



RETIRAL BENEFITS DEPARTMENT
HUMAN RESOURCES DEVELOPMENT DEPARTMENT
MUMBAI MAIN OFFICE BUILDING, 4th FLOOR, M G ROAD, FORT, MUMBAI - 400 023

CO: HRD: RBD: 2022-2023:447

Date:- 10.08.2022

REGIONAL HEADS
ALL REGIONS

REG:- METHOD FOR SUBMISSION OF LIFE CERTIFICATE IF STAFF PENSIONER / FAMILY PENSIONER IS LIVING ABROAD

The life certificate from Staff pensioner / family pensioner is taken in the month of November every year to continue the pension/ family pension payment for next one year.

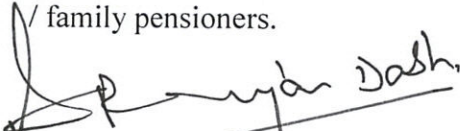
We are receiving number of queries / communications / calls from the staff pensioners / family pensioners residing abroad to inform them methods for submission of Life Certificate without their mandatorily presence in India.

As approved by the Top Management the following methods of submission of Life Certificate by Staff Pensioners / Family pensioners residing abroad are acceptable :-

1. Life certificate issued by an authorized official of the Embassy of India / High Commission of India / Indian Consulates duly apostilled.
2. Life certificate signed by magistrate or Notary in the country of residence (abroad) or signed by Diplomatic representative of India duly apostilled.

The apostilled life certificates shall be sent to pension paying branches either through post OR through mail id of staff pensioner / family pensioner registered with our bank. The branches will access the online electronic register (**e- Register**) to verify a particular apostille to ensure its genuineness before entering life certificate information in HRMS.

We trust that suitable instructions shall be given to pension paying branches without time loss for meticulous compliance of above dispensation to avoid causing inconvenience to staff pensioners / family pensioners.


(SMRUTI RANJAN DASH)
GENERAL MANAGER-HRD
