

**RETIRAL BENEFITS DEPARTMENT  
(HUMAN CAPITAL MANAGEMENT DEPARTMENT)**

**4<sup>TH</sup> FLOOR, MMO BUILDING, M G ROAD, FORT, MUMBAI -400023**

**CO:HCM:RBD:2024-25:146**

**Date: 22-05-2024**

**MOST IMPORTANT  
TIME BOUND**

**TO ALL OFFICES**

**EXTENDING AN OPTION OF PENSION TO THE RESIGNEES' WHO WERE OTHERWISE ELIGIBLE TO JOIN PENSION SCHEME UNDER THE CENTRAL BANK OF INDIA (EMPLOYEES') PENSION REGULATIONS, 1995**

1. The 9th Joint Note/ 12th Bipartite Settlement dated 08-03-2024 states that, in terms of the Memorandum of Understanding arrived at between the parties vide MoU dated 07-11-2023, it is agreed, subject to approval of the Government, that employees who were in service of the Banks on or after 01-01-1986 and had joined the Banks before 01-04-2010 and have resigned from the service of the Bank on or before 26-04-2010 and were otherwise eligible to join the pension scheme while in service will be given an option and opportunity to join the Pension scheme.
2. IBA vide its letter no. CIR/HR& IR/G2/2023-24/0913 dated 16-03-2024 has informed all PSBs that DFS, Ministry of Finance vide its letter eF.No.4/8/1/2023-IR dated 16th March 2024 has conveyed their 'No Objection' for Extending an option of pension to the Resignees' who were otherwise eligible to join the Pension Scheme under the Central Bank of India (Employees') Pension Regulations, 1995 but were not offered second option to join the pension scheme as they had resigned from the service of the Bank, at the relevant time as envisaged in the settlement dated 27-04-2010, pending amendment to respective Bank's BEPR, 1995.
3. Accordingly, The Board of Directors in its meeting held on 16-03-2024 have accorded approval to extend an option of Pension to the Resignees' in terms of Joint Note/ Bipartite Settlement dated 08-03-2024, DFS notification eF. No 4/8/1/2023-IR dated 16-03-2024 and IBA letter No. CIR/HR&IR/G2/2023-24/0913 dated 16-03-2024.
4. The following categories of former employees and officers, who satisfy all the conditions stated in sub-clauses (a) to (c) herein below, would be eligible for exercising **an option to join the pension scheme within ninety days of announcement of such option as a one-time measure only.**
  - a. Employees and officers who were in service of the bank on or after 01-01-1986 and had joined the Bank before 01-04-2010 and who have resigned from the service of the bank on or before 26-04-2010 and who were otherwise eligible to join the pension scheme while in service and
  - b. Who agree to refund to the Bank the entire bank's contribution to Provident fund (along with accumulated interest thereon) received by them at the time of their resignation or later from the Bank and
  - c. Who agree to execute an undertaking as appended with this circular.(ANX-2)
5. Further, all such eligible former employees/officers (Resignees') as mentioned above and their surviving spouse or eligible family members shall be entitled for pension/ family pension, if they exercise the option, subject to the following conditions:
  - a. That the pension will be paid prospectively from the month following the month in which the Bank receives the Bank's contribution towards Provident Fund (along with accrued

**Mail ID & Contact No.-**

Regular Pension - [smpension@centralbank.co.in](mailto:smpension@centralbank.co.in) (9927822933), Family Pension- [familypension@centralbank.co.in](mailto:familypension@centralbank.co.in) (9174514452) Gratuity- [smgratuity@centralbank.co.in](mailto:smgratuity@centralbank.co.in) (9820873767) , PF- [smpf@centralbank.co.in](mailto:smpf@centralbank.co.in) (8010091236), NPS(Staff)- [smdcps@centralbank.co.in](mailto:smdcps@centralbank.co.in)(8010091236) Chief Manager-RBD- [cmpf@centralbank.co.in](mailto:cmpf@centralbank.co.in)(8210182009) , AGM- RBD- [agmpf@centralbank.co.in](mailto:agmpf@centralbank.co.in)(9616552171)



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- interest thereon) received by the former employee/former officer at the time of resignation or later;
- b. The commutation of pension will not be extended to them and they will not demand; and
- c. Pension shall be computed as per the applicable provisions of the Pension Regulations, as applicable to relevant Bi-partite settlement/ Joint Note in which he/she resigned.
6. The associations/ Union of employees or former employees/ former officers who have initiated legal proceeding for and on behalf of the former employees/ officers that is pending before any court of law, wherein the right of the former employees or former officers, who have resigned from the service of the Bank, to opt for pension is directly or indirectly one of the issues for consideration by the concerned court or Authority, having jurisdiction and powers to adjudicate or decide, unequivocally agree to unconditionally withdraw such proceedings or take necessary steps to ensure that the right of the former employees/ former officers who have resigned from the services of the bank, to opt for pension is no longer Res Integra in such proceeding and also agree not to initiate any proceedings concerning such right in future.
7. In this regard, Employees and officers who were in the service of the bank on or after 01-01-1986 and had joined the Bank before 01-04-2010 and who have resigned from the service of the bank on or before 26-04-2010 and who were otherwise eligible to join the pension scheme while in service ( **those who have completed 20 years of qualifying service**) and Who agree to refund to the Bank the entire bank's contribution to Provident fund (along with accumulated interest thereon) received by them at the time of their resignation or later from the Bank, are hereby informed to visit any Central Bank of India' Branch in India and submit the **Undertaking for exercising Pension Option** along with all the required documents for further processing of Pension.
8. SOP (Standard Operating Procedure) and Documents to be submitted for Pension option have been enclosed as annexures.

All offices to bring the content of this circular to the notice of concerned Resignees'.



**(POPPY SHARMA)  
GENERAL MANAGER (HCM)**

**List of Annexures:**

- 1) Annexure 1 - SOP
- 2) Annexure 2 - Undertaking cum Pension option
- 3) Annexure 3 – Identification Form
- 4) Annexure 4 – Pensioner Application cum Profile form.
- 5) Annexure 5 – Pay details
- 6) Annexure 6 – Family Pension Application cum Profile form
- 7) Annexure 7 – Pension nomination form
- 8) Annexure 8 – Letter of undertaking to repay excess payment made
- 9) Annexure 9 - Life certificate
- 10) Annexure 10 - Declaration regarding non-marriage/remarriage (By surviving spouse)
- 11) Annexure 11 - Declaration regarding non-employment (By eligible child)
- 12) Annexure 12 – Acknowledgment

**Mail ID & Contact No.-**



# CENTRAL BANK OF INDIA



## **SOP (STANDARD OPERATING PROCEDURE)**

*((For Extending an option of Pension to the resignees' in terms of  
12<sup>th</sup> BPS / 9<sup>th</sup> Joint Note Dt. 08-03-2024)*

**HUMAN CAPITAL MANAGEMENT DEPARTMENT**  
**RETIRAL BENEFIT DEPARTMENT (RBD)**  
**CENTRAL OFFICE**  
**MUMBAI**



**STANDARD OPERATING PROCEDURE**

**STEP 1**

The Resignees' / Eligible Family members (in case of death of the Resignee) to visit any Central Bank of India' Branch in India and submit the Undertaking for exercising Pension Option along with following documents, as the case may be i.e. self-pension / family pension **within 90 days of issue of Circular.**

**Any application received directly at Retiral Benefit Department, Central Office from Resignee Staff / Family member of resignee will not be entertained.**

**LIST OF DOCUMENTS IN CASE OF SELF PENSION:**

- a) Documentary evidence of Employee ID Number OR Employee ID Card issued by Bank.
- b) Undertaking cum Pension option (ANNEXURE 2)
- c) Identification Form (ANNEXURE 3)
- d) Pensioner's Application cum Profile Form ( ANNEXURE-4)
- e) Pay details of Resignee employee of last 10 months (ANNEXURE 5)
- f) Nomination for Pension dues (ANNEXURE 7)
- g) Letter undertaking by resignee staff to repay excess payments made (ANNEXURE 8)
- h) Life certificate of resignee staff ( ANNEXURE 9)
- i) Copy of Aadhar card and PAN Card of the applicant (KYC)
- j) Savings Account (proposed for availing pension) to be invariably maintained with Central Bank of India.
- k) Dependent details for family pension supported by KYC document. For Disable child, latest disability certificate (not more than 3 years old) to be submitted.
- l) Bank's Provident Fund (PF) contribution received at the time of resignation from service duly supported by documentary evidence.
- m) Atleast one Pay Slip not more than 10 months old from the date of resignation.(if available)

**LIST OF DOCUMENTS IN CASE OF FAMILY PENSION:**

- a) Documentary evidence of Employee ID Number of Resignee staff OR Employee ID Card of Resignee staff issued by Bank.
- b) Undertaking cum Pension option (ANNEXURE 2)
- c) Family Pension Application cum Profile Form (ANNEXURE 6)
- d) Nomination for Pension dues (ANNEXURE 7)
- e) Letter undertaking by Family Pensioner to repay excess payments made (ANNEXURE 8)
- f) Life certificate of family pensioner ( ANNEXURE 9)



- g) Declaration regarding non-marriage / remarriage by family pensioner (ANNEXURE 10)
- h) Bank's Provident Fund (PF) contribution received at the time of resignation from service duly supported by documentary evidence.
- i) Atleast one Pay Slip not more than 10 months old from the date of resignation. (if available)
- j) Death Certificate of Resignee Staff
- k) KYC Document i.e. Aadhar and PAN Card of family pensioner.
- l) Savings Account (proposed for availing family pension) to be invariably maintained with Central Bank of India.
- m) In case of Family Pension applied by Child / Disabled Child – Along with above documents, following additional documents to be submitted:
  - i. Death Certificate of Resignee Staff
  - ii. Death Certificate of Spouse of Resignee Staff.
  - iii. Legal heir certificate of Resignee staff issued by competent authority along with KYC documents of all such legal heirs.
  - iv. Declaration for non-employment by family pensioner (Child) (ANNEXURE 11)
  - v. In case of disabled child - Disability certificate of child along with Death certificate of original pensioner & family pensioner.

## **STEP 2**

The Resignees'/eligible family members to submit dully filled and signed Annexures (complete in all aspect) along with set of mandatory documents as mentioned above in quadruplicate (4) in original with the nearest Central Bank of India Branch.

## **STEP 3**


Branches should invariably acknowledge the receipt of Resignee Pension Option form (*with date, seal, signature, designation and EMP ID of staff acknowledging the same*) after ensuring that all the forms submitted by the resignee employee / family pensioner are strictly in the prescribed format and documents are as per check list detailed in Step 1.

Acknowledgement to be given by Branch Officer as per **ANNEXURE 12** in duplicate and one (1) copy in original should be handed over to the applicant and another copy in original to be kept in Branch's record for future verification.

## **STEP 4**

On receipt of Resignee Pension Option form from Resignees'/eligible family members - Branch to make following compliance:

- a) KYC documents / Death Certificate to be verified from original by Branch officer.



- b) Branch to forward all documents in original as received from resignee staff / family pensioner of resignee staff in Duplicate (2) set to the respective Regional Office along with forwarding letter, duly sealed & signed by Branch Head / Department incharge of Branch.
- c) One set of application along with all documents as received from resignee staff / family pensioner of resignee staff to be kept in Branch file record.
- d) **Timeline for submission** - Branch to ensure forwarding of complete set of documents to Regional Office without any delay.

## **STEP 5**

On receipt of Resignee Pension Option form from Branch – Regional Office to make following compliance:

- a) Regional Office to designate nodal officer to monitor and follow up on all applications received till the final disposal of pension application.
- b) Record of all application received at RO should be maintained in separate register and **daily progress** to be sent to Retiral Benefits Department at [smpf@centralbank.co.in](mailto:smpf@centralbank.co.in), [cmpf@centralbank.co.in](mailto:cmpf@centralbank.co.in) and [agmpf@centralbank.co.in](mailto:agmpf@centralbank.co.in) in format given below:

EMP ID	Name	Grade	Scale	Date of Joining Bank	Date of Resignation	Retired from (RO name)	Date of Submission of Application	Applicant received from Branch with RO
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- c) HCM Department at RO shall ensure the list of documents received from Branch is properly scrutinized and documents are submitted as per checklist of the scheme (detailed in step 1 of SOP)
- d) Regional Office to confirm the following before forwarding the application to Retiral Benefit Department (RBD), Central Office:
  - i) **Mode of Termination of the Employee - Resignation ONLY.**
  - ii) **Service Period** – Who was in services on or after 01/01/1986 and joined the Bank before 01/04/2010 but resigned on or before 26/04/2010.
  - iii) **Qualifying Service / Length of Service** – 20 Years
  - iv) **In case of Family Pension** – Date of death should be after resignation date.



- e) Forwarding Authority – AGM or above at Regional Office.
- f) Applicant Rejecting Authority – Retiral Benefit Department, Central Office.
- g) Regional to forward one (1) set of documents in original of resignee staff / family pensioner of resignee staff received through Branch to Retiral Benefit Department with forwarding letter, duly sealed & signed by AGM or above at RO on following address.

**4<sup>th</sup> FLOOR, RETIRAL BENEFITS DEPARTMENT, MUMBAI MAIN OFFICE, CENTRAL BANK OF INDIA BUILDING, FORT, MUMBAI – 400023**

- h) In case of any assistance/ clarification required contact the following officials at RBD:-

S.N	Name of Authority	Designation	E-Mail ID
1	Mr. Shripad Sonawane	Manager PF	<a href="mailto:smpf@centralbank.co.in">smpf@centralbank.co.in</a>
2	Mr. Santosh Kumar	Chief Manager	<a href="mailto:cmpf@centralbank.co.in">cmpf@centralbank.co.in</a>
3	Mr. Mohammad Danish Khan	Assistant General Manager	<a href="mailto:agmpf@centralbank.co.in">agmpf@centralbank.co.in</a>

#### STEP 6

On receipt of Resignee Pension Option form from Regional Office at Retiral Benefits Department the claim documents will scrutinized and our department will convey the following:

- a) **In case sanction**
  - i. The sanction letter will be conveyed mentioning the details of Bank's PF contribution amount (along with accumulated interest thereon) receive by them at the time of their resignation or later to be refunded in Pension Trust Account for joining the Pension Option Scheme.
  - ii. Mode of Remittance – Branches to remit the mentioned amount by way of direct debit to applicant resignee pensioner / family pension's savings account through C2C raised on Branch ID 4082 by giving narration **“RESIGNEE PENSION OPTION – EMP ID”**
  - iii. The amount so remitted will be communicated to our department with following details:
    - i. C2C reference number
    - ii. Name of Ex-staff,
    - iii. P.F. No,

iv. Date of remittance

v. Acknowledge copy of sanction letter by Resignee pensioner / family pensioner

iv. Subsequent to sanction, wherein the resigned staff / family member refuses to deposit the Bank's PF contribution amount, the same shall be obtained in writing and refusal letter shall be enclosed via return mail for intimation to our department under copy to respective RO.

v. **Once the refusal for Pension Option received at RBD, no request shall be entertained for re-consideration of request.**

**b) In case of rejection**

i. In case of rejection the same will be conveyed to respective Regional office for onward delivery to resignee applicant / family pensioner applicant under proper acknowledgement.

NOTE - Mere submission of form to the branch// Regional Office or any other offices by the resignees staff// family members shall not entail him/her to be Pension Optee. Only on receipt of confirmation from Retiral Benefits Department and fulfillment of others and conditions shall be treated as Opt for Pension Pension.

**STEP 7**

**Release of Pension**

a) Upon compliance of Step 6 (a) (i)-(iii), Pension Cell at Retiral Benefit Department will initiate Pension request in HRMS and convey the same to Regional Office for approval from competent authority.

b) Upon approval at RO, Retiral Benefits Department will finalize the claim and the pension will be paid prospectively from the month following the month in which the Bank receives the Bank's contribution towards Provident Fund (along with accrued interest thereon) refunded by resigned staff// Family members.

**Note-**

1. Pension shall be computed as per the applicable provisions of the Pension Regulations, as applicable to relevant Bi-partite settlement/ Joint Note in which he/she resigned and,
2. The commutation of pension will not be extended to them and they will not demand in terms of Settlement.

**For any clarification in SOP / Guideline / Scheme - Branches / Regional Office / Zonal Office should contact RBD.**

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**ANNEXURE 2**

The Trustees,  
Central Bank of India (Employees') Pension Fund Trust,  
MUMBAI

**UNDERTAKING**

**Exercise of Option for Pension as provided by the Bi-partite settlement/ Joint Note dated 08-03-2024.**

In accordance with the provisions of the captioned Bi-partite settlement/joint note dated 08-03-2024, an announcement for exercising an option has been made by the Bank on \_\_\_\_\_ and I am eligible for exercising the option for pension as I satisfy all the conditions stipulated in the above mentioned Bi-partite settlement/joint note dated **08-03-2024**, which also require that I have to submit an undertaking for exercising the option and hence I am submitting the undertaking as under:

1. I hereby unequivocally and unconditionally agree to withdraw any pending legal proceedings initiated by me either individually or along with others where in my right, to opt for pension, though I had resigned from the services of the Bank, is directly or indirectly one of the issues for consideration by the concerned court or Authority, having jurisdiction and powers to adjudicate or decide such issue and take necessary steps to ensure that I cease to be party to such pending proceedings and my right, to opt for pension is no longer Res Integra in such proceedings and also agree not to initiate any proceedings concerning such right in future.
2. In the event of the breach of the undertaking on my part the Bank shall be entitled to suspend payment of pension until I submit necessary evidence to establish that I have complied with the undertaking.

Yours faithfully,

Signature  
Name in Full  
Employee ID/ PF No

**Note:** Additions/ alternations in the text of the above form will render the option invalid.



**BRANCH**

**REGION**

**ZONE**

**ANNEXURE-3**

**IDENTIFICATION FORM**

1.	NAME			
2.	EMP. ID			
3.	DESIGNATION AT THE TIME OF RESIGNATION			
4.	LAST OFFICE WORKED WITH	<b><u>BRANCH</u></b>	<b><u>REGION</u></b>	<b><u>ZONE</u></b>
5.	GENDER			
6.	IDENTIFICATION MARK			
7.	PRESENT ADDRESS	<div>City</div> <div>District</div> <div>State</div> <div>Pin Code</div>		
	PERMANENT ADDRESS	<div>City</div> <div>District</div> <div>State</div> <div>Pin Code</div>		
8.	PAN NO			
	ADHAR NO			
9.	PHOTOGRAPH (JOINT WITH SPOUSE, IF ALIVE) (Photograph should bear the signature & seal of the Branch Manager) If spouse not alive, Attach Death Certificate (duly attested)	AFFIX PHOTO HERE		
10.	SPECIMEN SIGNATURE			
11.	LEFT / RIGHT HAND THUMB IMPRESSION OF THE EMPLOYEE (in case illiterate applicant)			
12.	DATE			

**VERIFIED BY (Officer)**

Signature		Name	
Designation		EMP ID	
Branch code			



**ANNEXURE 4**

**PENSIONER'S APPLICATION**  
**CUM PROFILE FORM :**  
(Where the Ex-Staff is alive)

**JOINT PHOTO OF**  
**PENSIONER & SPOUSE**

Photo to be sealed and signed by Branch

The Trustees,  
Central Bank of India (Employees') Pension Fund,  
Mumbai.

**REG : APPLICATION FOR PENSION**

I, Resigned from the Bank's services with effect from \_\_\_\_\_ and have opted for Bank's Pension Scheme. I opt to draw my pension through Branch mentioned below. The necessary particulars are furnished below:

A-PERSONAL DATA:		
1.	EMPLOYEE'S P.F. NO (as per PF Statement)	
2.	FULL NAME (in capital letter) (as per PF Statement)	
3.	FULL NAME (in capital letter) (as per PAN CARD)	
4.	FATHER / HUSBAND NAME:	
5.	GENDER	
6.	DATE OF BIRTH: (DD/MM/YYYY)	
7.	DATE OF JOINING BANK'S SERVICE (DD/MM/YYYY)	
8.	DATE OF RETIREMENT (DD/MM/YYYY)	
9.	MODE OF RETIREMENT	RESIGNATION
10.	a DESIGNATION (at the time of Retirement) :	
	b Scale / Grade	

11.	<b>In case of Sub-Staff:</b>	Details as under		
a	<b>Joined Bank as (Tick at appropriate box)</b>	<b>SUB STAFF</b> <input type="checkbox"/>		<b>PTSK</b> <input type="checkbox"/>
b	<b>If PTSK, give details of Service at the time of joining</b>	Scale of wages	<b>From</b>	<b>To</b>
		$\frac{1}{3}$		
		$\frac{1}{2}$		
		$\frac{3}{4}$		
		<b>Full time</b>		
c	<b>Date of Joining Provident Fund (DD/MM/YYYY)</b>			
12.	<b>Personal Identification Marks:</b>			
13.	<b>Retired from</b>	<b>NAME OF BRANCH / OFFICE / DEPT</b>	<b>NAME OF REGION</b>	<b>NAME OF ZONE</b>
14.	<b>Present Address</b>			
		City		
		District		
		State	Pin	
	<b>Permanent Address</b>			
		City		
		District		
		State	Pin	
15.	<b>Communication Details</b>	<b>Mobile No</b>		
		<b>E-Mail ID</b>		
16.	<b>Branch from where Pension Payment is desired</b>	<b>NAME OF BRANCH / OFFICE / DEPT</b>	<b>NAME OF REGION</b>	<b>NAME OF ZONE</b>
17.	<b>Savings Account No maintained with Central Bank of India (designated for credit of Pension)</b>			
18.	<b>Total Number of Days of Loss of Pay Leave Availed throughout the career.</b>  <b>(Please give year-wise details from the beginning)</b>			
19.	<b>Suspension period (if any)</b>	<b>From</b>	<b>To</b>	<b>No of Days</b>
20.	<b>Details of Bank's PF received, if any</b>	<b>Amount in Full:</b>		
		<b>Date of Receipt:</b>		



B. PERSONAL DATA OF SPOUSE:							
21.	a) Full Name						
	b) Gender:						
	c) Date of Birth:						
	d) Address:						
			City				
			District				
			State		Pin		
e) Mobile No:							
f) E-Mail ID:							
22.	Identification Marks:						
C. DETAILS OF CHILDREN: (in order of age descending order)							
S N	Name of the Child	Relationship	Date of Birth	Occupation	Income p.m.	Disability type (if any)	Disability % (if any)
1							
2							
3							
4							

**I hereby declare that the above information is true and correct. I undertake to produce necessary documentary evidence, if required by the Management.**

**PLACE:**

**SIGNATURE OF RESIGNED EMPLOYEE**

**NAME**

**DATE:**

**EMPLOYEE NO. (P.F. NO.)**

ANNEXURE -5

PAY DETAILS

Statement of Salary of the Retired Employees drawn in the last 10 months of service

S.No	Month / Year	Basic Pay	Officiating	Spl. Pay. Qualifying PF (Excluding DA)	PQP	Increment Component of FPP	Total
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

I hereby declare that the above information is true and correct. I undertake to produce necessary documentary evidence, if required by the Management.

PLACE:

SIGNATURE OF RESIGNED EMPLOYEE

NAME

DATE:

EMPLOYEE NO. (P.F. NO.)

Note - All columns should invariably be filled in. In case no information available, write NIL.



**ANNEXURE - 12**

**ACKNOWLEDGEMENT SLIP FOR REGULAR PENSION**

Note - To be issued in duplicate (2) set. One copy to be handed over to Applicant and another copy to be kept in file record of Branch for future verification.

<b>Application received from (with EMP ID of resignee ex-staff)</b>	
<b>Date of Receipt</b>	
<b>Name of document receiving officer</b>	
<b>EMP ID of document receiving officer</b>	
<b>Branch name with code</b>	
<b>List of documents submitted</b>	

<b>Signature of Applicant</b>	<b>Counter signed with Seal by Branch Officer</b>
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## **FAMILY PENSION APPLICATION CUM PROFILE FORM**

**(PLEASE FILL UP IN BLOCK CAPITALS)**

**PHOTO OF  
APPLICANT**

Photo to be sealed and signed by Branch

**The Trustees,  
Central Bank of India (Employees') Pension Fund,  
Mumbai.**

### **REG : APPLICATION FOR FAMILY PENSION**

I hereby inform you that Shri/Smt. \_\_\_\_\_ Employee No.(P.F.No.) \_\_\_\_\_ (as per the PF Statement) who was working as \_\_\_\_\_ at \_\_\_\_\_ Branch/Office, resigned on \_\_\_\_\_ and expired on \_\_\_\_\_ and being the Spouse / Family Member of the Deceased, I opted for Bank's Pension Scheme. I opt to draw my pension through Branch mentioned herewith and my particulars for payment of Family Pension are furnished below.

### **SECTION A: PERSONAL DATA OF THE DECEASED RESIGNEE**

1.	Employee ID / PF No.*							
2.	Employee Name in Full*							
3.	Employee's Father's/ Husband's Name*							
4.	Employee's Gender*							
5.	Employee's Cadre/ Scale/ Designation*	Cadre (Tick mark relevant option)		Sub Staff		Clerk		Officer
		Designation						
		Scale (in case of officer)						



6.	Employee's Date of Birth*	
7.	Employee's Date of Joining Bank's Service*	
8.	Employee's Date of Resignation*	
9.	Employee's Date of Death (enclose death certificate)	
10.	Branch/ Office, from where Employee retired*	

### SECTION B: FAMILY PENSIONER DETAILS

1.	Full Name of Applicant: Mr. / Mrs. / Ms.		
2.	Relationship with the Deceased Pensioner (Window/ Widower/ Son / Daughter)		
3.	Marital Status of the Applicant		
4.	Gender*		
5.	Identification Marks		
6.	Date of Birth		
7.	Contact Number*		
8.	Email ID		
9.	Permanent Account Number (PAN)*		
10.	Aadhar NO		
11.	Disability Details (if applicable)	<b>Disability Type</b>	
		<b>Disability %</b>	
		<b>Certificate issued by</b>	
		<b>Certificate issue date</b>	
12.	<b>Income Details</b>	Monthly Income	
		Source of Income	

13.	<b>Present Address</b>				
		City			
		District			
		State		Pin	
	<b>Permanent Address</b>				
		City			
		District			
		State		Pin	
14.	<b>If the applicant is a minor, furnish the additional details:</b>	a.	Date of Birth of Minor		
		b.	Date of Attaining Majority		
		c.	Name of the Guardian		
		d.	Relationship with the Minor		
		e.	Birth certificate copy of minor applicant to be enclosed.		
15.	<b>Branch from where Pension Payment is desired</b>	<b>NAME OF BRANCH / OFFICE / DEPT</b>		<b>NAME OF REGION</b>	<b>NAME OF ZONE</b>
16.	<b>Savings Account No maintained with Central Bank of India (designated for credit of Pension)</b>				

**C. DETAILS OF CHILDREN: (in order of age descending order)**

S N	Name of the Child	Relationship	Date of Birth	Occupation	Income p.m.	Disability type (if any)	Disability % (if any)
1							
2							
3							
4							



**D. SALARY DRAWN BY THE DECEASED EMPLOYEE AT THE TIME OF RESIGNATION**

<b>S.No</b>	<b>Month / Year</b>	<b>Basic Pay</b>	<b>Officiating</b>	<b>Spl. Pay. Qualifying PF (Excluding DA)</b>	<b>PQP</b>	<b>Increment Component of FPP</b>	<b>Total</b>

**I hereby declare that the above information is true and correct. I undertake to produce necessary documentary evidence, if required by the Management.**

**PLACE:**

**SIGNATURE OF APPLICANT**

**DATE:**

**NAME**

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**ACKNOWLEDGEMENT SLIP FOR FAMILY PENSION**

Note - To be issued in duplicate (2) set. One copy to be handed over to Applicant and another copy to be kept in file record of Branch for future verification.

<b>Application received from Family member of resignee staff (with EMP ID of resignee ex-staff)</b>	
<b>Date of Receipt</b>	
<b>Name of document receiving officer</b>	
<b>EMP ID of document receiving officer</b>	
<b>Branch name with code</b>	
<b>List of documents submitted</b>	

<b>Signature of Applicant</b>	<b>Counter signed with Seal by Branch Officer</b>
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**PENSION NOMINATION FORM**

**The Trustees,  
Employee's Pension Fund,  
Mumbai**

**Employee No. \_\_\_\_\_**

I \_\_\_\_\_ hereby nominate and appoint the following person/s to be my nominee/s under the Pension Fund rules.

Name/s of Nominee/s (in block letters)	Relationship with Employees	Age	Percentage of share of amount

IN CASE THE NOMINEE IS A MINOR GIVE:

Natural Guardian's Name: \_\_\_\_\_

Guardian's relationship with the minor nominee: \_\_\_\_\_

**Place:**

**Date :**

**SIGNATURE / THUMB IMPRESSION OF THE APPLICANT**

**DECLARATION BY WITNESSES (required in case of Thumb Impression)**

We declare that the nomination has been signed/thumb impressed before me/us.

	1 <sup>st</sup> WITNESS	2 <sup>nd</sup> WITNESS
<b>NAME</b>		
<b>SIGNATURE</b>		
<b>DESIGNATION</b>		
<b>FULL ADDRESS</b>		
<b>Date</b>		
<b>Place</b>		

**ANNEXURE-8**

**LETTER UNDERTAKING TO REPAY EXCESS PAYMENTS MADE**

PLACE : \_\_\_\_\_

DATE: \_\_\_\_\_

**The Trustees,  
Central Bank of India (Employees) Pension Trust Fund  
Mumbai**

**Dear Sir,**

**Reg : EXCESS PAYMENTS MADE TO ME**

I hereby authorize you to debit my HSS A/c No. \_\_\_\_\_  
alternatively and recover from my future pension the amount of excess payments made to me  
while disbursing pension.

Thanking you,

Yours faithfully

SIGNATURE OF PENSIONER

ACCOUNT NO. \_\_\_\_\_

PPO NO. \_\_\_\_\_



**LIFE CERTIFICATE**

Life Certificate of  
Shri/Smt/Master/Kumari \_\_\_\_\_  
\_\_\_\_\_ Category of Pension Own/Family  
Pensioner

PF Number-

Date:

\_\_\_\_\_  
Signature/Thumb impression of the Pensioner

\_\_\_\_\_  
CERTIFIED THAT I HAVE SEEN THE PENSIONER DRAWING PENSION AS PER  
THE ABOVE DETAILS AND THAT HE/SHE IS ALIVE ON THIS DAY.

BRANCH/OFFICE SEAL

\_\_\_\_\_  
Signature of Branch Officer

DATE:

**ANNEXURE-10**

**NON-REMARRIAGE/NON-MARRIAGE DECLARATION TO BE SUBMITTED BY  
A SPOUSE FOR DRAWING FAMILY PENSION**

**The Trustees, Central Bank of India (Employees') Pension Fund,  
Mumbai**

**Dear Sirs,**

**Reg: NON-MARRIAGE DECLARATION**

I hereby declare that I have not remarried and I undertake to report such an event promptly to the Bank.

PLACE:

SIGNATURE OF THE PENSIONER

DATE:

PPO//EMPLOYEE NO./(PF No.)

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## **ANNEXURE-11**

### **NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE** **(TO BE GIVEN BY FAMILY PENSIONER EXCEPT FROM THE SPOUSE ONCE IN** **A YEAR, I.E., IN NOVEMBER)**

**I hereby declare that-**

1. I have not been Employed/Re-Employed in any capacity in any Organization.
2. I declare that I have been employed/re-employed /re-enrolled since \_\_\_\_\_ and I am drawing monthly emoluments of Rs. \_\_\_\_\_.

PLACE: \_\_\_\_\_ SIGNATURE& NAME OF THE PENSIONER

DATE: \_\_\_\_\_ PPO NO./EMPLOYEE NO. (PF NO.) \_\_\_\_\_

### **DECLARATION TO BE GIVEN BY A MAJOR DAUGHTER OF A PENSIONER** **DRAWING FAMILY PENSION**

The Trustees, Central Bank of India (Employees') Pension Fund,  
Mumbai.

1. I hereby declare that I am not married.
2. I hereby declare that I have not married during past one year.

Place: \_\_\_\_\_ Signature of the Pensioner

Date: \_\_\_\_\_ Employee Id/

### **CERTIFICATE**

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

**(Signature of Branch Official with Seal & Name)**

**PLACE:**

**DATE:**