
State Bank of India

Corporate Centre - Mumbai

e-Circular

P&HRD

Sl.No.: 179/2011 - 12

Circular No. : CDO/P&HRD-PPFG/29/2011-12

Friday, June 03, 2011

13 Jyestha 1933 (S)

**All LHOs/Branches/Offices of
State Bank of India**

Madam / Dear Sir,

**IBI/SBI/SBS/SBIN EMPLOYEES' PENSION SCHEMES
IBI/SBI/SBS/SBIN FAMILY PENSION SCHEMES
SUBMISSION OF LIFE CERTIFICATE BY
PENSIONERS/FAMILY PENSIONERS**

At present there are no laid down instructions regarding the periodicity of submission of the Life Certificate by IBI/SBI/SBS/SBIN Pensioners and Family Pensioners. As a result of which a large number of IBI/SBI.SBS/SBIN Pensioners and family pensioners are not regularly submitting their life certificates which may lead to wrong pension payments and also result in recovery related issues at a later date.

2. The matter has been examined at Corporate Centre and it has been decided as under :
 - i. To make it mandatory for all IBI/SBI/SBS/SBIN Pensioners and Family Pensioners to furnish life certificate in the month of November each year on the prescribed format, failing which pension will be stopped two months thereafter i.e. from the month of January.
 - ii. Life certificate in the physical form may be submitted in the prescribed format by the pensioner / family pensioner not necessarily to the home branch where his / her pension account is maintained but to any branch. The acknowledgement of having received the Life Certificate will be issued to the pensioner / family pensioner by the Branch where the Life Certificate is submitted. After receiving the Life Certificate the branch (Home / Non Home) will verify the signature / thumb impression from CBS and update the same in the related HRMS site. Life Certificate can be updated in the HRMS site by any officer of the branch.
 - iii. When Life Certificate is submitted at a Non Home Branch, after updating the record in HRMS, the branch shall forward the original Life Certificate to the Home Branch and retain a copy of the same for their record.

Please note to bring the contents of this circular to the notice of all concerned.

Yours faithfully,

**for Dy. Managing Director &
Corporate Development Officer**

Enclosure : Specimen of Life Certificate for pensioner

ANNEXURE

IBI/SBI/SBS/SBIN PENSION LIFE CERTIFICATE

Certified that Shri / Smta pensioner of the Bank appeared before me today and signed / affixed his / her L.T.I. below in my presence.

Signature / L.T.I.

Branch Manager /
Gazetted Officer

(Office seal)

Date

Name of the Pensioner : _____
P.F.Index Number : _____
Pension A/c No. : _____
Name and Code of the Pension paying Branch : _____

ACKNOWLEDGEMENT

(to be given to the applicant by the Branch receiving the Life Certificate)

Received from Shri/Smt. _____

his / her Life Certificate on _____

Date _____

Branch _____

Signature of the officer
receiving Life Certificate

Seal of the Branch