



**PERSONNEL & HUMAN RESOURCES DEVELOPMENT DIVISION**

Circular No: 183/41/2019/PHRDD

Date: 07.11.2019

**Submission of Life Certificate, Certificate of Non-Marriage/ Re-Marriage and Acceptance/ Non-acceptance of Commercial Employment by our Pensioners and Family Pensioners.**

The pensioners and Family Pensioners of our bank are required to submit their **Life Certificates during the month of November every year in Person to the Pension Drawing branch only**. Submission of Life Certificate **on or before 30<sup>th</sup> November every year** is mandatory for release of pension.

Further, as per Pension Regulation 2018, along with life Certificate, Non-Employment Certificate is to be submitted by the Pensioner upto one year from the date of retirement and the Family Pensioners are required to submit the declaration regarding re-marriage/ marriage. Further the Family Pensioners other than the spouse of the deceased Employee ( E.g. Son/ Daughter of the deceased Employee) are required to submit Non-Employment Certificate along with the Life Certificate and declaration regarding re-marriage/ marriage. The formats of the above certificates are enclosed as annexures to this circular.

If any Pensioner/ Family Pensioner request to transfer Pension crediting SB A/c to another branch, in such cases the transferor Branch has to send the Life Certificate/ Acceptance/ Non-Acceptance of commercial employment/ Certificate of Non-marriage/ Re-marriage ( as applicable) to transferee Branch under intimation to Pension Cell at HO Dharwad.

**Bank has taken steps for Dispatching of Pension Payment Order (PPO) to the Pensioners/ Family Pensioners. The Pensioners shall submit Life Certificate immediately by mentioning EPF Number without waiting for PPO.**

Branches shall ensure filling up of all information in the respective formats concerning to Life Certificate i.e. Format 6, Format 7, Format 8 , without any corrections/ overwriting. And forward to concerned Regional Office.

Regional Offices shall verify and ensure correctness of the formats received at their end and shall submit the same to Pension Cell, PHRDD, Head Office.

**( P NAGESHWARA RAO)**

**GENERAL MANAGER**

**FORMAT – 6**  
**LIFE CERTIFICATE**

*(To be submitted by the Pensioner once in a year in November)*

<b>STAFF PENSION*</b> <b>(GENERAL PENSION)</b>		<b>EPF / PPO NO.</b>	
<b>FAMILY PENSION*</b>		<b>Pension</b> <b>S B A/C No</b>	

Certified that I have seen the pensioner / family pensioner Shri/Smt. \_\_\_\_\_

\_\_\_\_\_ (name) \_\_\_\_\_

\_\_\_\_\_ (address) holder of EPF/PPO No. \_\_\_\_\_

and that he/she is alive on this day. His/Her AADHAAR No. \_\_\_\_\_ &

PAN No. \_\_\_\_\_.

**Signature of Pensioner:**

**Name of the Pensioner/ Family Pensioner:**

**Mobile:**

**(Signature of the Branch/Office Head with Seal)**

**KARNATAKA VIKAS GRAMEENA BANK**

**Branch: \_\_\_\_\_ Region: \_\_\_\_\_**

**Date:**

**Place:**

*Forwarded to HEAD OFFICE- PHRDDEPT.*

**REGIONAL MANAGER**

**FORMAT - 7**

**Acceptance/ Non-acceptance of Commercial Employment**

*(Note: This declaration is required to be submitted for a period of two years from the date of retirement.)*

I declare that I have not accepted commercial employment in India.

**OR**

I declare that I have accepted commercial employment in India **w.e.f.** \_\_\_\_\_ after obtaining previous sanction of the Bank and none of the conditions, if any, attached thereto by the bank has been violated.

**OR**

I declare that I have accepted commercial employment in India **w.e.f.** \_\_\_\_\_

Without obtaining the sanction of the Bank.

**Signature of the Pensioner** \_\_\_\_\_

**Name of the pensioner:** \_\_\_\_\_ **EPF/ PPO No.** \_\_\_\_\_

**SB( Pension) Account No.** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Signed before me**

**Branch/ Office Head with seal**

*Forwarded to HEAD OFFICE- PHRDDEPT.*

**Date:**

**Place:**

**REGIONALMANAGER**

**FORMAT - 8**

**CERTIFICATE OF NON- REMARRIAGE / NON-MARRIAGE**

**(APPLICABLE FOR FAMILY PENSIONERS ONLY)**

- I hereby declare that I have not got re-married and I undertake to report the same promptly in the event of my re-marriage. (Applicable for widow / widower Family Pensioner)
  
- I hereby declare that I am not married and I undertake to report the same promptly in the event of my marriage. (Applicable for un-married daughter Family Pensioner)

***(\*Please delete which is not applicable)***

X

**Signature of the Family Pensioner:**

Name of the pensioner: \_\_\_\_\_ **EPF/ PPO No.** \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

I certify to the best of my knowledge and belief the above statement is correct & signed before me.

**(Signature of the Bank's Officer or respectable /well known person)**

Place : \_\_\_\_\_ Date: \_\_\_\_\_

Name : \_\_\_\_\_ S/o. \_\_\_\_\_

Designation: \_\_\_\_\_ Address. \_\_\_\_\_

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***Forwarded to HEAD OFFICE- PHRDDEPT.***

**Date:**

**Place:**

**REGIONAL MANAGER**