

 <p>ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್ Karnataka Gramin Bank ವಿಶ್ವಾಸದ ಪ್ರತೀಕ</p>	<p>Karnataka Gramin Bank Head Office: Ballari HR Wing: Staff section</p>	<p>Circular No. : 303 /2019-20 Index No. : 55 /2019-20 Date : 24.10.2019</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------

SUB: Submission of Life Certificate, Certificate of Non-Marriage/ Re-Marriage and Acceptance/ Non-acceptance of Commercial Employment by our Ex-employee Pensioners and Family Pensioners

The Ex-employee pensioners of our Bank and their Family Pensioners are required to submit their Annual Life Certificates (LC) during the month of November every year in Person to the Pension disbursing Branch only (i.e. where the Pension Credit Savings account is maintained). Submission of Life Certificate on or before 30th November every year is mandatory for release of pension.

Further, as per Pension Regulations 2018, along with Life Certificate, Non-Employment Certificate is to be submitted by Ex-employee Pensioners upto one year from the date of retirement and the Family Pensioners of Ex-employees are required to submit the declaration regarding re-marriage/Marriage. Further the Family Pensioners other than the spouse of the deceased Ex-employee (E.g. Son/Daughter of the Ex-employee) are required to submit Non-employment Certificate along with the Life Certificate and the declaration regarding re-marriage/marriage. The formats of the above said certificates are enclosed as annexure to this circular.

The Life Certificate format contains the acknowledgement portion which should be handed over to Pensioner duly signed by the Branch Manager.

Procedure for e-PKGB ex-Employees Pensioners/Family Pensioners :

- i) Branch Head has to ensure that the Life Certificate submitted by the Pensioner/Family Pensioner has been updated in HRMS immediately and the Hard copy of the Life Certificate submitted by the Pensioner/Family Pensioner shall be preserved in the Branch Records along with Branch PPO copy of the concerned Pensioner compulsorily and should not be sent to Head Office.
- ii) If any Pensioner/Family Pensioner requested to transfer Pension crediting SB A/c to another branch, in such cases the transferor Branch has to send the Life Certificate/Acceptance/Non-acceptance of commercial employment/Certificate of Non-marriage/Re-marriage(as applicable) along with PPO copy submitted to the transferee Branch with an intimation to Pension section HO Ballari.
- iii) On submission of life certificate by the Pensioner Branch Head/Officer has to update the same in HRMS. The submitted Life Certificate/Acceptance/Non-acceptance of commercial employment/Certificate of Non-marriage/Re-marriage (as applicable) should be scanned and uploaded in HRMS compulsorily.

The Procedure for updating the Life Certificate in HRMS is as follows:-

- Navigate to **My services >> pension >> Life Certificate (Or alternately Quick Links >> Personal Actions >> Life Certificate)**
- Select the Pensioner Type Ex-employee Pensioner/Family Pensioner.
- Enter the Staff Number (Kindly note in case of Ex-employee Pensioners retired prior to 01.04.2016, kindly prefix 7 followed with applicable number of zeros followed by staff number, maximum allowed is 8 digits) in the main section and press enter. Default details such as Staff name, Bank account No., Branch DP code, Branch name and PPO No. will be populated by the system for Ex-Employee Pensioner. In case of Family Pensioner the same has to be entered manually.
- Enter the Mobile Number, Email ID and Aadhaar Number of Ex-employee Pensioner/Family Pensioner. Please note Mobile Number and Aadhaar Number is mandatory in HRMS.
- For attaching the applicable scanned certificates, click on browse and select the file and click on “upload” button. For deletion of the said document before submission, select the file and click on “Delete” button.
- Tick the declaration line and click on submit button for updating the Life Certificate in HRMS.
- No Approvals are required for updating the Life Certificate in HRMS.
- For viewing the submitted life certificate, select the **Search** radio button enter the staff number and year in search section and click on search button. System will display the details updated.

Please note that if life certificate submitted by the pensioner is not updated in HRMS by the branch, the system will treat it as non submission and will not allow to disburse Pension from the month of December of the concerned year.

Branches may feel free to contact for any queries regarding Submission of Life Certificate through phone 08392-236417 and email id pw.pension@kgbk.in and for technical issues through 080-26087552 and helpdeskrms.pkgb@kgbk.in

iv) Bank has taken steps for Dispatching of Pension Payment Order (PPO) to the concerned Pensioner/Family Pensioner. The Pensioner shall submit Life Certificate immediately and need not wait for receipt of PPO. The PPO number shall be automatically populated in HRMS based on the staff number entered.

Procedure for e-Kaveri ex-Employees Pensioners/Family Pensioners :

i) Since the migration of e-Kaveri Branches is under process and until completion of migration of all e-Kaveri Branches, the Ex-employee Pensioner and Family Pensioner of e-Kaveri shall submit the life certificate and other applicable certificate in the format furnished in annexure manually in duplicate to the Pension Disbursing Branch. In turn the Pension disbursing Branch shall forward one copy of the same to HO Annex, Mysore preserving one copy at Branch along with the PPO.

ii) Please note that if life certificate submitted by the pensioner is not sent to **HO Annex, Mysore**, it will be treated as non submission and Pension will not be disbursed from the month of December of the concerned year.

Bank has initiated steps to link submission of life certificate through “Jeevan Pramaan” portal. On completion of the process we will issue guidelines for online submission. Till such time the present procedure will be continued.

This Memo shall be circulated amongst all staff members of the Branches/Offices.

S J F RAVINDRANATH
GENERAL MANAGER

TO ALL BRANCHES / OFFICES

ANNEXURE

FORMAT OF LIFE CERTIFICATE TO BE SUBMITTED BY EX-EMPLOYEE PENSIONERS OF OUR BANK AND THEIR FAMILY PENSIONERS



LIFE CERTIFICATE

(To be submitted by Karnataka Gramin Bank Ex-employees Pensioners and their Family Pensioners during the month of November every year)

Ex-employee Pensioner <input type="checkbox"/>	Family Pensioner <input type="checkbox"/>	(Tick whichever applicable) Bank PPO No.	<input type="text"/>
Name of the Pensioner / Family Pensioner and relationship with Deceased staff(In case of Family Pensioner, tick whichever applicable)	Sri/Smt	Spouse Son/Daughter Parent	
Staff number			
Name of the Deceased Staff (In case of Family Pensioners)			
14 digit SB A/c number through which pension is credited			
Name and DP code of the Branch where account is maintained			
Mobile number of the Pensioner			
Aadhaar Number of the Pensioner			
Email id of the Pensioner			
(Applicable for Family Pensioner) I hereby declare that : <ul style="list-style-type: none">• My income from all the sources is less than Rs 2550/- PM(In case of Pensioner is Widow without child/Son/Daughter/Parent)• My age as on due date for submission of Life Certificate is less than 25 years(In case of Family Pensioner is son or daughter)			
Signature of the Pensioner / Family Pensioner	→		

Certified that Sri/Smt _____ Staff Number _____ Karnataka Gramin Bank Ex-employee Pensioner /Family Pensioner has submitted Life Certificate / Declaration on re-marriage/marriage/Non-employment certificate as applicable in person on _____ and the same has been preserved in Branch records.

Branch Seal with date

Signature of the Branch Manager
with Seal, name and Staff number



Karnataka Gramin Bank

Acknowledgement

Sri/Smt _____ Staff Number _____ Ex-employee Pensioner /Family Pensioner has submitted Life certificate /Declaration on re-marriage/marriage/Non-employment certificate on _____ as applicable in person.

Date:
Place:

Signature of the Branch Manager
with Seal and Staff number

FORMAT OF CERTIFICATE OF NON-REMARRIAGE/NON-MARRIAGE



KARNATAKA GRAMIN BANK
HEAD OFFICE: BALLARI

CERTIFICATE OF NON-REMARRIAGE / NON-MARRIAGE
(APPLICABLE FOR FAMILY PENSIONERS ONLY)

* I hereby declare that I have not got re-married and I undertake to report the same promptly in the event of my re-marriage. (Applicable for widow / widower Family Pensioner)

* I hereby declare that I am not married and I undertake to report the same promptly in the event of my marriage. (Applicable for un-married daughter Family Pensioner)

(Please strike out whichever is not applicable)

Signature of the Family Pensioner:

Name of the Pensioner:

Name of the Deceased Staff:

Place: Date:

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

(Signature of the Bank's Officer or respectable / well known person)

Place:

Date:

Name:

Designation:

Address:

FORMAT OF CERTIFICATE OF ACCEPTANCE/NON-ACCEPTANCE OF COMMERCIAL EMPLOYMENT



**KARNATAKA GRAMIN BANK
HEAD OFFICE: BALLARI**

CERTIFICATE OF ACCEPTANCE/NON-ACCEPTANCE OF COMMERCIAL EMPLOYMENT

I declare that I have not accepted commercial employment in India.

OR

I declare that I have accepted commercial employment India w.e.f after obtaining previous sanction of the Bank and none of the conditions , if any, attached thereto by the bank has been violated.

OR

I declare that I have accepted commercial employment in India w.e.f Without obtaining the sanction from the Bank

(Please strike out whichever is not applicable)

Date:

Signature of the Pensioner

Name of the Pensioner: PPO No:

SB (Pension) Account No Mobile:

(Note: This declaration is required to be submitted for a period of one year from the date of retirement)