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PF & Pension Division

Corporate Office Plot no.04 , Sector 10 Dwarka

New delhi 110075

Ref: HO/Pension Tax Declaration/2025-26/01

Dated: 07.04.2025

HRMS NOTICE

SUBMISSION OF TAX REGIME OPTION AND INVESTMENT DECLARATION BY STAFF PENSIONER FOR FINANCIAL YEAR 2025-26

The functionality for submission of "**Tax Regime Option and Investment Declaration**" for retirees is now live in HRMS for the Financial Year 2025-26. Retirees can submit their declarations both in online as well as in offline mode:

- **Offline Mode:** Pensioners can submit their consent for the "**Tax Regime Option and Investment Declaration**" physically at their Pension Paying Branch. The branch will then record the information in HRMS.
- **Online Mode:** Pensioners can log in to HRMS and enter their options and investment details themselves.

In this regard, please take note of the following points while exercising your option: -

1. **Default Tax Regime:** As per the Finance Act 2023, the "**New Tax Regime**" is the default from Financial Year 2023-24 onwards. Pensioners who wish to opt out must submit their choice either at their Pension Paying Branch or in HRMS. Once chosen, the option cannot be changed during the current financial year. **If no option is submitted, it will be assumed that the pensioner wishes to continue in the New Tax Regime.**
2. **Navigation for Submission for feeding the Tax Regime Option and Investment Declaration:**
 - **For Retirees Login:**
HRMS Navigator → Self Service → Pension Management → Pensioner Tax Declaration.
 - **For Pension Paying Branch:**
HRMS Navigator → Manager Self Service → Pension Management → Pensioner Tax Declaration.
3. **Branch Role:** Pension Paying Branches must ensure timely updation of the "**Tax Regime Option and Investment Declaration**" submitted by retirees. Further, relevant proof of Investment as per declaration submitted by the pensioners should be kept on record in terms of extant guidelines. It is the responsibility of respective Pension Paying Branches to ensure that correct TDS is deducted from Pension in terms of extant guidelines circulated by HO-Finance Division from time to time.

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4. As per Section 206AA of the Income-tax Act, 1961, furnishing of PAN by the pensioner/employee is compulsory where TDS is applicable on Salary/Pension. If pensioner fails to furnish his/her PAN, Tax will be deducted at a higher rate. Pensioners are also advised to verify that the correct PAN number is available in HRMS.
5. As per Section 139AA (2) of the Income-tax Act, 1961, linking PAN with Aadhaar by the pensioner/employee is mandatory. If pensioner fails to successfully link his/her PAN with Aadhaar, Tax will be deducted at a higher rate.
6. The **“Tax Regime Option and Investment Declaration”** will be available up to **December 2025**.
7. For Mid-Year Retirees, **“Tax Regime Option and Investment Declaration** must be resubmitted after retirement, as **Tax Regime Option and Investment Declaration** submitted during Service is considered for calculation of Tax in the first month Pension only. Thereafter, the details submitted by the Pensioner as per the above-mentioned mode only will be considered. In case fresh option is not submitted after retirement, **Tax will be calculated as per New Tax Regime.**

All Pension Paying Branches to comply with the above instructions meticulously.

Saurabh Bhatia
(Divisional Head)

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