

MAIN: HRM: 92 / 2010-11



DT. 21.08.2010

SUB: Sal : 18

HO: HRM Department

FILE M-3 S-304

**Sub: Another option to join the Pension Scheme
under the Indian Bank (Employees') Pension Regulations, 1995.**

Offer to join the Pension Scheme		Refund of Bank's Contribution to PF along with the stipulated contribution for funding the gap
Opens on	Closes on	
23.08.2010	21.10.2010	20.11.2010

Indian Banks' Association has entered into a Settlement with the Workmen Unions and signed a Joint Note with the Officers Organizations on 27.04.2010 in respect of extending another option to join the Pension Scheme to those employees who did not opt for pension earlier. Our Board on 20.08.2010 has adopted the guidelines for implementation pending amendments in the Indian Bank (Employees') Pension Regulations, 1995. The details of the Settlement are given below:-

Terms of the Settlement

- (1) All employees (Officers and Award Staff) who are in the service of the Bank as on the date of this Settlement and exercise option to join the Pension Scheme in terms of this Settlement will contribute from their arrears on account of wage revision in terms of the Settlement dated 27th April 2010 an amount of Rs.878.00 crores towards their share in the amount of Rs.1,800.00 crores offered by Officers' Associations and Employees' Unions towards 30% of the estimated funding gap of Rs.6000.00 crores. The said amount is worked out at 2.8 times of the revised pay for the month of November 2007, for individual employees.
- (2) Another option for joining the existing Pension Scheme shall be extended to those employees 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 this Settlement;
 - (b) Exercise an option in writing within 60 days from the date of offer, to become a member of the Pension Fund and
 - (c) Authorize 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.
 - (II) (a) were in service of the Bank prior to 29th September 1995 and retired after that date and prior to the date of this Settlement.
 - (b) exercise an option in writing within 60 days from the date of offer to become a member of the Pension Fund and ...2

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- (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 employee on retirement together with the share in contribution towards meeting 30% of Rs.3115 crores which is estimated and reckoned as the funding gap for those eligible under Clause 2(II), 2(III) and 2(IV) of this agreement. On an individual basis, the payment over and above the Bank's Contribution to Provident Fund and interest thereon has been worked out at 56% of the said amount of Bank's Contribution to Provident Fund and interest thereon received by the employee on retirement.
- (III) Families of those employees who were in the service of the Bank prior to 29th September 1995, retired after that date and died will be eligible for family pension, provided:-
- (a) the family of the deceased employee exercises 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 together with his share in contribution towards meeting 30% of Rs.3115 crores which is estimated and reckoned as the funding gap for those eligible under Clause 2(II), 2(III) and 2(IV) of this agreement. On an individual basis, the payment over and above the Bank's Contribution to Provident Fund and interest thereon has been worked out at 56% of the said amount of Bank's Contribution to Provident Fund and interest thereon received by the employee on retirement.
- (IV) The family 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 will be eligible for family pension, provided:-
- (a) the family of the deceased employee exercises option in writing within 60 days of the offer to become a member of the Pension Fund and
- (b) refunds within 30 days after expiry of the said period of 60 days mentioned above, the entire amount of the Bank's Contribution to the Provident Fund and interest accrued thereon received upon death of the employee together with the share in contribution towards meeting 30% of Rs.3115 crores which is estimated and reckoned as the funding gap for those eligible under Clause 2(II), 2(III) and 2(IV) of this agreement. On an individual basis, the payment over and above the Bank's Contribution to Provident Fund and interest thereon has been worked out at 56% of the said amount of Bank's Contribution to Provident Fund and interest thereon received on death of the employee.



- (3) (i) Existing Pension Scheme will not be applicable to those who join the services of the Bank on or after 1st April 2010.
- (ii) Employees joining the services of the Bank on or after 1st April 2010 shall be eligible for the Defined Contributory Pension Scheme, Bank will be introducing for them. The Defined Contributory Pension Scheme proposed to be introduced for them will be one as governed by the provisions of New Pension Scheme introduced for employees of Central Government with effect from 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).
- (iii) Employees joining the services of the Bank 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.
- (iv) There shall be no separate Provident Fund for employees joining services of Bank on or after 1st April 2010.
- (4) Employees, who ceased to be in service 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 retiring employees opting for joining the Scheme.
- (5) Pension / Family Pension to those who opt to join the Pension Scheme complying with the terms of this Settlement shall be payable with effect from 27th November 2009, provided that employees who retired after that date shall get pension from the respective dates of their retirement. All the Regulations of Indian Bank (Employees') Pension Regulations, 1995 shall be applicable to those who opt for the Pension Scheme in terms of this Settlement except to the extent mentioned in the foregoing Clauses of this Settlement.
- (6) The terms of this Settlement shall be incorporated in the Indian Bank (Employees') Pension Regulations, 1995 by complying with the procedure for amendment of the relevant Pension Regulations.

Exercising Option and Contribution

Employees, retirees and family of the deceased employees / retirees who did not opt for pension earlier may now exercise their option to join the Pension Scheme in compliance with the terms of this Settlement in the appropriate prescribed format annexed to this Circular.



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Advertisement

A total of about 2450 employees covered under CPF Scheme left the services of our Bank under superannuation, IBEVRS2000 and expired category. However, on receiving the information about the recent Settlement for extension of another option to join the pension scheme, as on date only 451 retirees have approached our Department giving the present address for sending any communication in this regard. At the time of leaving the Bank on superannuation, the PF optees did not provide the Bank the details of their place of settlement. Therefore, as of now, Bank is not keeping the addresses of PF optees. As a result, it may not be possible to send any individual communication directly to the residential addresses of PF optees. Further, branches / offices may not have the addresses of the retirees / deceased employees who did not opt for pension earlier. Hence it is proposed to bring out a Notice in a National Daily shortly. IBA has also arranged for publication of this information on extension of another option for pension in a leading National Daily and other Newspapers in Vernacular languages.

Irrevocable letter from employees not opting for pension

The prescribed format is given in Annexure-IV. In the case of a serving employee from whom 2.8 times of revised pay of November 2007 has been recovered from wage arrears and who is now not interested in joining the pension scheme should submit the Irrevocable Undertaking Letter. In such case, the Branch is advised to refund the said recovery to the concerned employee.

Prescribed formats for giving the pension option and pension applications

The following prescribed formats are annexed to this Circular for the use of the intending pension optees.

- (a) Annexure-I: Option Form to be filled in by the employees who are in the service of the Bank.
- (b) Annexure-II: Option Form to be filled in by the employees retired on or after 29th September 1995.
- (c) Annexure-III: Option Form to be filled in by the family of those employees who are eligible for family pension.
- (d) Annexure-IV: Irrevocable letter of undertaking for employees not opting for pension.
- (e) Annexure-V: Application for Pension (4 pages). This is for retired staff.
- (f) Annexure-VI: Application for Commutation with Medical Examination (4 pages).
- (g) Annexure-VII: Application for Commutation without Medical Examination (to be submitted by retirees who were relieved on or after 21.08.2009).
- (h) Annexure-VIII: Application for Family Pension (2 pages).
- (i) Annexure-IX: Debit Authority to be given by the retirees / family members of deceased retired staff or employees authorising HO: HRM Department to recover the amount of PF/BC received along with the stipulated contribution for funding the gap in the Pension Fund.

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Role of the Branches / Offices

1. A copy of this Circular should be displayed prominently in the Staff Notice Board. Sufficient number of copies of this circular may be taken and given to the retirees and family of the retirees or deceased employees and assist them in filling up the pension / family pension application forms. It should be ensured that no complaint is received in this regard. Branches should also furnish the salary data for the last 10 months to their retirees for filling up the pension application form.

For serving employees

2. Every branch / office should obtain the relevant Option Form in triplicate from all the employees for whom the branch has recovered 2.8 times of revised November 2007 basic components (Basic Pay, FPP, PQP, etc.). Branch Manager / Head of the Department has to attest the signature of the optee mentioning his / her name and specimen signature number. In the option form executed by the employee, branch has to mention the amount recovered, CtoC No. and date of sending to the Circle Office
3. It is possible that some staff members who were in a branch at the time of disbursement of arrears have been transferred to other branches by now. Hence, by way of abundant clarity, it is reiterated that for all employees, for whom the impounded amount is held in Sundry Deposit (except those who were dismissed / compulsorily retired / resigned the job / died while in service), option forms are to be obtained.
4. Branches / Offices, therefore, to verify whether all those whose 'impounded' amount is held in Sundry Deposit have submitted their option form.
5. Branches have to submit one set of the 3 copies of the option form to the Assistant General Manager, HO: HRM Department and one set to the Circle Office. The number of existing PF optees and the total of option forms for pension and irrevocable letter for non-option submitted should tally. The irrevocable letter submitted by the employee who is not interested in joining the pension scheme, if any, should also be sent along with the option forms. One copy of the option form has to be kept in the Personal File of the employee maintained at the Branch. Branches have to transfer the entire amount of 2.8 times of revised November 2007 salary recovered from the employees in one lump sum to the Circle Office on or before 01.09.2010. Further, Branches will be required to enter the data in the on-line format to be hosted in the HRM Website.
6. In respect of staff on Sabbatical / EOL / LLOP, proper communication in writing to be sent to their last known address by registered post and the record should be maintained to ward off any controversy later.

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7. Branch should also submit the following details to the Circle Office:-

Particulars		Officers	Clerks	Substaff
(i)	Date of payment of arrears			
(ii)	No. of staff members on rolls on the above said date			
(iii)	Of the total staff members, no. of staff members already under pension scheme			
(iv)	Staff members opting for pension now as per IX Settlement			
(v)	Staff member/s who did not opt for pension			
(vi)	Amount held in Sundry Deposit	CtoC No. & date		

For Retired Staff / Family members of the deceased staff

8. It is proposed to send suitable communications to the last served branches of the retired / expired employees giving the details of PF/BC received by them, amount to be refunded along with the pension option, approximate pension amount and approximate commutation amount in order to help the retirees pay only the difference amount.
9. It is proposed to give an advertisement in a leading National Daily, bringing to the notice of our retired employees, family members of employees deceased / retired employees, the terms of this Settlement extending another option to join the pension scheme for those who did not opt for pension earlier. The Branch is also requested to send a copy of this Circular to the last known address, if available, of the retiree / family of the deceased employee relieved from the Branch during the period between 29.09.1995 and 27.04.2010, who had not opted for pension earlier, by Registered Post with Acknowledgment Due.
10. While forwarding the Pension and Commutation Application from the retirees and Family Pension Applications from the families of the deceased employees / retirees, Branches have to meticulously adhere to the following:
 - (a) Branch Manager should be satisfied with the identity of the ex-employee / family of the deceased employee / retiree.
 - (b) Documents to be attached with the Pension Application include copy of the PF/BC Settlement and Gratuity Settlement (which will also serve as employee identity), address proof, last 10 month salary details;
 - (c) Death certificate and legal heir certificate in addition to copy of the PF/BC Settlement, Gratuity Settlement and last drawn salary slip in the case of family pension application;

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- (d) Application for Commutation of Pension should be accompanied with the Medical Certificate issued by a Medical Practitioner not below the rank of a Civil Surgeon. Please note that Medical Certificate is not required for those who retired on or after 21.08.2009. (For family pension, no commutation of pension is allowed.)
 - (e) All the credentials and photograph on the pension application, commutation application and family pension application submitted by the pension applicant and family pension applicant should be thoroughly verified and attested by the Branch Manager.
 - (f) The details of amount of total contribution to be refunded by the retired / deceased employees, approximate pension amount, commutation amount and family pension amount will be hosted in HRM Website with name and SR Nos. Branches are requested to access the same for informing the intending pension optees.
 - (g) Regarding the contribution to the Pension Fund, i.e., refund of total PF/BC along with additional 56% of PF/BC received, the Branch Manager should ensure that the stipulated amount has been remitted to SB account opened for the purpose of pension / family pension. A debit authority in this regard should be obtained by the Branch Manager in the prescribed format as per Annexure-VIII to enable HO: HRM Department appropriate the amount to the Pension Fund.
11. The Pension and Family Pension Applications received from the retirees / family of the deceased employee / retiree should be forwarded then and there to HO: HRM Department.
 12. The option to join the pension scheme closes on 21.10.2010. No branch / office should receive the Option Form after the due date. Option Form submitted by the employees / retirees / family of the deceased employees or retirees on the last date should invariably be faxed (Fax No.044-25247608) to our Department and details should also be submitted by IP Message to HO: HRM Department, Pension Cell (IP Nos. 10.141.5.27 / 10.141.5.36).
 13. Retired employees and family of the deceased employees / retired employees should be advised to submit the Option Forms immediately without waiting for the last date of submission. Pension application, commutation application and family pension application may be submitted with all the required documents in the normal course.
 14. On receipt of the completed applications with all the required documents, HO: HRM Department will appropriate the stipulated contribution amount to the debit of SB Account and sanction the pension / family pension with minimum processing time.

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[Signature]

[Signature]

15. Family pension applicants have to be informed that no commutation is permissible on family pension.

Employees exercising the option to Pension Scheme

All employees who are in the service of the Bank as on 27.04.2010 and not opted for pension scheme earlier are requested to ensure that they have submitted the Option Form for joining the pension scheme and contributed 2.8 times of the revised November 2007 salary.

Staff members, who are presently working in a different branch other than the branch which made the payment of salary arrears, have to immediately send the duly signed option forms in triplicate to their earlier branch where the impounded amount is held in Sundry Deposit.

If any employee who does not wish to opt for pension scheme and continue to remain in Contributory Provident Fund Scheme should submit the Irrevocable Letter of Undertaking in the prescribed format and request the Branch Manager to refund the amount of contribution already recovered in this regard.

All employees are requested to disseminate this vital information to their friends who had not opted for pension earlier.

Role of the Circle Office

Circle Offices should tally the option forms for pension and irrevocable letters submitted by employees who do not opt for joining the pension scheme and the existing pension optees with the total strength of each branch and then for the Circle as a whole. The consolidated amount of recovery of 2.8 times of revised basic components of November 2007 from the employees who have opted for joining the Pension Scheme in terms of the IX Settlement should be remitted by CtoC to HO: HRM Department on or before 05.09.2010.



V. Srinivasan
General Manager (HRM).

ANNEXURE – I

Option Form to be filled in by the employees who are in the service of the Bank

To
The General Manager (HRM)
Indian Bank,
Head Office, Human Resource Dept.,
66 Rajaji Salai,
Chennai 600 001.

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 the said contribution of 30% towards the initial funding gap and hereby voluntarily opt to become a member 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.

Signature :
Name in Full :
Designation :
Branch/ Office :
S R No. :
Present Residential Address :

.....
(Signature to be attested by the Branch Manager)

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

.....
FOR BRANCH /OFFICE USE ONLY

Certified that we have recovered 2.8 times of basic pay components of revised pay for November 2007 Rs. (Rupees only) from Mr. / Ms. (SR No.) and sent to Circle Office, on vide CtoC No.



ANNEXURE – II

Option Form to be filled in by the employees Retired on or after 29th September 1995

To
The General Manager (HRM)
Indian Bank,
Head Office, Human Resource Dept.,
66 Rajaji Salai,
Chennai 600 001.

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 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 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 plus an amount equal to 56% of the Bank's contribution to Provident Fund with interest received at the time of retirement being 30% contribution towards the initial funding gap in terms Clause 3(c) of Joint Note dated.27.04.2010 and Clause 2(IV) (b) of the Settlement dated.27.04.2010

Signature :
Name in Full :
Designation :
S R No. :
Present Residential Address :

.....
(signature to be attested by the Branch Manager)

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



ANNEXURE – III

Option Form to be filled in by the family of those employees who are eligible for family pension

To
The General Manager (HRM)
Indian Bank,
Head Office, Human Resource Dept.,
66 Rajaji Salai,
Chennai 600 001.

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 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 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 my husband /wife/father/mother/son/daughter (delete whichever is not applicable) on his /her death while in service /retirement from bank's service plus an amount equal to 56% of the Bank's contribution to Provident Fund with interest received at the time of death/retirement being 30% contribution towards the initial funding gap in terms of Joint Note dated.27.04.2010 and the Settlement dated.27.04.2010

Signature :
Name in Full :
Designation :
S R No. :
Present Residential Address :

.....
(signature to be attested by the Branch Manager)

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



IRREVOCABLE LETTER

From

Name:

SR No:

Designation :

To

Branch Manager

.....

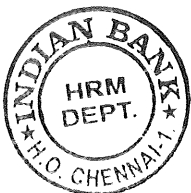
Sub: Irrevocable Letter giving consent to remain in Contributory Provident Fund Scheme – Regarding.

I hereby irrevocably express my intention not to join the Pension Scheme by exercising the option made available to me in terms of Settlement signed between IBA and Officers' Associations / Settlement signed between IBA and Workmen Unions at Mumbai on 27th April 2010. Hence, I request and hereby give my consent that in terms of the Settlement, 2.8 times of November 2007 pay shall not be recovered or impounded from the arrears payable.

I further irrevocably express my consent to stay in the Contributory PF Scheme and will not in future claim any right or option to switchover to Pension Scheme.

Yours faithfully,

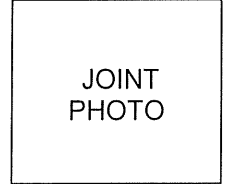
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APPLICATION FORM FOR PENSION

PARTICULARS TO BE FURNISHED BY RETIRED EMPLOYEE

PHOTOGRAPH SHOULD BE ATTESTED



1. Name of the retired employee :
SR/SSR No. :
Designation :
Date of Birth :
Date of Appointment :
Date of Retirement/VRS :
Branch/Officer served at the time
of Retirement :

2. Permanent Residential Address :

Telephone/Cell No.:

PIN CODE:

3. a. Name of the Branch where desires
to draw pension :

IBGA Code:

b. Savings Bank a/c Number :
(A/C SHOULD BE IN THE INDIVIDUAL NAME OR JOINTLY WITH NAME OF THE
SPOUSE)

4. Class of Pension : Superannuation/VRS2000

10.1. Indicate whether the Retd. Employee is drawing
Pension from any other Source(Military/State/
Central Govt./Public Sector undertaking/
Autonomous body), if so:

- a. Service No./Rank :
b. P.P.O, Number :
c. Particulars of Pension Sanctioning Authority:



- d. Date of Retirement :
e. Amount of Pension :
f. If the retiree is drawing defence pension,
whether opts for family pension from Bank
or from Defence :

6. * Details of the members of Family as per Pension Regulations:

Sl.No.	Name of member of the family	Date of Birth	Relationship with retired employee	Marital Status

*Family as defined in Indian Bank (Employees') Pension Regulations, 1995.

Place :
Date:

Signature of Retired Employee

Note: Three copies of the Passport size of 5cm x 4cm Joint photographs with Spouse (One should be pasted on the form and attested and the rest two should be sent along with the Application form)

Personal Identification/Specimen Signature of Retired employee

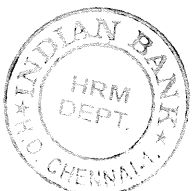
Shri/Smt.....

Identification Mark No.1.

Identification Mark No.2

Signature of Retired Employee :

Signature attested by Branch Manager/ Head of the Department (with seal)



PARTICULARS OF RETIRED EMPLOYEE

Name in Full (in Block Letters) :
 Designation :
 SR / SSR No. :
 Date of Birth :
 Date of Appointment in Bank :
 Date of Retirement / VRS :
 Branch/Office served at the time of Retirement :
 Loss of Pay sanctioned during the ENTIRE SERVICE of the Retd. Employee : Days

Suspended & Punishment awarded during the ENTIRE Service of the Retd. Employee :
 (Period)

**STATEMENT OF SALARY DRAWN BY THE RETIREE FOR THE LAST 10 MONTHS PERIOD
 PRIOR TO THE DATE OF RETIREMENT
 (WHEREVER FULL SALARY DRAWN BY THE RETIREE)**

YEAR & MONTH	BASIC PAY (SANCTIONED)	BASIC PAY(PAID)	D.A.	SPL.PAY	F.P.P. *	P.Q.P. *	OTHERS IF ANY
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
TOTAL							

* F.P.P. & P.Q.P. – FURNISH INCREMENT COMPONENT ONLY (i.e. without D.A.)

DATE:

SIGNATURE OF THE RETIRED EMPLOYEE

Attested by Branch Manager/ Head of the Department with seal


THE FOLLOWING PARTICULARS SHOULD BE DISCLOSED/DECLARED BY THE RETIREE
TO THE BRANCH MANAGER WHERE HE OPTS TO DRAW PENSION.
(DETAILS ARE SUBJECT TO VERIFICATION BY HO:HRM)

NAME OF THE RETIRED EMPLOYEE :
SR/SSR NO. :
DESIGNATION :
BRANCH WHERE LAST SERVED :
TOTAL NO. OF DAYS ON LOSS OF PAY
DURING THE ENTIRE SERVICE OF THE
RETIRED EMPLOYEE :
SUSPENDED & PUNISHMENT AWARDED
DURING THE ENTIRE SERVICE OF THE
RETIRED EMPLOYEE :

DATE:

SIGNATURE OF THE RETIRED EMPLOYEE

Attested by Branch Manager/ Head of the Department with seal



**APPLICATION FOR COMMUTATION OF PENSION SUBJECT TO MEDICAL
EXAMINATION**

To

The General Manager (HRM)
Indian Bank
HO:HRM Dept.
Chennai 600 001

Dear Sir,

**SPACE FOR AFFIXING
PASSPORT SIZE
PHOTOGRAPH
(to be attested by Branch
Managers/ Gazetted
officers)**

I desire to commute a fraction of my pension in accordance with the Indian Bank Employees' Pension Regulations, 1995. An attested copy of my photograph is affixed on the application and an unattested photograph is enclosed. The necessary particulars are furnished below:

1. Name in full (in block letters) :
- Address :
2. Designation at the time of retirement :
3. Name of Office/Department from which Retired :
4. Date of Birth(as per Bank's service record) :
5. Date of Retirement :
6. Class of pension :
7. Fraction of Pension proposed to be Commuted not exceeding 1/3rd thereof :
8. Name of the Doctor & Address :

Place :
Chennai :

Signature



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PART I

DECLARATION BY THE PENSIONER FOR FACILITATING MEDICAL EXAMINATION BY
THE BANK'S MEDICAL OFFICER / GOVT. CIVIL SURGEON / DOCTOR OF APPROVED
HOSPITAL

The applicant must complete this statement prior to his examination by the Banker's Medical Officer / Govt. Civil Surgeon / Doctor of Approved Hospital 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 of pension? If so state the ground 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 :
or
(c) lost or gained weight markedly

.....
Declaration by Applicant

(To be signed in the presence of the Medical Officer)

I declare that all the above answers to be, to the most of my believe, true and correct.
I am fully aware that by willfully making a false statement of concealing a relevant fact, I shall incur the risk of losing the commutation.

Applicant's signature or thumb impression in case of illiterate applicant
(To be signed in the presence of Medical Officer)

(Signature of Bank's Medical Officer / Govt. Civil Surgeon / Doctor of Approved Hospital)



Page 3
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 the 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)
 - (a) Urine (State specific gravity) :
 - (b) Blood :
 - (c) X-Ray Chest :
 - (d) E.C.G :
9. Any additional finding :



(CERTIFICATE OF FITNESS FOR PAYMENT OF COMMUTATION)
(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

Though 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 at next birthday should be taken to be
(in words years more than his/her actual age).

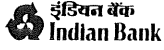
Place:

Signature and designation of
examining Medical Officer

Date:

Official Seal.





ANNEXURE-VII

APPLICATION FOR COMMUTATION OF PENSION WITHOUT MEDICAL EXAMINATION (To be submitted within one year from the date of retirement)

PHOTOGRAPH SHOULD BE
ATTESTED BY BRANCH
MANAGER/GAZETTED
OFFICERS

To

The General Manager (HRM)
Indian Bank
Head Office
HRM Department , CHENNAI 600001.

Space for affixing
attested passport
size photograph

Dear Sir,

I retired from the bank's service with effect from.....and have opted for Bank's Pension Scheme. I desire to commute a fraction of my pension in accordance with the Indian Bank (Employees') Pension Regulations, 1995. The necessary particulars are furnished below :

1. Name in full (in BLOCK LETTERS) :
Address :
.....
.....

2. Designation at the time of retirement :

3. Name of Office/Department from which retired :

4. Date of birth (as per Bank's service record) :

5. Date of Retirement :

6. Class of Pension : (Superannuation / VRS /)

7. Fraction of Pension proposed to
be commuted not exceeding 1/3 rd thereof :

Date :

Place :

Signature of retired employee



Page 1

APPLICATION FOR GRANT OF FAMILY PENSION

PHOTOGRAPH SHOULD BE ATTESTED



1. a. Name of the Applicant :
- b. If the applicant is employed
furnish the name of the
employer & address :
- c. If the applicant is daughter of
the deceased employee,
(i) whether she is married :
(ii) If so, date of marriage :
2. Relationship with the deceased
Employee :
3. Name and Age of the surviving
Widow/Widower/ and children of the
deceased employee :

Sl.No.	Name of member of the family	Date of Birth	Relationship with retired	Marital Status

4. a. Name of the deceased employee :
b. SR No./SSR No. :
5. P P O Number if any :
6. Date of Death Employee :
7. Office/Branch in which last served :
8. Full address of the applicant :

Phone with STD code / Cell No. :



9. If the application is made on behalf of the Minor,
a. Name and Address of the Guardian
b. Proof of Guardianship

10. Indicate whether Family pension is admissible from any other source(Military/State/Public Sector Undertaking/Autonomous Body/Local Fund under the Central/State Government) :

Service :
Basic Pension :
Period from :

Sanctioning authority:

(If so. Enclose a photocopy of P P O with this application)

11. Pension payment desired through

(a) Name of the Branch :
(b) SB Account No. :

12. Last Drawn Full Salary details:

(a) Basic Pay : Rs.
(b) F P P : Rs.
(c) P Q P : Rs.
(d) Special Pay : Rs.
Total : Rs.

Date:

Signature of Left Thumb impression of the applicant

Witness NO.1.

Signature :
Name :
Designation :
Address :

Witness NO.1.

Signature :
Name :
Designation :
Address :

Signature attested by
Name of Branch Manager:
Specimen Signature No. :
With Branch Seal.

Enclosures: The following documents are to be enclosed along with this application

1. **Copy of DEATH CERTIFICATE duly attested by Branch Manager.**



2. Attested copy of CERTIFICATE FOR PROOF OF AGE of Child/Children
3. Attested copy of LEGAL HEIR CERTIFICATE.
4. Three copy of PASSPORT SIZE PHOTOGRAPHS of the applicant, out of which one should be pasted and attested on the application and the remaining two photos should be sent along with the application form.

Note: Attestation should be done by the Branch Manager where the applicant desires to draw the family pension.





ANNEXURE-IX

Debit Authority

From
Name of the employee / Family Member:
SR No.:
Address:

To
The General Manager (HRM),
Indian Bank,
HO: HRM Department, Chennai.

Dear Sir,

Sub: Irrevocable Authority to debit my Savings Bank Account No.
with Indian Bank, Branch.

Please refer my option letter dated wherein I have expressed my willingness to join the Pension Scheme and my undertaking to refund the Bank's Contribution to Provident Fund together with accrued interest thereon (PF/BC) paid to me / on retirement / on death of the employee plus an amount equal to 56% of PF/BC received at the time of retirement / death.

In this connection, I request you to net the amount towards the commutation of pension payable by the Bank to me in the refund to be made by me equivalent to 156% of PF/BC.

Accordingly, the refund to be made by me works out as under:-

156% of PF/BC	: Rs.
Commutation lump sum to be sanctioned (Commutation not eligible to family pensioner)	: Rs.
Refund to be made by me	: Rs.

Therefore, I hereby irrevocably authorize Indian Bank, HO: HRM Department to debit my SB Account with Branch with a sum of Rs. (Rupees only) being the net amount of refund to be made by me to fulfill contractual obligation as per the option form signed by me.

I further authorise to the Bank debiting my SB Account cited with any other amount in case of any discrepancy / difference arising in respect of pension / commutation of pension / PF/BC.

Yours faithfully,

