

SYNDICATE BANK PENSIONERS & RETIREES ASSOCIATION (REGD.)

(Affiliated to AIBPARC, a wing of AIBOC)

CENTRAL OFFICE

203, Glendale Residency, King Koti Road, Abids, Hyderabad – 500001

Phones – Chairman: 09448122384; President; 08171461116;

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(PLEASE CIRCULATE TO ALL MEMBERS/ RETIREES)

Cir.No.18/2018

Date: 8.11.2018

Dear Comrades,

**LIFE CERTIFICATE
LAST DATE FOR SUBMISSION 30.11.2018**

All our members/retirees are aware that all pensioners have to submit life certificate every year in the month of November. Bank has since issued latest guidelines in the matter vide Notification Ref No. 1052-0012-HRD-SWD-2018 dated 7.11.2018 text of which is attached herewith for information of all. Please note that:

1. All pensioners/ family pensioners have to submit Digital Life Certificate (and marriage/remarriage certificate if applicable)
2. Last date for submission is 30.11.2018
3. Life Certificate can be submitted either at the pension disbursing branch or any of our bank branches.
4. Those pensioners who are temporarily abroad can submit signed & scanned copy duly attested by Indian Consulate officials or a Notary in such foreign county to their pension disbursing branch.
5. Branches will update the digital life certificate by entering details in computer system/ in-house portal i.e. URL <http://inhouseweb/pension>
6. Option is also given to submit life certificate by biometric authentication (under Jeevan Praman facility) at authorised centres by providing Aadhar Card details and pension/ account details if their account is already linked to Aadhar Card.
7. Bank's Notification containing detailed guidelines with relevant forms i.e. Annexure I & II are attached herewith for ready reference.

SBPRA Central Office Email IDs: We request our members to note the following Email IDs for all future correspondence : sbpra.centraloffice@yahoo.com OR sbpra.centraloffice@gmail.com

With warm greetings,

Yours comradely

C Gangadhar Yadav
GENERAL SECRETARY

**SBPRA - ZINDABAD
AIBPARC – ZINDABAD
CBPRO - ZINDABAD**



मानव संसाधन विभाग / HUMAN RESOURCES DEPARTMENT

कर्मचारी कल्याण प्रभाग / STAFF WELFARE DIVISION

प्रधान कार्यालय : मणिपाल / HEAD OFFICE: MANIPAL

Telephone: 0820 2571181/ FAX : 0820 2572420 email : hoswd@syndicatebank.co.in

संदर्भ सं. / Ref.No: 1052-0012-HRD-SWD-2018

दिनांक /Date: 07.11.2018

NOTIFICATION

Reg : SUBMISSION OF DIGITAL LIFE CERTIFICATE BY STAFF PENSIONERS/ STAFF FAMILY PENSIONERS – UPDATION IN INHOUSE PORTAL OR THROUGH JEEVAN PRAMAAN FACILITY

Kind attention is drawn to Bank's circular No.053-2017-BC dated 04.02.2017, 446-2017-BC dated 31-10-2017 and 475-20017-BC-HRD-84-SWD dated 15.11.2017 and 440/2018/BC dated 05.11.2018 on the subject matter wherein it is informed that a new URL for capturing information of Retirees' Life Certificate has been provided and it is mandatory for all the staff pensioners / staff family pensioners to submit the Digital Life Certificate, Non-Marriage / Remarriage Digital Certificate through the system only in URL <http://inhouseweb/pensionlifecert/> (In-house applications - HOSWD/SRD-EX-EMPLOYEE LIFE CERTIFICATE). As per extant guidelines, the Life Certificate and other related certificates are to be obtained in the month of **November** itself every year.

The Digital Life Certificate (DLC) for all the staff pensioners / staff family pensioners and the Non-Marriage / Re-Marriage Certificate for all the staff family pensioners is / are to be generated during the month of November every year without exception. **In case of untoward incidence of death of the staff pensioner or the staff-family pensioner, the same is to be entered in the URL immediately without fail for sanction of family pension or for stopping payment of pension/ family pension.**

The responsibility to obtain life certificate from all staff pensioners and certificate of marriage/re-marriage along with life certificate from all the family pensioners in the month of November every year rests with the branches only. In the case of family pensioner, whenever marriage / re-marriage takes place, the Branch shall inform the same to HO: HRD: SWD immediately to stop the pension. In case of death of the Staff Pensioner / Staff Family Pensioner the information shall be entered in the URL and the same is to be informed to HO: HRD: SWD for doing the needful. Branch should invoke high severity memo "**Certificate for pension required**" if the Certificate is not received by the end of November every year.

All the branches disbursing staff pension shall treat this as **URGENT** and accord **TOP MOST IMPORTANCE**.

In case of staff pensioners / staff family pensioners who have genuine difficulties in submitting the certificates through the Pension disbursing branch, it has been decided that in such cases the concerned pensioners can approach any of our branches and submit the Life certificate in the format as per Annexure I and Marriage / Re-marriage Certificate as per Annexure II (attached)

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Two options are available for staff / staff family pensioners to submit their life certificate are as follows:

1. **The pensioner can submit his / her Life Certificate at pension disbursing branch / any convenient branch of the bank.** The branches are also instructed to provide the facility of obtaining the Life Certificate from the premises / residence of old & infirm, if the pensioner is physically handicapped / incapacitated and unable to visit the Branch. In such cases the Bank official may also visit the pensioners' premises / residence / hospital for the purpose of identification and obtaining specimen signature or thumb / toe impression.
2. **Aadhaar based Biometric Authentication System: Pensioner can visit a nearby CSC centre, Bank branch or any Government Office whose details are provided under "locate centre" on "jeevanpramaan.gov.in" and bio-metrically authenticate his / her life certificate in real time by giving his / her Aadhaar number and other pension details related to their pension Bank Account.** Staff pensioner / Family pensioner has to carry the registered mobile. After successful submission of digital life certificate (DLC), pensioner will get an SMS on his / her mobile giving the transaction ID. Pensioner will be able to download computer generated life certificate from "jeevanpramaan.gov.in" using this transaction ID for his / her record. Since the entire process is primarily Aadhaar based, **Digital Life Certificate (DLC) submitted by the pensioner can be authenticated only when pensioner's account is seeded with his / her Aadhaar Number.**

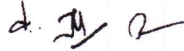
Staff pensioners / staff family pensioners who are temporarily residing abroad and are not expected to return to India before 30th November, 2018 have to submit the scanned copy of the certificate/s by e-mail in the format as per Annexure I & II (whichever is applicable) duly attested by Indian Consulate Officials or Govt. Public Notary appointed for the purpose in such foreign country, to the Pension disbursing branch to enter the details in the URL as mentioned above.

Branches have to obtain the following details from the staff pensioners / staff family pensioners while updating the Digital Life Certificate (DLC): **Family Pensioner's Name with Date of Birth and other details like Aadhar Number, Blood Group and PAN Number (if available & provided by the pensioner).** Option is also open to Pensioners for submission of Life Certificate through Jeevan Pramaan facility. It may be noted that submission of Life Certificate by staff pensioners / staff family Pensioners can be offered either through the In-house Portal by physical presence or through **Jeevan Pramaan facility** by voluntarily submitting online.



(SATHISH KAMATH)

महा प्रबंधक(मा सं) / GENERAL MANAGER(HR)





BRANCH
ANNEXURE I
STAFF- PENSIONER'S LIFE CERTIFICATE

Employee Name:	
Pension No:	
Date of Birth:	
Gender:	
Blood Group:	
Account No:	
Address:	
Phone No:	
Mobile No (mandatory):	
PAN No:	
Email ID:	
Aadhaar No :	
Eligible Family Pensioner is alive?(Y / N)	
Eligible Family Pensioner Name:(IF YES)	
Eligible Family Pensioner DOB:	
Eligible Family Pensioner Aadhaar No.:	

Certified that Shri/Smtis alive as on this date.

Signature of Pensioner

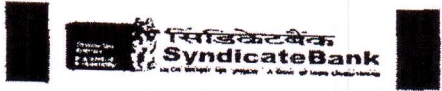
Place:

Date:

Signature of Authorised Signatory

(To be filed in pensioners file in the Pension Disbursing Branch / Receiver branch)

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BRANCH

ANNEXURE II

STAFF FAMILY PENSIONER

Employee Name:	
Pension No:	
Pensioner Date of Death	
Family Pensioner Gender:	
Family Pensioner Blood Group:	
Family Pensioner Name:	
Date of Birth:	
Account No:	
Address:	
Phone No:	
Mobile No :	
PAN No:	
Email ID:	
Family Pensioner Aadhaar No :	
Family Pensioner Alive: Y /N	
Family Pensioner Re-married: Y /N	

DECLARATCION OF MARRIAGE/RE-MARRIAGE

I hereby declare that I have not married/re-married as on date..... (in case of marriage/
re-marriage mention the date of marriage/remarriage)

Signature of Family pensioner

Certified that Shri/Smt.is alive on this date.

Place:

Date :

Signature of Authorised Signatory

(To be filed in pensioners file in the Pension Disbursing Branch / Receiver branch)

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