



विश्रान्ति VISHRANTHI

संवाद / NEWS LETTER
केनरा बैंक कर्मचारी पेंशन निधि
CANARA BANK EMPLOYEES' PENSION FUND
खंड / Volume No.34 दिनांक / Date: 08.04.2022

Dear Pensioner,

Our Bank has taken many measures to give digital push to the various manual processes to make them easier and to minimize the manual intervention as far as possible. Digital initiatives like Canarites App has provided many information pertaining to the Pensioners at their fingertips. Now, adding another feather to the cap, we are happy to introduce "[Online option to submit the Investment Declaration](#)", by the Pensioners through Bank's Website, with OTP authentication.

The process / procedure for "Online submission of Investment Declaration" is enumerated here below:

1. Ex-employee Pensioner has to visit the "Ex-employees" section on Bank's website. Navigation - www.canarabank.com>Announcements>Ex-employees
2. Click on the link "[ONLINE OPTION FOR EX-EMPLOYEE PENSIONERS TO SUBMIT INVESTMENT DECLARATION FOR FY 2022-23](#)".
3. After clicking on the link, a new page will open wherein the Ex-employee has to enter Staff Number & the Mobile no. as per Pension records and click on the "Get OTP" button.
4. Pensioner has to enter the OTP in the Box provided for and click on the "Verify" button.
5. After clicking the "Verify" button, a new link "[CLICK HERE FOR DECLARATION OF INVESTMENT FOR AVAILING INCOME TAX REBATE](#)" will appear, on which the Pensioner has to click.
6. Pensioner will be taken to a new page to submit the Investment declaration.
7. In the new page, Pensioner's Name, Staff no., PAN, Financial Year for which the declaration is being submitted, Mobile no. of the Pensioner and email id (if updated in the Pension records) will appear automatically. Wherever email-id is not appearing, in those cases pensioner has to enter the email id and the same will be updated in their Pension records. [Email id is mandatory for submitting Online Investment Declaration.](#)
8. Pensioner has to enter the amount of proposed investment, under the respective Sections.
9. After entering the proposed investment amount, select the declaration check box and click on "Submit" button. A message will appear on the screen, "[Investment Declaration submitted successfully](#)".
10. Pension Fund will extract the data and the same will be updated in the Pension package. Once the data is updated in the package, the pensioner will get an acknowledgement on the email.
11. Pensioners' can view the investment details, if they again login through the above link and click on the "View"button.

12. Investment Declaration link will be disabled from 27th of every month (for monthly pension process) and will be enabled again from 1st of the next month. Investment Declaration submitted upto 26th of the month will be reckoned for Income Tax calculation.

Pensioners are requested to make use of the [Online option to submit investment declaration](#), which is hassle free and convenient. Those Pensioners who submit the Investment Declaration through online mode are specifically requested not to submit the Investment declaration again through email/courier/post etc., to avoid duplicacy.

➤ **OTP Authentication for generation of Pension Disbursement details :**

Earlier, Pensioners were generating their Pension Disbursement details in the Ex-employees' section of the Bank's website by entering their Staff no. & Date of Birth. To make the data access more secure, we have now introduced an option of "OTP Authentication". The Pensioners will be required to input their registered mobile no. and staff no. to get the OTP and enter the same in the Box provided for. Once the OTP is verified, a new page will open wherein they have to select the year and click on the "Search" button to view the Disbursement details.

➤ **Automated triggering of acknowledgement through email on updation of Investment declaration and Investment Proof:**

At present, on receipt of Investment Declaration and Investment Proof, acknowledgement is being sent through email manually. In view of manual intervention in sending the acknowledgement, there was considerable Turn-around-Time for getting a confirmation regarding updation of the same in Pension records. Now, Bank has come up with an "automated triggering of acknowledgement" through email on updation of Investment Declaration & Investment Proof in the Pension package.

➤ **In-House Publications link in Canarites :**

A new feature named "In-house Publication" has been introduced in the Ex-employees version of the "Canarites" mobile app. In this feature, Pensioners can view Today's Tidings, Executive Digest, Shreyas, Occasional Publication and Vishranthi Newsletter.

➤ **Updation of Email-Id & Mobile No.:**

Pensioners are requested to update their latest Mobile no. & Email id in the Pension account. This will facilitate the Pensioners to receive information / various updates on pension related issues.

With Warm Regards,

SHANKAR S
CHIEF GENERAL MANAGER

"Success is not final; Failure is not fatal; it is the courage to continue that counts."

- Winston S Churchill

**Canara Bank Employees' Pension Fund, Human Resources Wing, Naveen Complex, H.O. Annexe,
M.G. Road, Bengaluru - 560 001. Phone: 080- 25323801, 25584040-Extn. 265/223,
Email: hopenfund@canarabank.com**