



No. 30278  
FIN-MEET-0001-2017(P-1) 5.11.2020

**OFFICE MEMORANDUM**

**Sub: Facility for downloading of Form-16 (INCOME TAX) by the Pensioner/ Family pensioners from IFMS during Covid- 19 pandemic.**

To bring service delivery closer to the doorstep of pensioners under the policy initiative of 5T and Mo Sarkar especially during the challenging times of Covid-19 pandemic, State Government have been pleased to introduce a facility for downloading of Form-16 (INCOME TAX) by the Pensioner/ Family pensioners from IFMS portal.

Form 16 is the certificate issued under section 203 of the Income Tax Act for tax deduction at source (TDS) from income under the head "Salary/Pension". The Treasury officers being the Drawing and Disbursing officers (DDOs) for pension payment, files quarterly returns against the income tax deducted at source in respect of Pensioners/ Family pensioners. Treasury officers are required to issue Form 16 annually to the pensioners whose tax has been deducted from their pension. These are downloaded from the TRACES portal by the employer/ Treasury officer and are manually handed over to the pensioner for further action at their end.

Pensioners, being Senior citizens and especially those with medical conditions are particularly susceptible to infection during this period. Considering their vulnerability and avoid hardship to the Pensioner/ Family pensioners facility has been developed in IFMS to help them download their Form-16 (INCOME TAX) without visiting the Treasury. This will be applicable for all Pensioners/Family pensioners of State Government and Aided Educational Institutions drawing pension from Treasuries within the State of Odisha. The procedures for downloading of Form-16 from IFMS portal is placed at Annexure-A.

In case the Pensioner/ Family Pensioners face any difficulty in downloading his /her Form-16 from IFMS portal, he/she may contact the respective Treasury Officer over Telephone/mail to get the Form-16 or mail to the Directorate of Treasuries (dtcentrallocation@gmail.com). On receipt of such request from any pensioner the Treasury officer will send the Form-16 either to the designated e-mail or through whatsapp to the Pensioner.

By order of the Governor

*Ashok*  
12/11/2020  
(Ashok Kumar Meena)

Principal Secretary to Government

Memo No. 30279 /F, Dated 13.11.2020

Copy forwarded to All Departments of Government/ All Heads of Departments / All Collectors / Manager, Reserve Bank of India, Public Accounts Department, Bhubaneswar for information.

Under Secretary to Government

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ODISHA POLICE  
STATE HEADQUARTERS, CUTTACK

Memo No. 38415 /Accts. Dt. 03-12-2020  
VS-44-2005

Copy forwarded to All Heads of Police Dists./ Estts, Odisha for information and necessary action.

Account's Officer  
State Police Hdqrs, Cuttack

Rout/ O.D. 30.12.2020

Copy forwarded to the EA/AO/DDO(AO)/ AAO, Audit Section/ All S.Os./ All Sectional Heads of S.P.Hdqs, Cuttack for information & necessary action.

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12/11/2020  
11/11/2020

**ANNEXURE-A**

**(PROCEDURE FOR DOWNLOADING OF FORM-16 (INCOME TAX) BY THE PENSIONERS/ FAMILY PENSIONERS)**

Open the home page of IFMS Odisha by typing [www.odishatreasury.gov.in](http://www.odishatreasury.gov.in) in any browser (Google Chrome, Mozilla Firefox etc).

- In the home page, there is a section named Citizen Services.
- Under Citizen Services, click on Pension Form -16.
- By clicking on Form-16, you will be redirected to another page.
- Under the heading Download Pensioner's Form-16, the Pensioner need to fill in basic information like ....
  - Select the Assessment Year (2020-21) ,
  - Select Treasury Name.(The Treasury from which the pensioner draws his /her pension)
  - Enter PAN (PAN number of the Pensioner)
  - Enter the captcha correctly.
- After entering/selecting required information, the pensioner has to click on Download Part- A or Download Part-B option. The Form-16 of the pensioner will be downloaded successfully from IFMS portal.

Post.