

**MOST IMPORTANT AND URGENT**

All ROs/Branches,

Reg: Submission of Life Certificate from Staff/Family Pensioners for the 2022-23

As per the extant guidelines, every year all the Staff Pensioners/Family Pensioners/Ex-Gratia recipients (Pre-01.01.1986 retirees) are required to submit their Life Certificate at any branch.

In addition to Life Certificate, Family Pensioners are also required to submit the **Non-Marriage//Remarriage Certificate, Non-Employment Certificate every month at Pension Paying Branch** as the case may be.

(In case of spouse- Non Re-Marriage Certificate and in case of Child- Non- Marriage and Non Employment Certificate).

In case of non-receipt of requisite Life Certificate by the November month end, monthly payment of pension is stopped from the month of December and will restarts only after receipt of the life certificate from the Staff Pensioners/Family Pensioners.

Staff Pensioners can submit their Life Certificate in physical format at any branch from 01.11.2022 onwards.

The other certificates as applicable for Family Pensioners can be submitted only at Pension Paying Branch.

Please note that the last date for submission of Life Certificate for continuing pension is 30th November 2022 without any exception. In case of non-submission, pension will be stopped from the month of December 2022 onwards, till Life Certificate is received.

In case the Staff Pensioner/Family Pensioner is living abroad, the method for submission for Life Certificate can be followed in terms of our Letter No. CO/HRD/RBD/2022-23/447 dated 10.08.2022. **(Available in Staff Circular under Retiral Benefits Deapartment)**.

All the branches are advised that the Life Certificate submitted by the Staff/Family pensioners of our bank should be immediately entered/punched into the HRMS by using the following navigation-

**TERMINAL BENEFITS>>>> PENSION>>>>SPECIFY LIFE CERTIFICATE
DETAIL>>>>ENTER EMPLOYEE NO. >>>>Add YEAR AND THEN SAVE.**



HRD-RETIRAL BENEFITS DEPARTMENT

MUMBAI MAIN OFFICE BUILDING, 4th FLOOR, M G ROAD, FORT, MUMBAI - 400 023

As per the instructions of the Top Management, Please note that any complaint received from the Staff pensioner//Family pensioner for non-punching of Life Certificate in the HRMS in spite of timely submission of Life Certificate to the Branch, the erring officials shall be held accountable.

Chief Manager-HRD at Regional Offices shall act as Nodal Officer and shall ensure that Life Certificates received by the branches under their control shall be immediately entered in the HRMS to avoid any inconvenience to Staff/family pensioners.

All Pension Paying Branches are advised to bring the contents of this letter to the notice of all Staff/Family Pensioners drawing pension from their branch besides displaying the copy on the staff notice board for information.

(P K Agarwal)
Assistant General Manager

Enclosures-

1. Life Certificate format to be submitted at any Branch
2. Non-Employment//Non-Remarriage//RE-EMPLOYMENT CERTIFICATE format to be submitted by Family Pensioner at Pension Paying Branch
3. Guidelines for submission of Life Certificate by Staff Pensioner living in Abroad.