



October 24, 2018

TO ALL OFFICES

PF & PENSION FUND DEPTT. CIRCULAR NO. 12/2018

SUBMISSION OF LIFE CERTIFICATE OF STAFF PENSIONER/FAMILY PENSIONER

As per extant guidelines the pensioners/family pensioners have to submit Life Certificate in November every year to continue pension payment from November onwards for which we have been issuing guidelines from time to time. It has been gathered that these guidelines are not being complied with meticulously at field level.

For the convenience of field, all these guidelines are reiterated as under:-

PF & Pension Fund Deptt Cir. No. 25/2015 dated 19-12-2015

The pensioner can submit Life Certificate (as per proforma enclosed) at any branch of our bank. The receiving branch will enter/authorize Life Certificate **on the same day in HRMS** and send the original Life Certificate by registered post to the pension paying branch for their record. The navigation to enter the Life Certificate in HRMS is given below, circulated vide PF& Pension Fund Deptt Circular No. 22/2015 dated 06-11-2015.

Manager Self Service > Terminal Benefit (submission)>Add/Update/Recommend Pension>Pension Certificate details.

Enter PF id and search. If no matching value found, add a new value for the first time. For making change, add a new page by clicking on (+) sign and effect the changes and save.

Further, if a pensioner is unable to appear in person at our branch to submit Life Certificate due to serious illness, incapacitation, inability to move etc., an official be deputed to obtain Life Certificate from his/her residence or hospital.

PF & Pension Fund Deptt Cir. No. 20/2015 dated 30-10-2015

Facility to obtain Digital Life Certificate (Jeevan Pramaan) has also been provided to staff pensioners. Jeevan Pramaan uses Aadhaar Platform for biometric authentication of a pensioner. Procedure for submission of Digital Life Certificate (Jeevan Pramaan) at our branches through CBS Portal is elaborated alongwith process flow vide PF & Pension fund Deptt Cir. No. 20/2015 dt. 30-10-2015.

PF & Pension Fund Deptt Cir. No. 08/2015 dated 18-05-2015

It is mandatory for branches to issue acknowledgement to pensioners while obtaining Life certificate in physical form.

Please ensure compliance to these guidelines meticulously.

(REETA KAUL)
GENERAL MANAGER

Encl. As above