



युनाइटेड बैंक ऑफ़ इंडिया

United Bank of India

प्र.का. : 11, हेमंत बसु सरणी, कोलकाता - 700 001

H.O. : 11, Hemanta Basu Sarani, Kolkata - 700 001

ई-परिपत्र /e-circular

कर्मचारी पेंशन Staff Pension	एसपी क्रम सं. SP's SI No:	5 5	ओ एंड एम सं . O&M No.	478 /18-19 478 /18-19
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Circular No. SP/LC/ 5 / OM-478 / 18-19

15-October-2018

ALL REGIONS/
ALL BRANCHES/
ALL STAFF TRAINING COLLEGES/
ALL DEPRATMENTS AT HEAD OFFICE

Subject : Obtaining Life Certificate & Other periodical certificates from the General Pensioners & Family Pensioners drawing pension under United Bank of India (Employees') Pension Regulations, 1995.

Ref. : Head Office Circular [SP/LC/2/OM-447/17-18](#) dtd. 09.10.2017

The branches are advised to obtain the following Certificates from the General & Family Pensioners drawing pension under United Bank of India (Employees') Pension Regulations, 1995 from the respective branches.

(A) Certificates to be obtained from both the General & Family Pensioner :

- Life Certificates from all the pensioners – Yearly in November
- Non-employment Certificates from the retired Officer employees (Gen. Pensioners only) who retired on or after 01.12.2017 yearly in November

(B) Certificates to be obtained from Family Pensioners :-

- Non/Re-marriage Certificates - Yearly in November, where family pension is drawn by Spouse.
- Non/Re-marriage Certificates half-yearly in May & November & Not earning livelihood certificate monthly, where the family pension is drawn by unmarried son/daughter & dependent parent.
- Disability Certificates once in every 3 years in November, where family pension is drawn by disabled son/daughter.

Authorities of the Staff Pension paying branches are requested to note carefully that, **they are to report the names and PPO Nos. of the Staff Pensioners who failed to submit Life Certificates and/or other declarations during the month of November, 2018 in Form-5 (Enclosed) so that it reaches positively to Staff Pension Department, Head Office within first fortnight of December, 2018.** To ascertain the names of all the staff pensioners, the branch needs to download the monthly pension scroll for the current month from the bank's Intranet site in the FTP Server under the Staff Pension folder (H.O. Circular: [SP/PENSCROL/1/OM-0131/12-13](#) dated 31.05.2012). Life certificate may be signed by an officer of any branch/office of the Bank and needs to be submitted at the respective pension paying branch within the month of November. Branches other than the pension paying branch obtaining life certificate are required to preserve the same at

their end and send the scan copy of the same immediately to the respective pension paying branch through email for their record and necessary action.

The branch head must ensure that they do not send the list of pensioners who have submitted Life Certificate with them and also do not send the originals or copies of Life Certificate or other declarations to Staff Pension Department, but only inform the names & PPO Nos of the defaulting pensioners who have failed to submit Life Certificates and/or other declarations in Form-5 for taking appropriate action against the defaulters by the Staff Pension Department.

The Life certificates and other periodical certificates received from the pensioners are to be carefully preserved in the respective pension file of the pensioners by the branch. **In case of non submission or late submission of Form-5 by the Branches, it would be presumed that all the staff pensioners as mentioned in branch's scroll (ftp://172.16.6.90/STAFF_PENSION) of the branch have submitted their respective life certificate in time. In case of non submission of life certificates and other periodical certificates by the pensioners and non reporting of the same through Form-5 as per the time schedule mentioned above, the concerned Officials of the branch will be held accountable for allowing payment of pension.**

Further, the names & PPO No's of Staff Pensioners who fail to submit Life Certificate within Nov 2018, but submit Life Certificates or other declarations subsequently on later dates are to be intimated from time to time in Form-4 (enclosed).

Considering the impact of non submission of Form No. 5, as stated hereinabove, branches are requested to take all possible steps well in advance to ensure timely submission of required certificates by all pensioners of the Branch.

Branches are once more advised to ensure in **reporting the names and PPO Nos. of the Staff Pensioners who failed to submit Life Certificates and/or other declarations during the month of November, 2018 in Form-5 positively to Staff Pension Department, Head Office within first fortnight of December, 2018. The name & PPO Nos. of the defaultee pensioners who fail to submit required certificate in November 2018 but submit the same subsequently, are to be reported through Form-4 immediate on receipt of the same.**

All required forms/declarations are enclosed which may be downloaded as per requirement.



General Manager
(Human Resources)

जीवित होने का प्रमाण-पत्र

TO BE RETAINED
WITH BRANCH

Life Certificate

(पेंशनभोगी द्वारा वर्ष में एक बार नवंबर में
प्रस्तुत किया जाए)

(To be submitted by Pensioner once in
a year in November)

प्रमाणित किया जाता है कि मैंने पेंशनभोगी श्री/श्रीमती

Certified that I have seen the pensioner Sri/Smt.

.....
(नाम)

.....
(Name)

जो कि.....

Of.....

(पता)

(Address)

.....में रहते / रहती हैं, जिनका

.....Holder of

१.) पी पी ओ सं

1.) PPO No.

२.) बचत बैंक खाता(पेंशन).....

2.) S B (Pension Receiving Account).....

३.) आधार कार्ड.....

3.) AADHAAR NO.....

४.) पैन कार्ड सं

4.) PAN NO

५.) मोबाइल सं

5) Mobile No.....

६.) ईमेल

6.)Email Id

And that he/she is alive on this date.

है, उन्हें देखा है तथा वे आज की तारीख में जीवित हैं ।

Signature of Pensioner.....

पेंशनभोगी का हस्ताक्षर.....

.....
(बैंक के अधिकारी का मुहर सहित हस्ताक्षर)

.....
(Signature of Bank's Officer with Official Seal)

स्थान :

Place:

तारीख:

Date:

नाम:

Name:

पदनाम:

Designation:

पुनर्विवाहित होने का प्रमाण-पत्र

(पारिवारिक पेंशन प्राप्त करने के लिए केवल विधवा के लिए लागू तथा शुरु में एक बार प्रस्तुत किया जाए)

मैं एतद्वारा घोषणा करती हूँ कि / मैंने पुनर्विवाह नहीं किया है और मैं अपने पुनर्विवाह की स्थिति में उक्त तथ्य की रिपोर्ट तुरंत देने का वचन देती हूँ।

स्थान :

तारीख :

हस्ताक्षर

पेंशनभोगी का नाम:

पी पी ओ सं. :

मैं एतद्वारा प्रमाणित करता हूँ कि उपर्युक्त घोषणा मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सही है।

(बैंक के अधिकारी या सम्मानीय/ सुप्रसिद्ध व्यक्ति का हस्ताक्षर)

स्थान :

तारीख:

नाम:

पदनाम:

पता:

Certificate of Re-marriage

(Applicable only for widow recipient of family pension and to be furnished only once at the commencement.)

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.

Place:

Date:

Signature

Name of Pensioner:

PPO No.:

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

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

Place:

Date:

Name:

Designation:

Address:

पुनर्विवाहित होने का प्रमाण-पत्र

(पारिवारिक पेंशन प्राप्त करने के लिए केवल विधवा के लिए लागू तथा शुरु में एक बार प्रस्तुत किया जाए)

मैं एतद्वारा घोषणा करती हूँ कि / मैंने पुनर्विवाह नहीं किया है और मैं अपने पुनर्विवाह की स्थिति में उक्त तथ्य की रिपोर्ट तुरंत देने का वचन देती हूँ।

स्थान :

तारीख :

हस्ताक्षर

पेंशनभोगी का नाम:

पी पी ओ सं. :

मैं एतद्वारा प्रमाणित करता हूँ कि उपर्युक्त घोषणा मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सही है।

(बैंक के अधिकारी या सम्मानीय/ सुप्रसिद्ध व्यक्ति का हस्ताक्षर)

स्थान :

तारीख:

नाम:

पदनाम:

Certificate of Re-marriage

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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.

Place:

Date:

Signature

Name of Pensioner:

PPO No.:

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

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

Place:

Date:

Name:

Designation:

TO BE RETAINED WITH
BRANCH

Acceptance /Non-Acceptance of Commercial Employment

(to be submitted by retired Officers, at the time of commencement of pension and once a year in November)

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

Or

I declare that I have accepted commercial employment in 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 of the Bank.

Place:

Signature.....

Date:

Name of the

Pensioner.....

PPO No.

Note: This declaration is required to be submitted for a period of one year from the date of retirement(Delete whichever is not applicable)

.....

TO BE RETAINED WITH
BRANCH

Acceptance /Non-Acceptance of Commercial Employment

(to be submitted by retired Officers, at the time of commencement of pension and once a year in November)

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

Or

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Or

I declare that I have accepted Commercial Employment in India w.e.f without obtaining the sanction of the Bank.

Place:

Signature.....

Date:

Name of the

Pensioner.....

PPO No.

Note: This declaration is required to be submitted for a period of one year from the date of retirement (Delete whichever is not applicable)

(Please see the next page for details)

Notes :

* Use 6 Character Branch code.

** Write nature of the certificate as indicated below :

'LIF' for Life Certificate.

'EMP' for Non/Re-employment Certificate.

'MAR' for Non/Re-marriage Certificate.

'DIS' for Disability Certificate.

*** Write date of the relevant certificate

**** Write incident reported by the relevant Certificate where necessary as indicated below :

'REEP' for Re-employment.

'MARRIAGE' for Marriage.

'EARNING' for commencement of earning livelihood.

***** Write date of effect of the relevant incident as reported under CERT-INF.

