

	<b>Bank of India Head Office</b>	<b>Terminal Benefits Division Human Resources Department</b>
<b>Branch Circular No.: 104/ 64</b>	<b>Sub : Human Resources/ 2010-11/5</b>	
<b>Sub-Subject: Pension/4</b>		
<b>Ref : TBD:VSV:177</b>	<b>Date: 24.08.2010</b>	

**CIRCULAR TO ALL BRANCHES / OFFICES**

**Option to join Bank of India (Employees')  
Pension Scheme, 1995**

**In terms of Agreement/Joint Note dt.27.04.2010  
Signed between Indian Banks' Association and  
various Officers' Association / Workmen Unions  
(United Forum of Bank Unions)**

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In terms of the Agreement/Joint note dated 27.04.2010 entered into / agreed between IBA and United Forum of Bank Unions, it has been advised by Indian Banks Association vide their communication under reference no.CIR/HR&IR/G2/665/90/2010-11/999 dated 10.08.2010 that option to join captioned Pension Scheme is to be extended to those employees (Officers / Award Staff) who: -

- i. (a) were in the service of the bank prior to 29th September 1995 and continue in the service of the bank on the date of the settlement i.e. 27<sup>th</sup> April 2010.
  - (b) exercise an option in writing within 60 days from the date of offer, to become a member of the Pension Fund and
  - (c) authorise the Trust of the Provident Fund of the Bank to transfer the entire contribution of the bank along with interest accrued thereon to the credit of the Pension Fund.

All employees who are / were in the service of the bank as on the date of the settlement i.e. 27<sup>th</sup> April 2010 and who exercise option to join the Pension Scheme in terms of the settlement will contribute to pension fund, an amount equivalent to 2.8 times of revised pay for the month of November 2007.

- ii. (a) were in service of the bank prior to 29th September 1995 and retired after that date and prior to the date of the settlement i.e. 27<sup>th</sup> April 2010.
  - (b) exercise an option in writing within 60 days from the date of offer to become a member of the Pension Fund and

- (c) refund within 30 days after expiry of the said period of 60 days, the entire amount of the Bank's Contribution to the Provident Fund and interest accrued thereon received by the employees on retirement, plus 56% of the said received amount as his share in contribution towards meeting the funding gap as per the said settlement.
- iii. Employees who ceased to be in service of the Bank on or after 29th September 1995 on account of voluntary retirement under special scheme after rendering service for a minimum period of 15 years, shall be eligible to exercise an option to join the Pension Scheme subject to the terms and conditions mentioned for retired employees opting for joining the Scheme as mentioned in Para (ii) above.
- iv. The family of those employees who were in the service of the bank prior to 29th September 1995 and retired/voluntarily retired under Special Scheme after that date i.e. 29.09.1995 as stated in para (ii) & (iii), and died will be eligible for family pension, Provided –
- a) the family of the deceased employees exercise option in writing within 60 days of the offer to become a member of the Pension Fund and
- (b) refund within 30 days after expiry of the said period of 60 days, the entire amount of the Bank's Contribution to the Provident Fund and interest accrued thereon received by the deceased employee on retirement plus 56% of the said received amount as his / her share in contribution towards meeting the funding gap as per settlement.
- v. The family (eligible member of family to draw family pension) of those employees who were in the service of the bank prior to 29th September 1995 but have died while in service of the bank after that date i.e. 29.09.1995 will be eligible for family pension, provided –
- (a) the family of the deceased employee exercise an option in writing within 60 days of the offer to become a member of the Pension Fund and
- (b) refund within 30 days after expiry of the said period of 60 days, the entire amount of the Bank's Contribution to the Provident Fund and interest accrued thereon received by the deceased employee, plus 56% of the said received amount as his / her share in contribution towards meeting the funding gap as per settlement.
- vi. The existing pension scheme will not be applicable to those who join the services of banks on or after 1st April 2010.

The employees joining the services of banks on or after 1st April 2010 shall be eligible for the Defined Contributory Pension Scheme, the banks will be introducing for them. The Defined Contributory Pension Scheme proposed to be introduced for them will be the same as governed by the provisions of New Pension Scheme introduced for employees of Central Government w.e.f. 1st January 2004 and as modified from time to time. The Scheme shall be regulated and administered by the Pension Fund Regulatory and Development Authority (PFRDA).

The employees joining the services of the banks on or after 1st April 2010 shall contribute 10% of Pay and Dearness Allowance towards the Defined Contributory Pension Scheme and the bank shall make a matching contribution in respect of these employees.

There shall be no separate Provident Fund for employees joining services of Banks on or after 1st April 2010.

2. The Board of Directors in the meeting held on 12.08.2010 has approved to extend another option for pension to the CPF optees in terms of the Settlement / Joint Note dated 27.04.2010. Please note importantly that as per the communication received from IBA vide their letter no.CIR/HR&IR/G2/665/90/2010-11/999 dated 10.08.2010, in terms of the said Settlement / Joint Note, employees those who ceased to be in service on account of retirement on superannuation, death or on account of VRS under special scheme prior to 27.04.2010 but after 29.09.1995 are eligible to opt for joining the pension scheme now as retired employees subject to the terms and conditions stipulated in this circular. Those who were in the service of the Bank as on 27.04.2010 will be eligible to join the pension scheme as serving employees subject to the terms and conditions stipulated.

**3. It also may be noted that the employees who have ceased to be in the service of Bank on account of Resignation / Voluntarily retired under Officer's Service Regulation 19 / incapacitation / on medical grounds / any other type of cessation on account of penalty proceedings are not eligible to opt for joining the Pension Scheme. Also existing Pension optees cannot revoke their option from Pension to CPF**

**4. THE OPTION TO JOIN PENSION SCHEME CAN BE EXERCISED DURING 01.09.2010 TO 30.10.2010 BOTH DAYS INCLUSIVE (i.e.60 DAYS).**

5. Those who opt to join the pension scheme in terms of the settlement, Pension / Family Pension shall be payable to them with effect from 27th November 2009. However, employees retired after that date i.e. 27.11.2009 shall be entitled to get pension after respective dates of their retirement. All the Regulations of Bank of India Employees' Pension Regulations, 1995 shall be applicable to those who opt for the Pension Scheme in terms of the settlement except to the extent mentioned in the foregoing Clauses of this settlement.

6. The ex-employees who have completed one year from their date of cessation from service and desirous to commute fraction of pension (1/3<sup>rd</sup> maximum) are required to undergo medical examination and produce fitness certificate from the doctor approved by the Bank. Please note that only ex-employee (self) can commute the pension and family pension applicants are not eligible to commute the pension. **For the purpose of arriving at commutation value, the date of commutation is fixed as 01/09/2010 for the retirees who have retired prior to this date i.e. 01.09.2010 and apply for commutation before closure of this option. It means employees retired on or before 01.09.2009 and request for commutation are required to undergo Medical examination as per Pension Regulation.**

**PROCEDURE/ INSTRUCTIONS FOR SUBMISSION OF OPTION FORM BY EXISTING EMPLOYEES/RETIRES/FAMILY OF THE EX-STAFF.**

**A. Existing employees to submit the option during the period 01.09.2010 to 30.10.2010.**

Only those employees who are in service of Bank as on 27<sup>th</sup> April 2010 and have joined the Bank before 29<sup>th</sup> September 1995, and have opted for Contributory Provident Fund (CPF) should log in to HRMS – Self-Service.

They will have TWO options as follows : -

**Option I** – I want to change my option from Contributory Provident Fund (CPF) to Bank of India Pension Scheme 1995 (**Annexure- I**)

**Option -II** I do not wish to opt for Pension Scheme and want to continue as CPF Optee (**Annexure- II**)

- (a) Employee has to exercise one option and has to save the option exercised.
- (b) the option exercised last will be registered in HRMS and the same shall be taken as valid option.
- (c) The employee has to generate and take print out of the option exercised letter and submit the said option form, duly signed to the Branch Manager/ Head of the Department.
- (d) In case of Head Office Staff, each Department will collect the option form from their staff.
- (e) Officers posted abroad have to submit the option form to the Head of the Branch / Office.

Note : For any reason if the amount equivalent to 2.8 times of November 2007 pay is not recovered from the existing employees then the concerned employee has to deposit the amount with the concerned branch / office at the time of exercising the option for pension latest by **30.10.2010**.

**I. Action to be taken by Branch / Department/ Office:**

- (a) The Branch Manager / Head of the Department in case of administrative staff /Officer in charge has to verify contents of the option form and certify the same.
- (b) Duly signed acknowledgment of the option letter to be given to the employee.
- (c) Thereafter, the branch/department / office will forward all the option forms to Zonal Office in one lot immediately after closure of the date of submission of option i.e. 30.10.2010 with a certificate, that all the employees from concerned Branch / Department / Office have exercised the option.

- (d) In case of Head Office Departments, the forms will be forwarded to Staff Salary Section, Head Office.
- (e) In case of Officers posted abroad, forms will be submitted to Overseas Division, HR Department, Head Office and the same will be forwarded to Staff Salary Section, Head Office.
- (f) The Branch / Department / Office should ensure that only one option form is submitted by employee, within stipulated time.
- (g) Pension Option forms in respect of the employees who have received the arrears of salary from any other Zone than present posting have to be forwarded to that particular Zone. This is required for monitoring of 2.8 times of pay for November 2007 deducted from arrears of salary.
- (h) Those employees who are on leave/sabbatical leave/under suspension / absent without intimation / on unauthorized leave etc. should be contacted and it should be ensured that the option form is submitted by them.
- (i) The employees retired on or after 27.04.2010 also should be contacted by last working branch / office and it should be ensured that they submit the option as well.
- (j) The said duly verified option forms are to be submitted to their Controlling Authorities (i.e. Zonal Office / Head Office, Salary Section, as the case may be) on or before **03.11.2010**.
- (k) The zerox copies of the said forms should be preserved with the Branch / Office record.

## **II. Action to be taken by Zonal Office/ Staff Salary Section, Head Office.**

- (a) The Zonal Office will collect the forms received from all the Branches / Offices under their jurisdiction for onward submission to Terminal Benefits Division, Head Office.
- (b) Zonal Office should prepare / generate a statement of the option exercised by employees of their Zone through HRMS.
- (c) After verification / cross checking of the option with actual form received, the same should be forwarded in one lot to Terminal Benefits Division, Head Office on or before **10.11.2010**.
- (d) In case of Head Office staff / IBOs posted abroad, Salary Section, Head Office should follow the same procedure.
- (e) It is the responsibility of the Zonal Office / Head Office, Salary Section, as the case may be, to collect the option forms (as per prescribed format) from Employees who are on deputation to other organization or are on Sabbatical leave / under suspension / absent without intimation / on unauthorized leave / employees who are not in a position to log in through HRMS for the reasons beyond their control. However, a separate list should be prepared of such staff and be sent to Terminal Benefits Division, Head Office on or before **10.11.2010**.

While forwarding all these forms to Terminal Benefits Division, Head Office, the Zone/Staff Salary Section, Head Office has to certify having collected the forms from all the employees under their jurisdiction including employees on deputation/sabbatical leave/ under suspension / absent without intimation /unauthorized leave / employees who are

not in a position to log in through HRMS for the reasons beyond their control etc.

### III. PROCEDURE / INSTRUCTIONS FOR REMITTANCE OF FUNDS RECOVERED FROM EXISTING EMPLOYEES WHO OPT FOR PENSION.

Zonal Office/ Salary Section, Head Office will credit the amount to Savings Bank Account No.011611100005567 on or before **10.11.2010** in respect of employees who opt for pension, in one lot. After crediting the amount to savings bank account (as mentioned above), Zone has to send a statement as given below in excel format and to be emailed to Terminal Benefits Division, Head Office, (headoffice.tbd@bankofindia.co.in) along with the details of such credit i.e. name of the Zone, transaction no., date of credit. Total amount should tally with the amount credited by the Zone.

Sr. No.	PF No	Name	Category (Officer/Clerk /Substaff)	Pay as on November 2007	2.8 times of such pay	Branch	Zone
	1	2	3	4	5	6	7
1							
2							
				Total	*		

\* total of column 5 should be tallied with the amount credited to our Savings Account No. 011611100005567 with our CBD Belapur Branch.

There are separate instructions for crediting 2.8 times of pay deducted from employees who have already retired after 27.04.2010 and in respect of whom PF account is already settled. Hence these employees should not be included in this list.(refer para no.C)

#### **B. Procedure for Retired Employees (eligible those who were in service of the bank prior to 29th September 1995 and retired after that date and prior to the date of the settlement i.e. 27<sup>th</sup> April 2010 and Employees who ceased to be in service of the Bank on or after 29th September 1995 on account of voluntary retirement under special scheme after rendering minimum service of 15 years)**

- The option has to be exercised during the period from **01.09.2010 to 30.10.2010**.
- Retired employees who have retained the Provident Fund in the Bank with the intention to repay the Bank's contribution at the time of pension option should immediately apply for withdrawal of required amount of the PF retained. The Bank will repay their retained amount immediately.
- Eligible Retired employees will** have to submit the following forms to the Branch/ Office from where they have retired. In case of staff retired from Head Office they will have to submit the application to Salary Section, Head Office.

- i) Application for option of Pension. (**Annexure- III**)
- ii) Application for commutation (**Annexure- IV**)
- iii) Pensioner's Profile. (**Annexure- V in duplicate**)
- iv) Declaration by the such Retired Employees for facilitating Medical Examination by the Medical Officer (**Annexure- VI- A, B, C**)
- v) Thereafter, such Retired employee has to collect letter from the concerned Branch /office addressed to Medical Officer for **medical examination** and obtain a certificate of fitness for payment of Commutation of pension as per Form No.4 (Part-I, II, III) in case of those who wish to commute after one year from the date of retirement. (**Annexure- VII**)
- vi) Nomination for Pension/Commutation (**Annexure- VIII**)

**Note : The Medical examination should be carried out by doctor approved by the Bank. IBA guidelines for the Doctor for the purpose of Medical examination are annexed with Annexure VI. In case the paneled doctor is not available the concerned Zonal Office/ Branch are authorised to approve the reputed MBBS Doctor practicing in the vicinity of the branch / office, only for this purpose. The expenses, if any, related to the said medical examination including doctor's fees shall be borne by the applicant.**

#### **I. Steps to be take at Branch / Office/Salary Section, Head Office**

- (a) Branch has to issue set of application forms as mentioned above along with letter addressed to the Medical Officer for the purpose of medical examination
- (b) After having all the forms received including the required medical certificate from the Pension optee, the same should be forwarded duly verified / recommended to the Zonal Office immediately along with **the SERVICE PARTICULARS OF THE EMPLOYEE (Annexure- X) – to be filled by the last working Branch/Office.**

#### **II. Steps to be taken at Zonal Offices/ Salary Section, Head Office**

- (a) Having received the applications from the branches / offices, Zonal Office / Salary Section, HO have to verify / make necessary corrections in HRMS, the details of employee such as Name, Date of Birth, Date of Joining, Date of Retirement, Gender, Category, (Officer/Clerk/Sub Staff), PAN No and Branch from where the employee has retired.
- (b) Thereafter they have to forward the applications duly recommended to Terminal Benefits Division, Head Office on every Monday along with the following statement form. The statement should be prepared in excel format and to be mailed to Terminal Benefits Division, Head Office. (E-mail – [headoffice.tbd@bankofindia.co.in](mailto:headoffice.tbd@bankofindia.co.in))

**For the retired / voluntarily retired employees under special scheme prior to 27.04.2010 (as mentioned in para 1 (ii) & (iii) above)**

Sr. No.	PF No	Name	Date of Retirement	Bank's Cont.along with interest	56% of Col.4	Total (4+5)	Branch
	1	2	3	4	5	6	7
1							
2							
3			Total				

Please note that Sr. No. in every lot should be in continuance for e.g. 1<sup>st</sup> lot having no. 1 to 27 then the second lot should start from 28 onwards.

It has been decided for reducing the hardship of the pension optees Terminal Benefits Division, Head Office will inform the commutation amount / difference payable by the retired employee and likely Monthly Pension after commutation, by email to the Zonal Office. The Zonal Office will inform these amounts to the pensioner through respective Branch. Branches have to inform respective pension optee in writing, as per enclosed format (**Annexure-IX**) the amount to be refunded by the Pension optee. However, due to any unavoidable circumstances if the Terminal Benefits Division, Head Office is not in a position to inform the said amount, the pension optee has to deposit by way of local cheque / DD / pay order etc. 1.56 times of his bank contribution of PF with interest paid to him, on or before 29.11.2010 i.e. within 30 days from the date of closure of offer, as this is pre-condition for opting a pension option.

### **III. PROCEDURE/ INSTRUCTIONS TO BE FOLLOWED FOR REMITTANCE OF FUNDS REFUNDED BY RETIRED EMPLOYEES i.e. RETIRED PRIOR TO 27.04.2010.**

After submission of the pension option form by retired employee, he has to refund the required amount on or before **29.11.2010** to the Branch/ Office from where they have retired / last working Branch. In case of employees retired from Head Office, the applicant has to refund the required amount on or before **29.11.2010** to Salary Section, Head Office.

#### **Action to be taken by Branch / Office**

The Branch has to remit the amount collected from these ex-staff to the Zonal office periodically every Saturday, latest on or before **04.12.2010** along with the list of pension Optees and refunded amount as per the following format in Excel sheet.



Sr. No.	PF No	Name	Bank's contribution of PF	56% of Bank's Cont	Total of 3 & 4	Commutation receivable	Refund / Difference amount (5-6)	Branch	Zone
	1	2	3	4	5	6	7	8	9
1									
2									
3									
4									
		Total							

**Action to be taken by Zonal Offices/ Salary Section, Head Office**

The Zonal Office/ Salary Section, Head Office has to credit amount to Savings Bank Account No. 011611100004500 with our CBD Belapur Branch in single lot, latest on or before **10.12.2010**.

After crediting the amount to savings bank account (as mentioned above), Zone has to send a statement as given below in excel format and to be emailed to Terminal Benefits Division, Head Office, (headoffice.tbd@bankofindia.co.in) along with the details of such credit. i.e. name of the Zone, transaction no., date of credit. Total amount should tally with the amount credited by the Zone.

Sr. No.	PF No	Name	Bank's contribution of PF	56% of Bank's Cont	Total of 3 & 4	Commutation receivable	Refund / Difference amount (5-6)	Branch	Zone
	1	2	3	4	5	6	7	8	9
1									
2									
		Total							

\* total of column 7 should be tallied with the amount credited to our Savings Account No. 011611100004500 with our CBD Belapur Branch.

Please note that only after refund of difference amount by the pension optee to Terminal Benefits Division, Head Office pension amount will be released.

**C. Employees who were in service of the Bank on 29.09.1995 and retired on or after 27.04.2010**

- (a) should submit the option forms applicable to existing employees as per Annexure I and submit the same on or before **30.10.2010** to their last working branch / department.

- (b) They shall refund the Bank's Contribution of PF with interest thereon inclusive of Bank's PF on arrears paid. (Since 2.8 times of their revised pay for the month of November, 2007 has already been recovered from the payment of arrears by Branch / ZO) and submit the same to their last working branch/department on or before **30.10.2010** and should follow the procedure given for **Retired Employees mentioned in B(b) except medical examination.**
- (c) They should submit the required set of application forms as per procedure given for retired employees mentioned here in above vide para B above.
- (d) Retired employees who have retained the Provident Fund in the Bank with the intention to repay the Bank's contribution at the time of pension option should immediately apply for withdrawal of required amount of the PF retained. The Bank will repay their retained amount immediately.

### **I. Steps to be taken at Branch / Office**

The same procedure to be followed by the branch / office as detailed in procedure for Retired Employees vide para B (I).

### **II. Steps to be taken at Zonal Offices/ Salary Section, Head Office**

The same procedure to be followed by the Zonal Offices / Salary Section as detailed in procedure for Retired Employees vide para B (II).  
Further -

- (a) Zonal Office / Salary Section has to certify that 2.8 times of their revised pay for the month of November 2007 along with Bank's contribution of PF with interest accrued thereon (inclusive of Bank's PF on arrears paid) has been recovered from ex-employee.
- (b) The statement in the following format in MS-Excel should be mailed to Terminal Benefits Division, Head Office (Email : [headoffice.tbd@bankofindia.co.in](mailto:headoffice.tbd@bankofindia.co.in))

### **III. PROCEDURE/ INSTRUCTIONS TO BE FOLLOWED FOR REMITTANCE OF FUNDS REFUNDED BY EMPLOYEES RETIRED ON AFTER 27.04.2010.**

After submission of the pension option form by retired employee, he has to refund the Bank's contribution on or before **30.10.2010** to the Branch/ Office from where they have retired / last working Branch. In case of employees retired from Head Office, the applicant has to refund the required amount on or before **30.10.2010** to Salary Section, Head Office.

**Action to be taken by Branch / Office**

The Branch has to remit the amount collected from these ex-staff to the Zonal office in one lot but on or before **04.11.2010** along with the list of pension Optees and refunded amount as per the following format in Excel sheet.

Sr. No.	PF No.	Name	Category (Officer/ Clerk/ Substaff )	Date of Retirement	Bank's contr (inclusive of bank's PF on arrears)	Revised Pay for Nov.07	2.8 times of Nov 07	Last Branch	Zone
1	2	3	4	5	6	7	8	9	10
1									
2									
				<b>Total</b>					

**Action to be taken by Zonal Offices/ Salary Section, Head Office**

The Zonal Office/ Salary Section, Head Office has to credit amount of Bank's contribution (inclusive of Bank's Provident Fund on arrears) to Savings Bank Account No. 011611100004500 with our CBD Belapur Branch and 2.8 times of November 2007 Pay deducted from arrears of salary to Savings Bank Account No. 011611100005567 with our CBD Belapur Branch in single lot, latest on or before **10.11.2010**. The statement in the following format in MS-Excel should be mailed to Terminal Benefits Division, Head Office (Email : [headoffice.tbd@bankofindia.co.in](mailto:headoffice.tbd@bankofindia.co.in))

Sr. No.	PF No.	Name	Category (Officer/ Clerk/ Substaff )	Date of Retirement	Bank's contr (inclusive of bank's PF on arrears)	Revised Pay for Nov.07	2.8 times of Nov 07	Last Branch	Zone
1	2	3	4	5	6	7	8	9	10
1									
2									
				<b>Total</b>	@		#		

@ total of column 6 should be tallied with the amount credited to our Savings Account No. 011611100004500 with our CBD Belapur Branch.

# total of column 8 should be tallied with the amount credited to our Savings Account No. 011611100005567 with our CBD Belapur Branch.

**D. For the family of Deceased employees as mentioned in (iv) & (v) above:**

The family of deceased employees –

- (a) where the employee has died prior to 27.04.2010 – the eligible family member (as per Regulation 40 of Bank's Pension Regulation) shall exercise the option (**Annexure XI**) for joining the pension scheme during 01.09.2010 to 30.10.2010. They shall submit the required set of forms as mentioned here-in-below to the last working Branch / Office of the deceased employee. They shall refund the entire amount of the Bank's Contribution to the Provident Fund and interest accrued thereon received by the deceased employee on retirement plus 56% of the said received amount as his / her share in contribution towards meeting the funding gap as per settlement on or before **29.11.2010**. The family of deceased employee who died while in service and posted in Head Office has to submit the forms to Salary Section, Head Office.
- (b) Where the employee who were in service of the Bank as on 27.04.2010 but died subsequently – the eligible family member (as per Regulation 40 of Bank's Pension Regulation) shall exercise the option (**Annexure XI-A**) during the period **01.09.2010 to 30.10.2010** and shall submit the required set of forms as mentioned here-in-below to the last working Branch / Office of the deceased employee was working. They shall refund the Bank's contribution of PF with interest thereon inclusive of Bank's PF on arrears paid (Since 2.8 times of their revised pay for the month of November, 2007 has already recovered from the payment of arrears by Branch / ZO) to the last working branch/department where the deceased employee was working, on or before **30.10.2010**.
- (c) Forms to be submitted by family of the deceased as mentioned in para (a) & (b) above
- a) Option for Family Pension (**Annexure- XI / XI-A**)
  - b) Application for family pension (**Annexure- XII**)
  - c) Family Pensioner's Profile. (**Annexure-XIII – in duplicate**)
  - d) Declaration regarding non-marriage/remarriage. (**Annexure-XIV/XV**)
  - e) Declaration regarding non-employment. (**Annexure-XVII**)
  - f) Any other relevant document such as copy of Death Certificate etc. or as mentioned in the **Annexure XII**

**I. Action to be taken by Branch / Office**

- (a) Branches / Office have to obtain abovementioned set of forms and forward the same duly verified /recommended to the Zonal Office, as soon as they are received along with the **WORKSHEET FOR**

**FAMILY PENSIONER. (Annexure- XVI – to be filled in by last working branch).**

- (b) Should submit the certificate to Zonal Office that they have recovered the required amount refundable by the applicant in the statement form prepared in Excel sheet as shown in D (II) (c) below.

**II. Action to be taken at Zonal Offices/ Salary Section, Head Office**

- (a) Zonal Office / Salary Section, HO should forward the applications with the recommendations to Terminal Benefits Division, Head Office along with the following statement once in 5 days.
- (b) Before forwarding the applications to Terminal Benefits Division, Head Office, Zone/Salary Section, Head Office have to verify / make necessary corrections in **HRMS**, the details of employee such as Name, Date of Birth, Date of Joining, Date of Retirement, Gender, Category, (Officer/Clerk/Sub Staff) PAN No and last Branch where employee was working.
- (c) The statement should be prepared in excel format and be mailed to Terminal Benefits Division, Head Office. (E-mail – [headoffice.tbd@bankofindia.co.in](mailto:headoffice.tbd@bankofindia.co.in)) in the following formats

**For the family of deceased employees who died prior 27.04.2010 (as per para (iv) & (v) above)**

Sr. No.	PF No	Name	Date of Retirement	Bank's Cont.	56% of Col.4	Total (Col 4 & 5)	Branch
	1	2	3	4	5	6	7
1							
2							
3			Total				

**For the family of deceased employees who died on or after 27.04.2010**

Sr. No.	PF No.	Name	Category (Officer/Clerk/Su bstaff)	Date of cessation	Bank's contr (inclusive of bank's PF on arrears)	Revised Pay for Nov.07	2.8 times of Nov 07	Last Br.	Zone
1									
2									
				<b>Total</b>					

**PROCEDURE/ INSTRUCTIONS TO BE FOLLOWED FOR REMITTANCE OF FUNDS REFUNDED BY FAMILY PENSIONER**

In respect of *Family* of Deceased employees as mentioned in Para D(a) above, Branch / Zonal Office has to follow the procedure as given above for retired employees vide para B (III) above.

In respect of family of Deceased employees as mentioned in Para D(b) above, Branch/Zonal Office has to follow the procedure as given above in Para C above.

7. The branches (the salary paying Branch where the deceased employee was last posted) should contact family of deceased employees and apprise them about the availability of family pension as per the terms of the settlement **to enable them to decide within prescribed time limit.**

8. For collection / remittance of the funds and smooth monitoring of the transactions Data Center has opened a Sundry Credit Account No.xxxxxSCR113 in the name of "1.56% Bank's Contribution from Retirees" with every Branch and at every Zonal Office.

9. The Zonal Offices / Branches are advised to display notice regarding exercising option for pension. The required set of forms may be handed over to all the ex-employees who are desirous to opt for the pension. We seek your cooperation in complying with requirements and adhering to time schedule and completing this Herculean task. Please do not hesitate to contact us for any further clarification / information in this regard.

10. Please bring the contents of this circular to the notice of all the staff members working at your branch/office/department and obtain their acknowledgement for having noted the contents thereof.



(R.K. Goyal)  
General Manager (HR)

**(Option form to be filled in by the Employees who are in the service of the Bank as on 27.04.2010 and want to change option from CPF to PENSION)**

P.F. Account No.:  
Name :  
Date of Joining:  
Designation :

Date :

To  
The Assistant General Manager / Chief Manager / Manager,  
\_\_\_\_\_ Branch / Office.  
\_\_\_\_\_ Zone.

Dear Sir,

I hereby declare that I have read and understood the terms of Settlement / Joint Note dated 27.04.2010 for extending another option to join Pension Scheme. I have understood the terms of the Settlement / Joint Note have been arrived at on the basis of the Unions / Associations offering to contribute 30% of the initial funding gap assessed for extending another option for joining the pension scheme. I am agreeable to refund the said contribution of 30% towards the initial funding gap and hereby voluntarily opt to become a members of the Bank's Pension Scheme as per the provisions of the said Settlement / Joint Note and to cease to be a member of Contributory Provident Fund Scheme and irrevocably authorize the Bank / Trustees of the Contributory Provident Fund to transfer the entire contribution of the Bank along with entire interest accrued thereon to the credit of Pension Fund to be created for this purpose. I also authorize the Bank to transfer to the pension fund an amount equal to 2.8 times of my revised pay for the month of November 2007 representing my share in the 30% contribution mentioned above from the arrears payable to me on account of wage revision in terms of Bipartite Settlement / Joint Note dated 27.04.2010.

Yours faithfully

Name & Signature)  
Residential Address :

(Signature attested)\*

\_\_\_\_\_  
\_\_\_\_\_

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

(To be attested by AGM/CM/Manager of the Branch / Office as the case may be under his full signature and PF No. )

**(Option form to be filled in by the Employees who are in the service of the Bank as on 27.04.2010 and do not wish to change option from CPF to Pension)**

P.F. Account No.:

Name :

Date of Joining :

Designation :

Date :

To  
The Assistant General Manager / Chief Manager / Manager,  
\_\_\_\_\_ Branch / Office.  
\_\_\_\_\_ Zone.

Dear Sir,

I hereby advise that I do NOT wish to opt for Bank's Pension Scheme circulated vide Branch Circular No-----dated-----.

Accordingly, I exercise my option to continue with the Contributory Provident Fund, which please note.

Yours faithfully,

(Name)

(Signature attested)\*

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

(To be attested by AGM/Chief Manager / Manager of the Branch / Office as the case may be under his full signature and PF No.)



## APPLICATION FOR OPTION OF PENSION

(Option form to be filled in by the employees who are in service prior to 29<sup>th</sup> September 1995 and retired before 27<sup>th</sup> April 2010 or Voluntarily Retired under special scheme )

To,  
The Assistant General Manager / Chief Manager / Manager,

\_\_\_\_\_ Branch / Office.

I hereby declare that I have read and understood the terms of Settlement / Joint Note dated 27.04.2010 for extending another option to join Pension Scheme. I have understood that the terms of the settlement / Joint Note have been arrived at on the basis of Unions / Associations offering to contribute 30% of the initial funding gap assessed for extending another option for joining the pension scheme. I am agreeable to refund the said contribution of 30% towards the funding gap and hereby voluntarily opt for Bank's pension scheme as per the provisions of the said settlement / Joint Note. I undertake to refund the Bank's contribution to Provident Fund together with accrued interest thereon paid to me on my retirement received at the time of retirement **plus 56% of the said amount** being 30% contribution towards the initial funding gap in terms of clause 3 (c) of Joint Note dated 27.04.2010 and clause 2 (IV) (b) of the settlement dated 27.04.2010. The total amount due from me will be refunded to the Bank on or before 29.11.2010.

Signature :  
Name in full :  
Category ): (Officer/Clerk/Sub staff :  
Date of Joining :  
Date of Retirement :  
Mode of Retirement :  
P.F. Account No. :  
Last Working Branch :  
Present Residential address :

Telephone No.:

(Signature attested)\*

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

(To be attested by AGM/Chief Manager /Manager as the case may be under his full signature and PF No)

---

**ACKNOWLEDGEMENT**

Received application from Shri /Smt. \_\_\_\_\_  
for opting pension as per Br. Cir. No ----- Dated.----- . You are requested to  
refund the required amount on or before 29.11.2010, thereafter your option for  
pension will be registered with the Bank.

Date :

Chief Manager/ Manager

**APPLICATION FOR COMMUTATION OF PENSION**

The Assistant General Manager,

Date

**BANK OF INDIA**

HEAD OFFICE:

Terminal Benefits Division, HR Department  
Star House, 3<sup>rd</sup> floor, (West) wing,  
C-5, "G" Block, Bandra-Kurla Complex,  
P.B. No.8135, Bandra (East), Mumbai - 400 051.

Dear Sir,

**Bank of India (Employees') Pension  
Regulations, 1995  
Commutation of Pension**  
-----

1. Please refer to my option letter dated \_\_\_\_\_ exercising option for Bank of India (Employees') Pension Regulations, 1995
2. I hereby apply for commutation of my pension to the maximum permissible under Pension Regulations, 1995.

Yours faithfully,

\_\_\_\_\_

Full Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PF A/c. No. : \_\_\_\_\_

(Option form to be filled in by the Employees who are in the service of the Bank as on 27.04.2010 and want to change option from CPF to PENSION)

TO BE SENT TO TERMINAL BENEFITS DIVISION, HR



Pensioner's Photograph Joint with Wife
--

**PENSIONER'S PROFILE (Please submit in duplicate) ORIGINAL**  
**(PLEASE FILL UP IN BLOCK CAPITALS)**

- I. (1) Full Name \_\_\_\_\_  
(FIRST NAME) (MIDDLE NAME) (SURNAME)
- (2) Sex. Male/Female \_\_\_\_\_
- (3) Identification Mark (if any) \_\_\_\_\_
- (4) Date of Birth \_\_\_\_\_ PAN No. \_\_\_\_\_
- (5) Date of Joining Bank service \_\_\_\_\_
- (6) Date of Ceasing to be in service \_\_\_\_\_
- (7) Mode of cessation from service Retirement on Superannuation /VRS 2000
- (8) Category at Retirement Officer (Scale Grade) / Clerk / Sub-ordinate Staff
- (9) Provident Fund Account No. \_\_\_\_\_
- (10) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (11) Branch / Office of last posting \_\_\_\_\_ Branch \_\_\_\_\_ Zone \_\_\_\_\_
- (12) Branch from where pension payment is desired \_\_\_\_\_ Branch \_\_\_\_\_ Zone \_\_\_\_\_
- (13) Savings Bank A/C No.(15 Digit) \_\_\_\_\_
- (14) Have you obtained Commercial Employment? Yes/ No. If "Yes" please state date of Permission by the Competent Authority \_\_\_\_\_
- (15) If "No" do you intend to take up Commercial Employment? Yes/ No. If "Yes" please give reference of your application for Permission from the Competent Authority \_\_\_\_\_

II. PERSONAL DATA OF THE SPOUSE :-

- (1) Full Name \_\_\_\_\_  
(FIRST NAME) (MIDDLE NAME) (SURNAME)
- (2) Relationship with the Pensioner Wife / Husband
- (2) Date of Birth \_\_\_\_\_ PAN No. \_\_\_\_\_
- (3) Identification Mark (If any visible) \_\_\_\_\_
- (4) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. PARTICULARS OF FAMILY MEMBERS OTHER THAN SPOUSE (Family as defined under Regulation of Bank of India (Employees') Pension Regulations, 1995

Name	Relationship	Date of Birth
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

I declare that the above information is true and correct. Should you however require any documentary evidence, I shall produce the same on demand.

Date:

Signature

Note : Please enclose 2 passport sized photographs of the pensioner and 2 joint passport sized photographs of the pensioner with the spouse.

INDIAN BANKS' ASSOCIATION  
Stadium House, 6<sup>th</sup> Floor, Block 3,  
Veer Nariman Road, Mumbai-400020.  
Phone:2844999(Stadium House)2182288(W.T.C.)  
Gram:BANKSLINK Telex:011-82373  
Fax:2335638/2184222

No. PD/CIR/76/G(ii)/592  
July 5, 1997

Private & Confidential

Designated Officers of  
Member Banks which are parties to the  
Bipartite Settlement on pension

Dear Sirs.

Bank (Employees) Pension Regulations, 1995 –  
Medical Examination

In terms of the existing provisions, if a pensioner eligible for superannuation pension or pension on voluntary retirement or premature retirement pension applies for commutation after one year from the date of retirement, the same has to be permitted subject to medical examination. Similarly, in cases where invalid pension or compassionate allowance or compulsory retirement pension is admissible, the pensioner shall be eligible to commute a fraction of his pension after he has been declared fit by a medical officer approved by the bank.

Medical examination is intended to assess whether the retiree should be allowed to commute any portion of the pension and if allowed, what should be the additions of years to his actual age, as there is a strong nexus between the employee's age and the rate of commuted value. Thus, determination of the employee's age for the purpose of commutation is required to be done independently of his age as per declaration/documentary proof, but it will not in any case be less than the declared age. Factors that would possibly need to be kept in view in determining the age would, therefore, include -

- (i) the general state of his health;
- (ii) major disease, if any, from which the employee is suffering at the time of examination;
- (iii) past medical history.

We enclose herewith the list of points to be kept in view by Bank's Medical Officers while carrying out medical examination of retired employees seeking commutation of pension. The list has been compiled by the Reserve Bank of India.

The Banks may consider adopting the same and a copy of these points may be made available to the Medical Officers approved by the Banks for this purpose.  
Yours faithfully,

(V B Gupta)  
DEPUTY PERSONNEL ADVISER  
Encl:

**List of points to be kept in view by Banks Medical Officer while carrying out Medical examination of Retired employees seeking commutation of Pension**

- i) Bank's Medical Officers should carefully go through the Form prescribed for recording findings of medical examination. Since the Form has been devised on the lines of the one used in Government of India for similar purpose, it should be accepted as it is without any material change.
- ii) The minimum investigations if required to be done with reference to pathological/radiological/ECG should be got done through clinic of Bank's Medical Officer's choice. Once the reports are at hand, Bank's Medical Officer should proceed with his own examination of the employee.
- iii) There is no definite formula or yardstick for fixation of age for commutation purposes. At the same time, there should be objectivity, leaving least scope for unreasonable decision in arriving at the age. If the addition to the declared age as recommended by the Bank's Medical Officer is not acceptable to the employee, he is free to withdraw his commutation application. Therefore, the Bank's Medical Officer after examination should record his findings in the prescribed form and send it to the office in a closed cover, without discussing the findings with the employee.
- iv) For fixing the age, Bank's Medical Officer is required to come to conclusion after examination as to how far the life span of the employee would get curtailed because of the disease or how far the same is likely to be prolonged despite disease. For example, an employee suffering from such malignancy as is likely to drastically curtail his life span, he should not be allowed commutation facility.
- v) However, if the employee is suffering from malignancy without Metastasis where with early surgery/treatment, life expectancy is for considerable number of years, such cases should be recommended for commutation by adding 1 or 2 or more number of years to his actual age according to the outset of the year of such malignancy. A similar approach should be adopted by Bank's Medical Officers to examine cases of kidney dialysis, kidney transplant, intractable and resistant cases of tuberculosis with fibrotic and emphysematic lungs and other life threatening diseases where commutation is to be rejected.

Similar view may be taken for chronic diseases like asthma, diabetes, hypertension, acute and crippling rheumatic disorders, ulcerative colitis, etc. where on the basis of extent of suffering, Bank's Medical Officer should come to conclusion whether addition of years to age is called for and if so how much. Same is true of breast and colorectal malignancies. It may be noted that addition to the age, if any, should be recommended in one or more completed years and not in months.

- vi) A number of employees may have cardiovascular episodes existent during their service or after retirement. Very few will have silent ECG changes without awareness and without having treatment. The extent of disability will be different for different persons and Bank's Medical Officer's recommendation in fixing the age will not be same for all.

If a person examined does not project any risk factor (i.e. if he has no active illness, he is with normal weight, Blood Pressure, pulse according to age, is not diabetic, does not smoke or is not habitually alcoholic), Bank's Medical Officer should straight away certify his actual declared age without any addition thereto for commutation.

It is in the cases of cardiovascular disability with or without diabetes one has to apply his mind to arrive at fixing the age. Person may be evaluated on the basis of : -

Hypertension - mild, moderate, severe, duration, controlled with medication, whether had stroke?

Added risk factors - overweight, smoking, alcoholic, diabetes, stress

Diabetes - mild, moderate, severe, history of retinopathy, gangrene, amputation; on treatment, controlled, etc.

Added risk factors - as above

Cardiac - Person with history stable/unstable angina. Had cardiac Ischemia, hospitalized, 1<sup>st</sup> attack, 2<sup>nd</sup> attack so on, angiography done, coronary blocks, bypass surgery done/suggested/not done, etc. with or without above risk factors etc.

Neurological - Paralytic episodes, parkinsonism, Myasthenias.

Kidney - failures, dialysis, advised transplant.

Other serious illness - not given as example, here.

When the above pattern of evaluating health profile is understood, Bank's medical officer has to decide the seriousness of the illness and how it will affect the life span of the employee, and fix the age by adding one, two or three or four years for the actual age based on the seriousness of the disease.

As a matter of precaution, addition of 4 years should be made in cases where employee have undergone bypass surgery/open heart surgery/angioplasty/ kidney transplant or has fixed a pace-marker.

TO BE SENT TO TERMINAL BENEFITS DIVISION, HR



Pensioner's Photograph Joint with Wife
--

**PENSIONER'S PROFILE DUPLICATE**  
(PLEASE FILL UP IN BLOCK CAPITALS)

- I. (1) Full Name \_\_\_\_\_  
(FIRST NAME) (MIDDLE NAME) (SURNAME)
- (2) Sex. Male/Female \_\_\_\_\_
- (3) Identification Mark (if any) \_\_\_\_\_
- (4) Date of Birth \_\_\_\_\_ PAN No. \_\_\_\_\_
- (5) Date of Joining Bank service \_\_\_\_\_
- (6) Date of Ceasing to be in service \_\_\_\_\_
- (7) Mode of cessation from service \_\_\_\_\_ Retirement on Superannuation /VRS 2000
- (8) Category at Retirement \_\_\_\_\_ Officer (Scale Grade) / Clerk / Sub-ordinate Staff
- (9) Provident Fund Account No. \_\_\_\_\_
- (10) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (11) Branch / Office of last posting \_\_\_\_\_ Branch \_\_\_\_\_ Zone \_\_\_\_\_
- (12) Branch from where pension payment is desired \_\_\_\_\_ Branch \_\_\_\_\_ Zone \_\_\_\_\_
- (13) Savings Bank A/C No.(15 Digit) \_\_\_\_\_
- (14) Have you obtained Commercial Employment? Yes/ No. If "Yes" please state date of Permission by the Competent Authority \_\_\_\_\_
- (15) If "No" do you intend to take up Commercial Employment? Yes/ No. If "Yes" please give reference of your application for Permission from the Competent Authority \_\_\_\_\_

## II. PERSONAL DATA OF THE SPOUSE :-

- (1) Full Name \_\_\_\_\_  
(FIRST NAME) (MIDDLE NAME) (SURNAME)
- (2) Relationship with the Pensioner \_\_\_\_\_ Wife / Husband
- (2) Date of Birth \_\_\_\_\_ PAN No. \_\_\_\_\_
- (3) Identification Mark (If any visible) \_\_\_\_\_
- (4) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## III. PARTICULARS OF FAMILY MEMBERS OTHER THAN SPOUSE (Family as defined under Regulation of Bank of India (Employees) Pension Regulations, 1995)

- |     | Name  | Relationship | Date of Birth |
|-----|-------|--------------|---------------|
| (1) | _____ | _____        | _____         |
| (2) | _____ | _____        | _____         |
| (3) | _____ | _____        | _____         |

I declare that the above information is true and correct. Should you however require any documentary evidence, I shall produce the same on demand.

Date:

Signature

Note : Please enclose 2 passport sized photographs of the pensioner and 2 joint passport sized photographs of the pensioner with the spouse.

Name of Bank: - BANK OF INDIA.

ANNEXURE VI-A

**PART I**

**Declaration by the Pensioner for  
Facilitating Medical Examination by  
the Medical Officer**

SPACE FOR  
AFFIXING  
ATTESTED  
PASSPORT SIZE  
PHOTOGRAPH

The applicant must complete this statement prior to his examination by the Medical Officer and must sign the declaration appended thereto in the presence of Medical Officer.

1. Name in full (in block letters)
2. Date of Birth (as per Bank's service Record)
3. Particulars regarding parents  
Father's age, if living and state of health  
Father's age at death and cause of death  
Mother's age, if living and state of health  
Mother's age at death and cause of death
4. Have you been considered for grant of invalid Pension ?  
If so, state the grounds thereof.
5. Have you been granted leave on medical certificate  
During the last three years of your service? If so, state  
periods of leave and nature of illness.
6. Have you during the last three years period
  - a) suffered from any major illness requiring hospitalization?  
If so, the nature of illness and period of hospitalization  
may please be indicated; or
  - b) Undergone any major surgical operation
  - c) Lost or gained weight markedly

---

**Declaration by Applicant**

(to be signed in the presence of Medical Officer)

I declare all the above answers to be, to the most of my belief , true and correct.

I am fully aware that by willfully making a false statement or concealing a relevant fact, I shall incur the risk of losing the commutation.

\_\_\_\_\_  
Applicant's signature or thumb impression  
In case of illiterate applicant

\_\_\_\_\_  
(Signature of Medical Officer)



Form No.4

**PART II**

Medical Details of the Pensioner  
(to be filled by the examining Medical Officer)

1. Apparent age :
2. Height :
3. Weight :
4. Describe any scars or identifying marks of the applicant :
5. Pulse rate - :
  - (a) Sitting
  - (b) Standing
- What is character of pulse
6. Blood Pressure :- :
  - (a) Systolic
  - (b) Diastolic
7. Is there any evidence of disease of the main organs :- :
  - (a) Heart
  - (b) Lungs
  - (c) Liver
  - (d) Spleen
  - (e) Kidney
8. Investigations (wherever considered necessary by the Medical Officer) :
  - (i) Urine  
(State specific gravity)
  - (ii) Blood
  - (iii) X-Ray Chest
  - (iv) E.C.G.
9. Any additional finding :

**FORM NO.4**

**PART III**

(Certificate of Fitness for Payment of Commutation of Pension)  
(To be filled by the examining Medical Officer)

I/We have carefully examined Shri / Smt./ Kum. \_\_\_\_\_  
\_\_\_\_\_ and am/are of opinion that -

He/She is in good bodily health and has the prospect of an average duration of life.

OR

He/She is not in good bodily health and is not a fit subject for commutation.

OR

Although he/she is suffering from \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ he/she is considered fit  
subject for commutation but his/her age for the purpose of commutation, i.e. the age  
next birthday should be taken to be \_\_\_\_\_ (in words) years more  
than his/her actual age.

Place :

Date :

\_\_\_\_\_  
Signature and designation of  
examining Medical Officer  
Name :

Address:

Regd. No.:

(TO BE ISSUED ON BRANCH LETTERHEAD)  
Draft of Letter to Medical Officer  
Referring the Pensioner for Medical Examination)

Ref. No.: \_\_\_\_\_

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

To

Dr. \_\_\_\_\_  
(Medical Officer)

Sir/Madam,

**Medical Examination - Commutation of Pension**

Shri/Smt./Kum. \_\_\_\_\_ who retired from the service on \_\_\_\_\_ as \_\_\_\_\_ (Designation) has applied for commuting a fraction of his/her pension for a lump sum payment. The following documents are forwarded herewith :

- (a) Application for commutation in original,
- (b) Form No.4 (Part I, II and III as per Annexure VI - A,B,C)

In terms of Regulation 41 (7) of Bank (Employees) Pension Regulations, 1995 (commutation of pension) Shri/Smt./Kum. \_\_\_\_\_ should be examined by a Medical Officer.

Please submit your report in the form annexed and handover the same in closed cover to the signatory of this letter.

Yours faithfully,

(Designated Authority)  
Branch Manager

The Assistant General Manager,  
**BANK OF INDIA**  
 HEAD OFFICE:  
 Terminal Benefits Division, HR Department  
 Star House, 3<sup>rd</sup> floor, (West) wing,  
 C-5, "G" Block, Bandra-Kurla Complex,  
 P.B. No.8135, Bandra (East), Mumbai - 400 051.

**NOMINATION FOR PENSION / COMMUTATION**  
**YOUR REF.NO. \_\_\_\_\_**

I, \_\_\_\_\_ hereby nominate the person / persons mentioned below who is / are members of my family, and confer on him / them the right to receive, to the extent specified below, any amount of pension / commuted value of pension in the event of my death without receiving the pension / commuted value of pension which having become admissible may remain unpaid upon my death.

Name & address of nominee/ s	Relationship with the pensioner	Age (date of birth in case of minor)	Amount of the share of pension / commuted value of pension payable to each

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Place :

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

PF A/c.No. \_\_\_\_\_

Note :

- (i) The share of the pension / commuted value of pension should cover the whole amount.
- (ii) In case the nominee is minor, his / her share should be payable to the legal Guardian appointed by the Competent Court.

Name of witness

Signature of Witness

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(THE LETTER TO BE ISSUED BY THE BRANCH TO THE PENSION OPTEE RETIRED  
PRIOR TO 27.04.2010 ON BRANCH LETTERHEAD)

BY COURIER/  
HAND DELIVERY



Ref. No. \_\_\_\_\_

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

Shri / Smt. \_\_\_\_\_  
Address \_\_\_\_\_

Sir / Madam,

Ref. Your option for Pension  
-----

We refer to your application for exercising option for Pension.

We request you to refund the difference amount between bank's contribution of PF paid (including Bank's PF on arrears) Plus 56% thereon and commutation amount payable to you is Rs. \_\_\_\_\_ (in words \_\_\_\_\_).

Amount Paid to you (Total bank contribution plus 56%)	:	_____
Commutation amount payable to you	:	_____
Difference amount payable by you	:	_____

You are requested to refund the said amount on or before 29.11.2010, failing which it will be deemed that you are not interested in opting for Bank's Pension Scheme. No further communication / representation will be entertained thereafter, which please note.

Thanking you,

Yours faithfully,

Branch Manager

---

**Address of the Branch**

(THE LETTER TO BE ISSUED BY THE BRANCH TO THE PENSION OPTEE RETIRED  
AFTER 27.04.2010 ON BRANCH LETTERHEAD)

BY COURIER/  
HAND DELIVERY



Ref. No.

Date :

Shri / Smt. \_\_\_\_\_  
Address

Sir / Madam,

Ref. Your option for Pension  
-----

We refer to your application for exercising option for Pension.

We request you to refund the difference amount between bank's contribution of PF paid (including Bank's PF on arrears) Plus 2.8 times of revised pay for the month of November, 2007 and commutation amount payable to you is Rs. \_\_\_\_\_ (in words \_\_\_\_\_).

Amount Paid to you (Total bank contribution plus 2.8 times of revised pay for the month of November, 2007)	:	_____
Commutation amount payable to you	:	_____
Difference amount payable by you	:	_____

You are requested to refund the said amount on or before 29.11.2010, failing which it will be deemed that you are not interested in opting for Bank's Pension Scheme. No further communication / representation will be entertained thereafter, which please note.

Thanking you,

Yours faithfully,

Branch Manager

---

**Address of the Branch**

(TO BE FILLED BY THE BRANCH / OFFICE)

RFF NO

**TO BE SENT TO TERMINAL BENEFITS DIVISION, HR DEPT. HEAD OFFICE  
THROUGH YOUR ZONAL OFFICE**

(Please use for all categories of Pensions EXCEPT Family Pension)

**I. SERVICE PARTICULARS OF THE EMPLOYEE (PENSIONER)**

- (A) Full Name \_\_\_\_\_
- (B) Category: Officer / Clerk / Spl.Asst. /Substaff (Full Time / Part Time)
- (C) Date Of Birth \_\_\_\_\_
- (D) Date Of Joining \_\_\_\_\_ (As \_\_\_\_\_) If Part Time, Date Of Joining  
As Part Time \_\_\_\_\_ Scale wages 1/3, 1/2, 3/4, etc./ converted to full time
- (E) Educational Qualifications \_\_\_\_\_
- (F) Date Of Promotion \_\_\_\_\_
- (G) Mode Of Retirement: Superannuation / Voluntary Retired under VRS 2000, Scheme
- (H) Date Of Retirement: (Last Day Of Employment): \_\_\_\_\_
- (I) Total Service In The Bank: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ days  
Less Non- Qualifying Service: \_\_\_\_\_ Years \_\_\_\_\_ Months  
Service Qualifying For Pension: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ days

**II. LAST 10 MONTHS EMOLUMENTS DRAWN**

Month / Year	Pay cut by NPNA	Basic Pay (Including Stagnation Increments) (Rs.)	Special Pay (Only For Award Staff) (Rs.)	ALLOWANCES DRAWN			Officiating Allowance (Rs.)
				Graduation Pay / PQP (Rs.)	Fixed Personal Pay (Rs.)	CCA reckoned for PF Award Staff only (Rs.)	
JAN							
FEB							
MAR							
APR							
MAY							
JUNE							
JULY							
AUG							
SEPT							
OCT							
NOV							
DEC							
TOTAL							

**III.****CERTIFICATE****(Strike off what is not applicable)**

- (1) As per our records, the employee has sought / has not sought Bank's permission to take up commercial employment.
- (2) As per our records no disciplinary action is contemplated / pending / initiated against this employee.
- (3) We certify that the employee has exercised a valid option in favour of Pension and is eligible to draw Pension under the Bank of India (Employees) Pension Regulations, 1995.

VERIFIED AND RECOMMENDED  
ENDORSED

BRANCH

RECOMMENDATIONS

SIGNATURE : \_\_\_\_\_  
(CODE No.) \_\_\_\_\_  
AGM / CHIEF MANAGER  
BRANCH : \_\_\_\_\_  
DATE :SIGNATURE : \_\_\_\_\_  
(CODE No.) \_\_\_\_\_  
C.M./A.G.M. /D.G.M. / Z.M.  
\_\_\_\_\_ ZONE  
Date :

**(Option to be exercised by the family member of ex-employee who were in service prior to 29<sup>th</sup> September 1995 and retired/died thereafter prior to 27.04.2010)**

To,  
The Assistant General Manager / Chief Manager / Manager,  
\_\_\_\_\_ Branch / Office.

I hereby declare that I have read and understood the terms of Settlement / Joint Note dated 27.04.2010 for extending another option to join Pension Scheme. I have understood that the terms of the settlement / Joint Note have been arrived at on the basis of Unions / Associations offering to contribute 30% of the initial funding gap assessed for extending another option for joining the pension scheme. I am agreeable to the said contribution of 30% towards the funding gap and hereby voluntarily opt for Bank's pension scheme as per the provisions of the said settlement / Joint Note. I undertake to refund the Bank's contribution to Provident Fund together with accrued interest thereon paid by the bank at the time of retirement/death **plus 56% of the said amount** being 30% contribution towards the initial funding gap in terms of clause 3 (c) of Joint Note dated 27.04.2010 and clause 2 (IV) (b) of the settlement dated 27.04.2010. The total amount due from me will be refunded to the Bank on or before 29.11.2010.

Signature :  
Name in full :  
Category ): (Officer/Clerk/Sub staff :  
Date of Joining :  
Date of Retirement :  
Mode of Retirement :  
P.F. Account No. :  
Last Working Branch :  
Present Residential address :

Telephone No.:

(Signature attested)\*

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

(To be attested by AGM/Chief Manager /Manager as the case may be under his full signature and PF No)

---

**ACKNOWLEDGEMENT**

Received application from Shri /Smt. \_\_\_\_\_  
for opting pension as per Br. Cir. No ----- Dated.----- . You are requested to refund the required amount on or before 29.11.2010, thereafter your option for pension will be registered with the Bank.

Date : \_\_\_\_\_ Chief Manager/ Manager



**(Option to be exercised by the family member of ex-employee who were in service prior to 29<sup>th</sup> September 1995 and retired/died after 27.04.2010)**

To,  
The Assistant General Manager / Chief Manager / Manager,

\_\_\_\_\_ Branch / Office.

I hereby declare that I have read and understood the terms of Settlement / Joint Note dated 27.04.2010 for extending another option to join Pension Scheme. I have understood that the terms of the settlement / Joint Note have been arrived at on the basis of Unions / Associations offering to contribute 30% of the initial funding gap assessed for extending another option for joining the pension scheme. I am agreeable to the said contribution of 30% towards the funding gap and hereby voluntarily opt for Bank's pension scheme as per the provisions of the said settlement / Joint Note. I undertake to refund the Bank's contribution to Provident Fund together with accrued interest thereon paid by the bank at the time of retirement/death **plus 2.8 times of revised pay for the month of November, 2007** being 30% contribution towards the initial funding gap in terms of clause 3 (c) of Joint Note dated 27.04.2010 and clause 2 (IV) (b) of the settlement dated 27.04.2010. The total amount due from me will be refunded to the Bank on or before 30.10.2010.

Signature :  
Name in full :  
Category ): (Officer/Clerk/Sub staff :  
Date of Joining :  
Date of Retirement :  
Mode of Retirement :  
P.F. Account No. :  
Last Working Branch :  
Present Residential address :

Telephone No.:

(Signature attested)\*

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

(To be attested by AGM/Chief Manager /Manager as the case may be under his full signature and PF No)

---

**ACKNOWLEDGEMENT**

Received application from Shri /Smt. \_\_\_\_\_  
for opting pension as per Br. Cir. No ----- Dated.----- . You are requested to refund the required amount on or before 30.10.2010, thereafter your option for pension will be registered with the Bank.

Date :

Chief Manager/ Manager

**APPLICATION FORM FOR FAMILY PENSION**

**ANNEXURE XII**

To,  
The Trustees  
Bank of India Pension Trust  
Mumbai.

Affix latest  
Passport size  
Photo of the  
applicant

Dear Sir,

**Request for Family Pension**

I regret to inform you that Shri / Smt. \_\_\_\_\_ who was employee of the Bank died on \_\_\_\_\_.

After his / her death, I am the first / next family member being wife / son / daughter of deceased employee eligible for family pension.

I therefore request you to grant me family pension as per Bank's Pension Scheme, 1995.

I submit the required particulars as under :-  
(fill the applicable column)

- (i) Full Name of the Applicant :
  - (a) Widow / Widower :
  - (b) Unmarried Son :  
(not over 25 years)
  - (c) Un married Daughter :  
(not over 25 years)
  - (d) guardian in case of minor / :  
physically & mentally  
handicapped child
- (ii) Date of Birth (Family pensioner) :
- (iii) Whether employed / not employed :
- (iv) Savings Bank A/C No. :

I hereby declare that :-

- (a) I have not again married / remarried
- (b) I have been appointed / not appointed by the Bank on compassionate grounds

I submit herewith :-

- (a) A certified copy of death certificate of the pensioner
- (b) A certified copy of Birth Certificate / School Leaving Certificate
- (c) Latest Passport size photograph of self (two)
- (d) Latest Passport size photograph of the next family member eligible for family pension
- (e) Other relevant documents establishing identity such as photocopy of election identity card
- (f) In case of family pension for son or daughter who are physically crippled or suffering from disorder or disability of mind-certificate from the Doctor approved by the Bank to the effect that the disability or handicap is of such a nature as to prevent him / her from earning livelihood, stating exact mental or physical condition of a child (such certificate is to be produced every three years to the Bank).

Yours faithfully,

Signature / Thumb impression  
of the applicant / legal guardian

Witness : (X)

- (1) Signature :  
Name :  
Address :
- (2) Signature :  
Name :  
Address :

(To be submitted in duplicate)

I.

**FAMILY PENSIONER'S PROFILE**

- (1) Full Name of Applicant : Mr./Mrs./Ms.  
(in block letters)
- (2) Sex-Male / Female : \_\_\_\_\_
- (3) Identification Marks : \_\_\_\_\_
- (4) Date of Birth of Applicant : \_\_\_\_\_
- (5) Permanent Address of Applicant : \_\_\_\_\_
- (6) Branch from where pension  
Payment is desired : Branch  
Zone
- (7) 15 digit Savings Account Number : \_\_\_\_\_
- (8) Relationship with the Deceased Pensioner :  
(Widow / Widower / Son / Daughter)
- (9) Marital Status of the Applicant : Unmarried / Remarried

II.

Family members (only Sons / Daughters)	Relationship with Deceased employee	DD YY	Date of Birth	MM
(1) _____	_____	_____	_____	_____
(2) _____	_____	_____	_____	_____

I hereby declare that above information is true and correct. Should you however require any documentary evidence, I shall produce the same on demand.

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

\_\_\_\_\_  
(Signature / Thumb Impression)  
of family pension applicant

**FOR OFFICE USE ONLY**

III.

**PERSONNEL DATA OF THE DECEASED EMPLOYEE**

- (1) Full Name (in block letters) : \_\_\_\_\_
- (2) Date of Birth : \_\_\_\_\_
- (3) Date of Joining Bank's service : \_\_\_\_\_
- (4) Date when retired (if applicable) : \_\_\_\_\_
- (5) Date of Demise : \_\_\_\_\_
- (6) Name of Branch from where retired /  
ceased to be in service : \_\_\_\_\_
- (7) Category at the time of Retirement /  
Death : Officer / Clerk / Substaff  
(full time / part time)
- (8) Provident Fund Account No. : \_\_\_\_\_

Sign. / Thumb impression of \_\_\_\_\_ Attested

Chief Manager / Manager (P.F No. \_\_\_\_\_ )  
\_\_\_\_\_ Branch

**Declaration regarding non-marriage / re-marriage  
To be submitted by surviving spouse at the time of  
Initial disbursement and thereafter once in six month  
As of May and November**

-----

The Assistant General Manager /  
The Chief Manager / Manager

\_\_\_\_\_ Branch

**My Pension Account**

I am / will be drawing Family Pension through your Branch. As required under the Bank of India (Employees) Pension Regulations, 1995 I hereby declare that till date I am, after the death of my spouse, not re-married. Further, in case I get remarried at any future date, I undertake to advise you / the Pension disbursing Branch immediately.

\_\_\_\_\_  
Signature / Thumb  
Impression

Place :

\_\_\_\_\_  
Name of the Pensioner

Date :

**Certificate from Branch Officer**

I hereby certify that to the best of my knowledge and belief the above declaration made by \_\_\_\_\_ signed in my presence is correct.

\_\_\_\_\_  
(Signature of Bank Officer with  
P.F. No-----.)

Place :

Name: \_\_\_\_\_

Date :

Designation : \_\_\_\_\_

**Certificate of Non-marriage to be submitted  
by unmarried Daughter / Son**

The Assistant General Manager /  
The Chief Manager

\_\_\_\_\_ Branch

I hereby declare that I am not married.

I undertake to immediately advise the pension disbursing Branch in case I get married at any future date.

\_\_\_\_\_  
Signature / Thumb Impression

Place :

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

\_\_\_\_\_  
Name of the Pensioner

The Assistant General Manager /  
The Chief Manager

\_\_\_\_\_ Branch

I hereby certify that to the best of my knowledge and belief the above declaration made by \_\_\_\_\_ signed in my presence is correct.

\_\_\_\_\_  
(Signature of Bank Officer with  
P.F No. ....)

Place :

Name : \_\_\_\_\_

Date :

Designation : \_\_\_\_\_

(TO BE FILLED BY THE BRANCH / OFFICE)

BANK OF INDIA

REF.NO.

\_\_\_\_\_ ZONE  
**WORKSHEET FOR FAMILY PENSION CASES ONLY**

I. Ex-staff : Shri / Smt. \_\_\_\_\_  
 (Surname) (First Name) (Middle Name)

Category : Officer / Clerk / Sub staff (Full time / Part time) ⊗1/3 or 2/3 or 3/4)

Date of Death : \_\_\_\_\_ PF Account No.: \_\_\_\_\_

Last working date : \_\_\_\_\_ Grade : \_\_\_\_\_ Qualification: \_\_\_\_\_  
 (Attending Office)

Total service in Bank \_\_\_\_\_ Years \_\_\_\_\_ Months

Less Non-Qualifying service \_\_\_\_\_ Years \_\_\_\_\_ Months

Service qualifying for Pension \_\_\_\_\_ Years \_\_\_\_\_ Months

II. **Details of Emoluments Actually Drawn / payable for the month prior to the date of retirement / death**  
 -----

Last Month / Year	Basic Pay (Including Stagnation Increments) (Rs.)	Special Pay (Only For Award Staff) (Rs.)	ALLOWANCES DRAWN		CCA reckoned for PF Award Staff only (Rs.)	Officiating Allowance (Rs.)
			Graduation Pay / PQP (Rs.)	Fixed Personal Pay (Rs.)		
Actual Salary Drawn						
Payable for the last month						
TOTAL						

III.

**CERTIFICATE**

We certify that,

- (1) The employee has opted for Pension
- (2) No disciplinary action was pending / initiated / contemplated against the employee at the time of Retirement / Death
- (3) The information given in the sheet is verified and found correct.

Branch Recommendation endorsed

Verified &amp; Recommended \_\_\_\_\_

Chief Manager / Manager

Zonal Manager

Name \_\_\_\_\_

\_\_\_\_\_ Zone

\_\_\_\_\_ Branch

PF No. \_\_\_\_\_

PF No. \_\_\_\_\_

Date :

Date :

Branch Seal :

**Non-employment / Re-employment Certificate**

I, Shri / Smt. \_\_\_\_\_ (Pension Ref. No. \_\_\_\_\_ / Ex-gratia No. \_\_\_\_\_) hereby declare that I am not employed / re-employed under Government / Public Sector Undertakings / Autonomous Body. I further declare that I am not employed / re-employed or absorbed in a Central / State Government / Corporation Undertakings or in an Autonomous Body. In the event of my employment / re-employment I shall intimate the Bank as required in Pension Regulation No.40 (1) (b) / 50.

Signature

Date :  
Name :  
Pension Reference :  
Address :

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