Parivar shall result in incorrect deduction of TDS, hence pensioners/branches are advised to be careful while entering the investment details in Union Parivar.
10. All branches/offices are requested to take a note of this circular for compliance and give wide publicity amongst the staff pensioners.

Sd/-

Chief General Manager (HR)