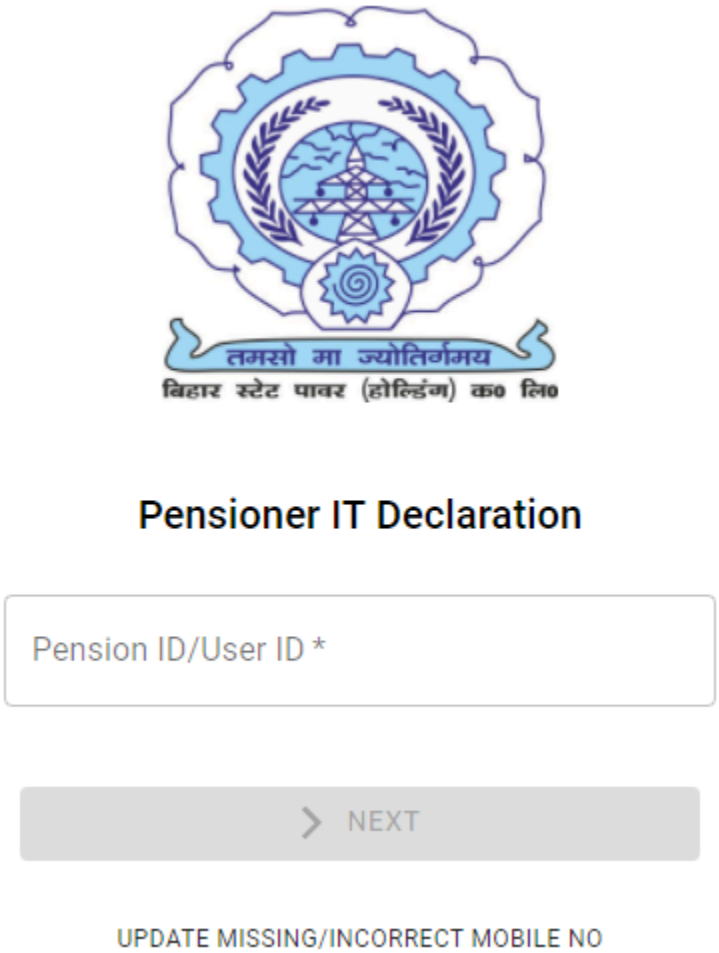
Instructions For Online Pensioner IT Declaration

URL http://pension.bsphcl.co.in/

FOR PENSIONERS

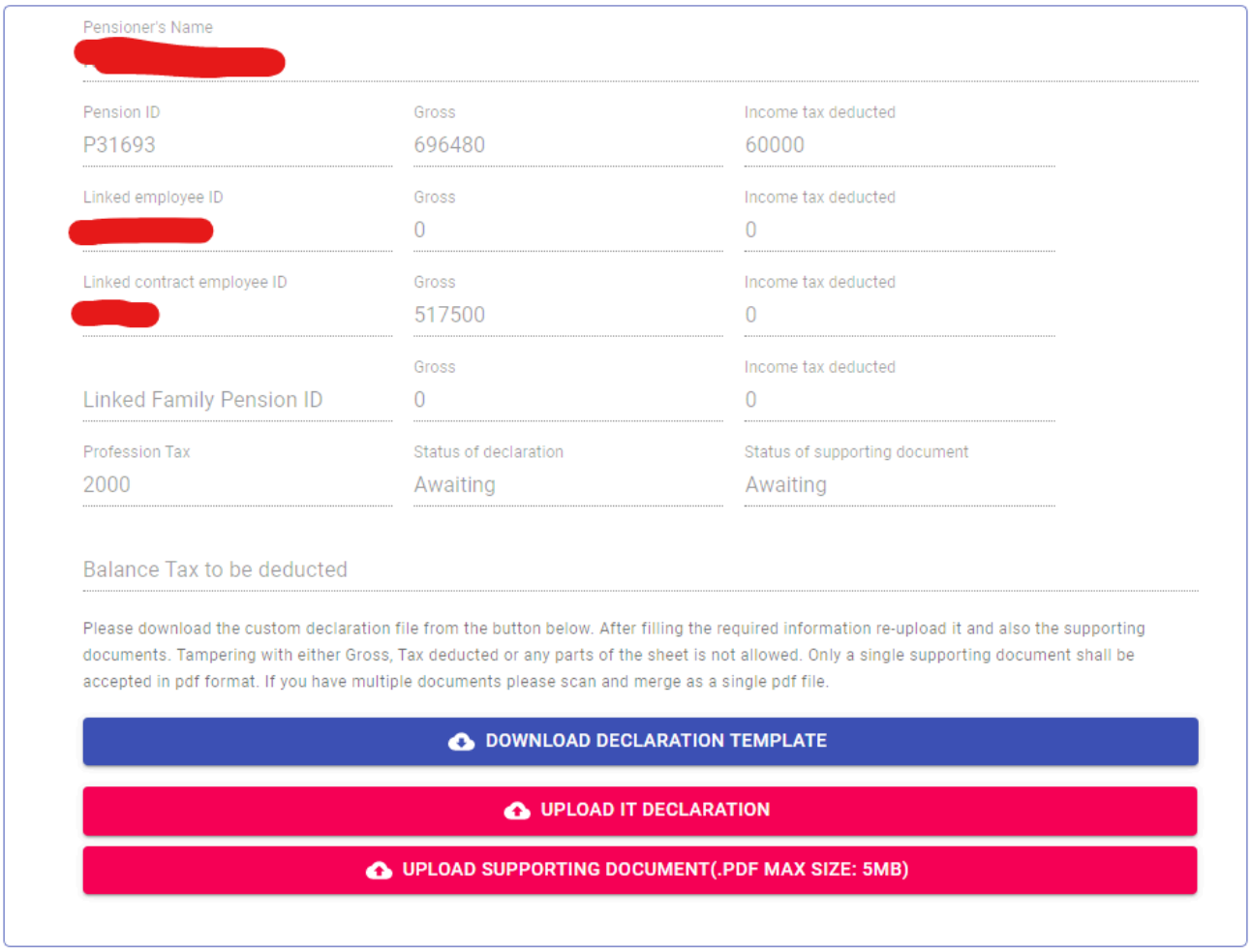
1. Please type Pension ID and click Next



After clicking it will be sent an OTP to the linked mobile no. In case mobile no is wrong/missing it can be updated using UPDATE MISSING/INCORRECT MOBILE NO link below.

Note: Family Pensioners are not required to login and submit declarations. If you are both Pensioner and Family Pensioner please submit declaration using Pension ID instead of Family Pension ID.

1. After logging in below screen will be displayed:



2. Pensioners are required to download the Declaration Template after clicking the Download Declaration Template button.

3. Declaration template is a Macro enabled file (.xlsm). Please enable macros in Microsoft Excel after opening the file. After downloading the template Pensioner is required to fill the investment/other relevant values in the designated cell and **save the file. (It is important to upload file only after saving the file using ctrl+s or save button, otherwise an outdated file will be uploaded which may lead to surplus/incorrect tax deduction from Feb 2024 pension)**

Balance tax value shall be available in the Cell **H86** which is the amount liable to be deducted from Feb 2024 pension.

4. After saving the file please Upload the file using the UPLOAD IT DECLARATION button. Note: Trying to change the already filled GROSS, Tax deducted etc. value shall lead to rejection of upload.

5. If you have any applicable tax saving investments, it is required to submit the scanned copy of investments as a single pdf file of max size 5 MB. using the UPLOAD SUPPORTING DOCUMENT button.

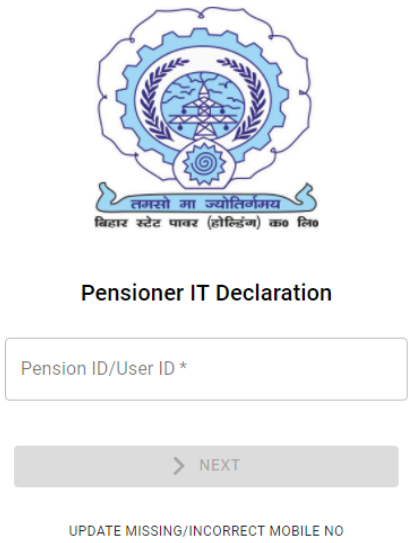
   Note: Re-uploading either Supporting Document or Declaration file shall replace the previously uploaded file. It is strongly advised to upload a single file each for declaration and Supporting Document only.

6. Once the Declaration and Supporting Document has been uploaded their status will reflect as Verification Pending. The uploaded declaration is subject to verification and acceptance by account personnels of BSPHCL and its subsidiary companies. After acceptance. The status will change to Accepted.

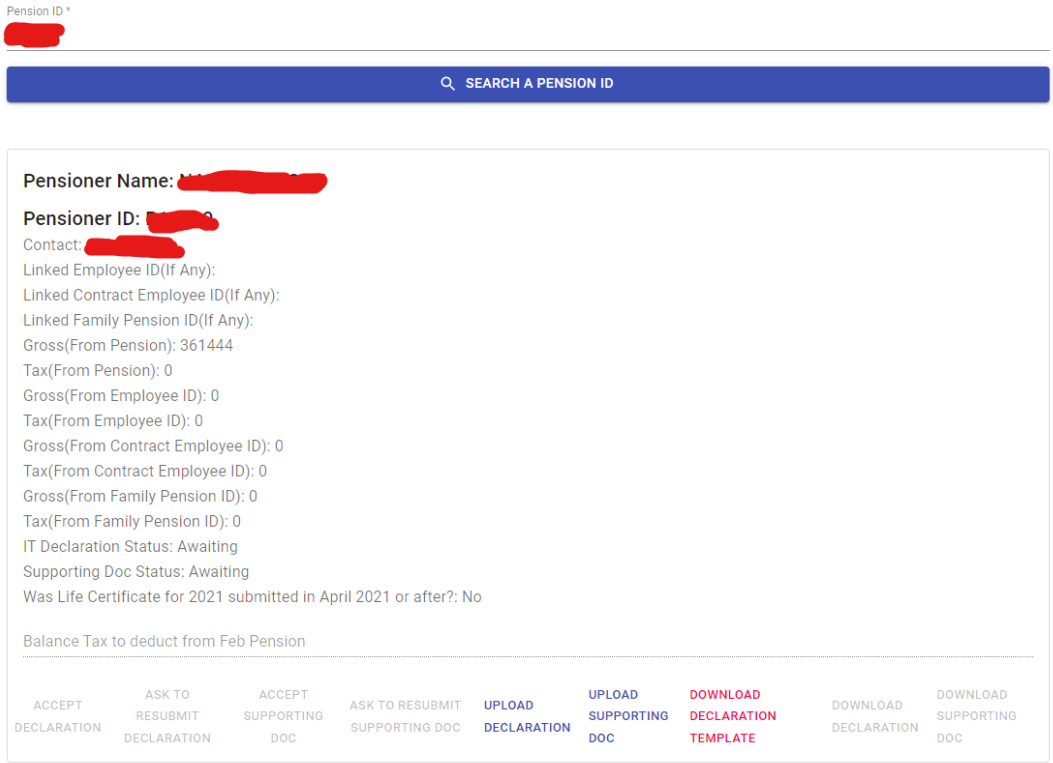
For reporting any issues/help please send an email to account.bsphcl@bihar.gov.in

FOR DDOS

1. Please type DDO ID and click Next



After clicking it will be sent an OTP to the linked mobile no.in the salary module (pay.bsphcl.org)



2. After logging in you will be presented with the above screen. Please type a pension ID to search.

3. If a pensioner or someone else has already submitted the declaration or/and Supporting Document for the pensioner **Download Declaration/Download Supporting Doc** Button shall be enabled otherwise it shall be disabled and can not be clicked. In this case IT Declaration Status shall show as Awaiting.

   Below is the description of different status displayed for **IT Declaration** and **Supporting DOC Status**

Status	**Meaning**
Awaiting	Declaration/Supporting Doc has not been uploaded yet
Verification Pending	Uploaded but yet to be verified by account personnels
Accepted	Verified and accepted by an account personnel.
Resubmit Awaited	There is an issue in the uploaded declaration/supporting document. A resubmit of declaration/supporting document is required and needs to be accepted again.

Case 1: IT Declaration Status is displayed as Awaiting

In this it is likely that the pensioner has submitted you the declaration in hard copy.

Please download the declaration template using the Download Declaration Template button.

Please go through the filled data in the file. Some data like Pension ID, Name, Gross etc shall already be there. You need not modify it.

In case there is any tax saving related investment data Please collect the hard copy, verify it and keep it as a record. You need not to upload it.

After verifying the data please save the excel file and upload it using the Upload IT Declaration button. After uploading the status will change as **Verification Pending.**

In the Balance Tax deducted field please input the value of balance tax visible in the cell **H86** of the sheet and click on Accept declaration. After that Declaration shall be marked as accepted.

Case 2: IT Declaration Status is displayed as Verification Pending

Please download the Submitted Declaration using the Download **Declaration** button thereafter please go through the filled data in the file. Some data like Pension ID, Name, Gross etc shall already be there. You need not modify it.

In case there is any tax saving related investment data please ensure that a corresponding Supporting DOC has been uploaded in case it is missing or incomplete please click on Ask to Resubmit Supporting Doc button which shall inform pensioners to resubmit the supporting document.

In case everything is okay please input the value of balance tax in the cell **H86** of the sheet and click on Accept declaration. After that Declaration shall be marked as accepted.

Case 3: IT Declaration Status is displayed as Accepted

In this case no action is required from your end.

Case 4: IT Declaration Status is displayed as Resubmit Awaited

In this case resubmit of declaration is required, thereafter declaration needs to be accepted after input of balance tax amount.

For reporting any issues/help please send an email to account.bsphcl@bihar.gov.in