



पंजाब नैशनल बैंक
... भरोसे का प्रतीक।



punjab national bank
...the name you can bANK upon!

PF & Pension Fund Division
Head Office, Corporate Building, First Floor, E – Wing, Plot No. 4, Sector 10, Dwarka, New Delhi 10075
भविष्य निधि एवं पेंशन विभाग
कॉर्पोरेट भवन, प्रधान कार्यालय, प्रथम तल, ई - विंग, प्लाट संख्या - ४, सेक्टर - १०, द्वारका, नई दिल्ली - ११००७५
PH: +91-11-28044787, E-mail: pf@pnb.co.in

October 21, 2019

TO ALL OFFICES

PF & PENSION FUND DEPTT. CIRCULAR NO. 10/2019

SUBMISSION OF LIFE CERTIFICATE OF STAFF PENSIONERS/FAMILY PENSIONERS

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 Aadhar 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 of above guidelines meticulously.

(DINESH SAXENA)

GENERAL MANAGER

Encl. As above



MANAGER
PUNJAB NATIONAL BANK _____

ANNEXURE – “D”

CERTIFICATES TO BE SUBMITTED BY PENSIONER

(A) LIFE CERTIFICATE BY AUTHORIZED OFFICER

Certified that I have seen the pensioner _____ (Name of the Pensioner) holder of the Pension Payment Order No. _____ & that he/she is alive on this date. His/her Saving A/c No. is _____

Specimen Signature of Pensioner: _____

PLACE: _____

Signature of Authorized Officer _____

Name _____

Date _____

Designation _____

SEAL: For Punjab National Bank

(B) CERTIFICATE OF NON-EMPLOYMENT/RE-EMPLOYMENT

** I declare that I have not been serving in any capacity either in a Govt. Deptt. / Office / Company, Corporation, Autonomous Body or Society of Central or State Govt. or Union Territory or a Local Fund during the year ended October, 20..... **OR**

**I declare that I have been employed/re-employed in the office of _____ which is a part of/financed by _____ govt. and was in receipt of following monthly rates of emoluments during the period ended October 20 ____ or / during the months of _____ falling within the said year.

a) Pay _____ Special pay _____ Allowance _____ including DA, ADA etc. **OR**

b) Honorarium

Further, that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the re-employment period.

ii) I declare that I have not accepted any commercial employment in India. **OR**

I declare that I have accepted commercial employment in India after obtaining previous sanction of the Central Govt. and none of the conditions, if any, attached thereto by Govt. has been violated.

Note : This declaration is required to be given for a period of two years from the date of retirement



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iii) I declare that I have accepted employment under a Govt. outside India/an International Organisation of which Govt. of India is not a member **OR**

I declare that I have accepted employment under a Govt. outside India/an International Organisation of which Govt. of India is not a member after obtaining the previous sanction of the Central Govt. and none of the conditions attached thereto by the Govt. has been deviated from.

Place _____

Signature : _____

Date _____

Name of the Pensioner _____

PPO NO. : _____

*** Certificates at (ii) and (iii) are to be furnished only by retired Group “A” Officers**

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ACKNOWLEDGEMENT.

IT IS CONFIRMED THAT MR./ MS. _____ HAS SUBMITTED HIS/ HER LIFE CERTIFICATE FOR THE YEAR 2015-16.

Date _____

Signature of the authorised officer

(A) CERTIFICATE OF RE-MARRIAGE/NON-MARRIAGE (Wherever applicable)

I hereby declare that I am not married / have not been married during the past twelve months

Place _____

Signature of Family Pensioner _____

Date _____

Name _____

PPO No. _____

I certify to the best of my knowledge and belief that the above declaration is correct

Place _____

Signature of a responsible officer or a well-known person

Date _____

Name _____

Designation _____

DETAILS TO BE SUBMITTED BY THE PENSIONER

1. Aadhar Number (with copy of Aadhar Card): _____
2. Mobile number: _____
3. E-mail ID: _____
4. Date of Birth (attached copy of proof if details not on PPO): _____
5. Present Postal address: _____

Signature of pensioner / family pensioner