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punjab national bank

PF & Pension Division

Corporate Office Plot no.04 , Sector 10 Dwarka

New delhi 110075

Date: 23.06.2026

Respected Staff Pensioners

NOTICE

ISSUANCE OF FORM-16 FOR STAFF PENSIONERS (FY 2025-2026)

This is in reference to the HRMS Notice dated 29.05.2026 regarding 'Issuance of Form 16 in HRMS for FY 2025-26' issued by HRMD HO, wherein detailed guidelines were issued for generation of Form-16 through HRMS for both active employees and Staff Pensioners.

GENERATION / VERIFICATION OF FORM 16 IN HRMS:

1. For Staff Pensioners who opted for NEW TAX Regime for FY 2025-26:

- a) Any Branch /Office can generate Form-16 using the following navigation:
Manager Self Service → Salary & TDS Related Details → View Form 16 (Retirees)
- b) Pensioner can also generate Form-16 using the following navigation:
Employee Self Service → Salary & TDS Related Details → My Form 16

2. For Staff Pensioners who opted for OLD TAX Regime for FY 2025-26

- a) 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
- b) 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)

In case, there is no investment declaration under Old Tax Regime, the form 16 can be generated directly as per steps mentioned at Sr. No 1.

Saurabh Bhatia
(Assistant General Manager)

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