

State Bank of India
Corporate Centre - Mumbai

e-Circular

P&HRD

Sl. No. : 892/2015-16

Circular No. : CDO/P&HRD-PPFG/62/2015-16

Wednesday, October 14, 2015

22 Ashwin 1937 (S).

All Offices/Branches of
State Bank of India

Madam / Dear Sir,

**PAYMENT OF STAFF PENSION
SUBMISSION OF LIFE CERTIFICATE & ACKNOWLEDGEMENT**

Pensioners and family pensioners are required to submit Life Certificate in the month of November every year and pension payment for the defaulting pensioners gets discontinued from the month of next February.

2. In this connection, it is observed from the various complaints received at this office that staff pensioners have submitted the Life Certificates well in advance and they are holding manual acknowledgement having submitted their life certificate, still they are included in the list of defaulters and their pension is discontinued, reason being non-updation of Life Certificate into the system by the Branches. Inadvertently or negligently these certificates are neither promptly entered nor authorized by the Branches with the result that staff pensioners get a suffering.

3. To overcome this issue, instead of requirement of issue of manual acknowledgement by the branches, CSPPC system is now generating the acknowledgement instantly after updating and authorizing the Life Certificate in the system at Branch.

4. All branches are, therefore, while entering the Life Certificate into the CSPPC system, shall be required to authorize the same into the system immediately and handover the system generated acknowledgement to the staff pensioner. The entire process will be completed in one go and will reduce the incidents of non-updation of the Life Certificate into the system.

5. Please bring the contents of the Circular to the knowledge of all concerned for meticulous compliance.

Yours faithfully,

Sd/-

(Ashwini Mehra)

**Deputy Managing Director
& Corporate Development Officer**