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PF and Pension Division

Corporate Office Plot no.04 , Sector 10 Dwarka

New delhi 110075

Notice Date: 10.06.2025

HRMS NOTICE

ISSUANCE OF FORM-16 FOR STAFF PENSIONER (FY-2024-2025)

Respected Staff Pensioners,

This is in reference to the HRMS Notice dated 10.06.2025 regarding '**Issuance of Form-16 in HRMS for FY 2024-25**', wherein detailed guidelines were issued for generation of FORM-16 through HRMS for both active employees and Staff Pensioners.

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

GENERATION OF FORM-16 IN HRMS:

- 1. For Staff Pensioners with only Pension Income and no Investment declaration for FY 2024-25:**
 - ✓ Any Branch /Office can generate Form-16 using the following navigation: **Manager Self Service → Salary & TDS Related Details → View Form 16 (Retirees)**
- 2. For Staff Pensioners with Pension Income and other income or Investment declaration for FY 2024-25:**
 - ✓ The Pension Paying Branch or Retiree Branch/Office will verify Form-16 in HRMS using the following navigation: **Manager Self Service → Salary & TDS Related Details → View Form 16**
 - ✓ After successful verification by the Pension Paying Branch or Retiree Branch/Office, any Branch can generate Form-16 in HRMS using the following navigation: **Manager Self Service → Salary & TDS Related Details → View Form 16 (Retirees)**

(Saurabh Bhatia)
Divisional Head

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