



FIN.VI/Misc/Pen-Fam/PFMS-TSA/2023/-1346

Dated: 19th September, 2023

**NOTIFICATION TO PENSIONERS/FAMILY PENSIONERS ON ANNUAL LIFE
CERTIFICATE AND INCOME TAX CALCULATION**

SUBMISSION OF ANNUAL LIFE CERTIFICATE

1. All pensioners/family pensioners are to submit their Annual Life Certificate (**format enclosed**) once a year in November. However pensioners aged 80 years and above can submit their Annual Life Certificate from 1st October onwards for further continuation of their pension. **The Annual Life Certificate can be submitted either in person or by post/courier to Section Officer (Pension Cell), Finance Department, North-Eastern Hill University, Shillong-793022 latest by 30th November every year. Alternatively, a scanned and signed copy of the Annual Life Certificate can also be forwarded through email to nehupension@gmail.com or nehupension@nehu.ac.in.**
2. The list of designated officials specified for signing the Annual Life Certificate as per Office Memorandum No.1 (8)/2021-P&PW (II)-7468 dated 30th September 2022 issued by Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners' Welfare are detailed below:-
 - a. A person exercising the powers of a Magistrate under the Criminal Procedure code.
 - b. A Registrar or Sub-Registrar appointed under Indian Registration Act.
 - c. **A Gazetted officer of the Government.**
 - d. A Police Officer not below the rank of Sub-Inspector in-charge of a Police Station.
 - e. A Postmaster, a departmental Sub-Postmaster or an Inspector of Post Offices.
 - f. **A Class – I Officer of the Reserve Bank of India, an officer (including Grade II officer) of State Bank of India or of its subsidiary.**
 - g. A Justice of Peace.
 - h. A Block Development Officer, Munsif, Tehsildar or Naib Tehsildar.
 - i. A Head of Village Panchayat, Gram Panchayat, Gaon Panchayat.
 - j. Executive Committee of a Village.
 - k. A Member of Parliament, of State Legislatures or of Legislatures of Union Territory Governments/Administrations.
 - l. Treasury Officer.
3. **North-Eastern Hill University, Shillong is onboarded on the Jeevan Pramaan portal as a Pension Sanctioning Authority and Pension Disbursing Authority.** Hence, pensioners/family pensioners can also submit their Life Certificate using the Face Authentication technology system whereby it is possible to generate a Digital Life Certificate (DLC) from any Android based smart phone by capturing the live photograph of the pensioner/family pensioner for online submission on the Jeevan Pramaan mobile application. **The process flow for generating DLCs through Face Authentication is enclosed.**

4. The DLC once successfully submitted by a pensioner/family pensioner on the Jeevan Pramaan mobile application will be automatically received and noted by the officials of the Pension Cell, Finance Department, North-Eastern Hill University, Shillong.
5. It may be noted by all pensioners/family pensioners that a hard copy or scanned copy of the Digital Life Certificate (DLC) generated through Jeevan Pramaan need not to be send by post/courier/email to the Pension Cell, Finance Department, North-Eastern Hill University, Shillong.

INCOME TAX CALCULATION


1. The Income Tax Liability will be calculated as per the New Tax Regime slabs. Under the new tax regime, for the financial year 2023-24, pensioners can claim standard deduction of Rs 50,000 and family pensioners can claim standard deduction of Rs 15,000. The taxable income will be Total Annual Pension minus Standard Deduction.
2. Under the New Tax Regime, for the financial year 2023-24, a pensioner/family pensioner will have to pay zero tax if the taxable income does not exceed Rs 7.00 lakh in a financial year. For example, a pensioner with a taxable income of up to Rs 7.50 lakh can claim the benefit of standard deduction of Rs 50,000. This will reduce the taxable income to Rs 7.00 lakh and thus the pensioner will get zero tax liability. Similarly, a family pensioner with a taxable income of up to Rs 7.15 lakh can claim the benefit of standard deduction of Rs 15,000. This will reduce the taxable income to Rs 7.00 lakh and thus the family pensioner will get zero tax liability.
3. The Form 16 once generated in the month of May/June will be forwarded to each concerned pensioner/family pensioner by email.

In case of any difficulty or queries the Section Officer, Pension Cell, Finance Department may be contacted either in person or over + 910364-272-1111/1108 during office hours or working days or through email to nehupension@gmail.com or nehupension@nehu.ac.in

This Notification is in supersession of our earlier Notification No. FIN.VI/Misc/Pen-Fam/PFMS-TSA/2023-9517 dated 24th April 2023.


Enclosed: as stated

Yours faithfully,


Finance Officer
Finan. & Officer II, Finance
Department, NEHU
North Eastern Hill University
Shillong

Copy to:

1. PS to the Vice Chancellor, NEHU Shillong for kind information of the Vice Chancellor.
2. PS to the Registrar, NEHU Shillong for kind information of the Registrar.
3. Shri Wel Frank Thongnibah, with a request to upload the Notification in the pensioners page of NEHU Website and the facebook page of NEHU Pensioners.
4. Office File


Finance Officer
Finan. & Officer II, Finance
Department, NEHU
North Eastern Hill University
Shillong



CERTIFICATES TO BE SUBMITTED BY PENSIONER/FAMILY PENSIONER

(To be submitted by pensioner/family pensioner once a year in November. However pensioners aged 80 years and above can submit their Life Certificate from 1st October onwards)

1. LIFE CERTIFICATE

Certified that I have seen the Pensioner _____ holder
of Pension Payment Order No. _____ dated _____ and that he/
she is alive on this date.

SIGNATURE/THUMB IMPRESSION: _____
NAME OF PENSIONER: _____

Signature of an Authorised Official: _____
NAME: _____

PRESENT ADDRESS & CONTACT NO.: _____

EMAIL ID, IF ANY: _____
PLACE: _____
DATE: _____

Designation of Authorised Officer: _____
Seal: _____

2. NON EMPLOYMENT CERTIFICATE (*Applicable for Family Pensioner only*) delete which is not applicable

- I declare that I have not received any remuneration for serving in an establishment of the Central Govt. or a State Govt. or a Government undertaking or from a Local Fund during the period November _____ to October _____.
- I declare that I have been employed/re-employed in the office of _____ and was in receipt of the following emoluments during the period: _____.
- I declare that I have accepted commercial employment after obtaining/ without obtaining sanction of the Government/ Institute (to be furnished by Group A Officers of the Institute during first two years from the date of retirement).
- I declare that I have / have not accepted any employment under any Government outside India after obtaining/ without obtaining sanction of the Govt./ Institute (to be furnished by Group A Officers of the Institute only).

PLACE: _____

DATE: _____

SIGNATURE/THUMB IMPRESSION: _____
NAME OF THE FAMILY PENSIONER: _____

PRESENT ADDRESS & CONTACT NO.: _____

EMAIL ID, IF ANY: _____

3. CERTIFICATE ON RE-MARRIAGE/ NON-MARRIAGE (*Applicable for Family Pensioner only*)

I hereby declare that I am not married/ I have not re-married during the past six month

PLACE: _____

DATE: _____

SIGNATURE/THUMB IMPRESSION: _____
NAME OF THE FAMILY PENSIONER: _____

PRESENT ADDRESS & CONTACT NO.: _____

EMAIL ID, IF ANY: _____

I certify to the best of my knowledge and belief that the above Declaration is correct.

PLACE: _____

DATE: _____

Signature of an Authorised Official: _____
NAME: _____

Designation of Authorised Officer: _____
Seal: _____