



RETIRAL BENEFITS DEPARTMENT

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

CO: HRD: RBD: 2021-22: 686

Date-05.10.2021

MOST IMPORTANT AND URGENT**ALL REGIONAL OFFICES//BRANCHES****Reg: Submission of Life Certificate from Staff/Family Pensioners for the 2021-22.**

As per the extant guidelines, every year all the staff pensioners/family pensioners/ex-gratia recipients are required to submit their Life Certificate at any branch. In addition to Life Certificate, family pensioners are also required to submit Non- Marriage/Remarriage Certificate, Non-Employment Certificate in the month of November every year (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/declaration by the November month end, monthly payment of pension is stopped from the month of December and will restart only after receipt of the life certificate/declarations from the pensioners/family pensioners.

Pensioners can submit their Life Certificate and other applicable certificates for family pensioners as mentioned above, in physical format at any branch from 01.11.2021 to 30.11.2021. The location details of the branch can be searched from Central Bank Mobile App or through our Bank Website, under the head 'Locate Us' by giving branch name, state and city of the branch.

Please note that the last date for submission of Life Certificate is 30th November 2021 without any exception. In case of non-submission, pension will be stopped from the month of December 2021 onwards, till the requisite documents are received.

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. >>>>ENTER YEAR AND THEN SAVE.**

It is our past observation that branches keep the Life Certificate received from staff pensioner/family pensioners pending for punching due to which monthly pension gets stopped. As per the instructions of the Top Management, if recurrence of any such instance is noticed, the erring officials shall be held accountable.

Chief Manager-HRD at Regional Offices 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.



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All branches are advised to bring the contents of this letter to the notice of all staff/family pensioners besides displaying the copy on the staff notice board for information.

(PAVVAN KUMARR AGGARWAL)
ASSISTANT GENERAL MANAGER