

STAFF CIRCULAR NO. 15 OF 2019 (e-Circular -30/2019)



Date of receipt	_____
Date of disposal	_____
Action taken	_____
BRANCH MANAGER	_____
MANAGER ()	_____
	(Initial)

UTKAL GRAMEEN BANK,
PERSONNEL DEPARTMENT
HEAD OFFICE, BOLANGIR.

All Branches/Offices:

Date: 12.04.2019

UTKAL GRAMEEN BANK (EMPLOYEES') PENSION REGULATIONS, 2018 **PAYMENT OF PENSION / FAMILY PENSION**

Please refer para 3 (a) of our Staff Circular No. 01 of 2019 dated 04.01.2019 wherein it is mentioned that as per regulation 3 of Utkal Grameen Bank (Employees') Pension Regulations, 2018 (hereinafter called regulation), the eligible existing staff / retired staff / family members of deceased staff are required to exercise their option in writing in the prescribed format enclosed therewith (**Format – 1 to 14**) within 120 days from 24th December, 2018, the date of publication of Notification in the Gazette of India, i.e. **on or before 22nd April, 2019** to become a member of the Utkal Grameen Bank (Employees') Pension Fund. **Any option or application after the due date shall not be considered under any circumstances.**

2. In view of above, it is once again brought to the notice of all the staff members working in the Branches / Offices and all the eligible retired staff members & family of the deceased staff members desirous of opting for the scheme, to submit the required option letters in applicable prescribed formats on or before the due date without exception.

3. (i) Further, it is also mentioned in the regulation 3 that all the retired staff members & family of the deceased staff members refund within 60 days (**i.e. on or before 21.06.2019**), after expiry of above 120 days, the entire final amounts received by them (the corpus comprising of Bank's contribution to provident fund under the Employees' Pension Scheme, 1995 and interest accrued thereon till the date of receipt), but without requiring to pay interest on such final amounts from the date of receipt of such final amounts to the date of refund.

(ii) Any non-refundable withdrawal from provident fund (EPF) from Bank contribution component during the service by the employee has to be recovered along with the original amount of Bank's contribution component with applicable interest there on from time to time from the date of payment of such part non-refundable withdrawal till the date of his final payment of Bank's contribution i.e. upto the date of his retirement but without requiring to pay interest on such part withdrawal amounts from the date of final amounts (date of retirement) to the date of refund.

(iii) Besides above, in terms of provisions prior to the applicability of new Pension Regulations, 2018, the EPFO on the superannuation age of 60 years of the RRB employee pays a corpus equal to pension for 2 years from the age of 58 years to the age of 60 years plus interest thereon as a lump sum to the retired employee and commences monthly regular pension in his name. This methodology was adopted as superannuation age in RRB is 60 years while the same is 58 years as per provisions of EPF Act. As this involves payment of pension effectively from the age of 58 years, NABARD has been requested to examine the issue in entirety with regard to implementation of new Pension Regulations which are on the lines of pension scheme in Nationalised Commercial Banks and where the employee is eligible for pension at the superannuation age of 60 years. However, in respect of the eligible employees retiring from April, 2018 onwards as the new Pension Regulations, 2018 are effective from 01.04.2018, this lump sum payment will be recovered as they would get pension immediately from the date of superannuation. But, the lump sum will not be recovered at this stage from eligible employees retiring prior to April, 2018 till further clarification on the subject.

4. The refund of amounts mentioned in para 3 (i), (ii) & (iii) above, are to be credited to the Utkal Grameen Bank (Employees') Pension Fund to be constituted by the Bank under an irrevocable trust within 120 days from the notified date as per regulation 4 (1).

5. As per the Chapter III, regulation 5 (2) regarding treatment for existing pension under Employees' Pension Scheme, "The retired employee or the family of the deceased employee opting for Fund under sub-regulation 3, shall continue to receive the amount of pension component under the Employees' Pension Scheme, 1995 and the balance of the pension payable under these regulations shall be paid out of the Fund."

Normally, the EPFO Pension is constant for the life time and in very exceptional cases the minimum family pension / pension is increased / hiked by the Government consequent upon actuarial valuation. Accordingly, all pensioners are advised to intimate the Bank about the increase in the EPFO pension, if any, for necessary adjustment in Bank's pension. Otherwise, the Bank has a right to adjust the Bank's pension proportionately consequent upon any increase in EPFO pension in future.

6. In order to notify Bank's contribution to provident fund and the interest paid on said amount by EPFO in respect of individual employee, we have taken up the matter with concerned RPFC. Communication in this regard is yet to be received from them. It is understood that many of the employees are having PF Passbook and / or letter / PF account statement issued by EPFO mentioning the Bank's share in EPF along with interest paid thereon by EPFO on retirement. PF Passbook is also available in EPFO website <https://passbook.epfindia.gov.in/MemberPassBook/Login.jsp> and mobile app UMANG. Individual employee can generate the PF Passbook by using their UAN (Universal Account Number) and the OTP through their mobile number registered with EPFO.

(a) PROCESS OF GENERATING PF PASSBOOK FROM EPF WEBSITE:

- Log in to <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- Click on forget password menu, enter UAN, enter captcha, click on submit button,
- Click yes on the question "Do you wish to send OTP on the above mobile number"
- Enter OTP & click on verify button
- Enter your new password with minimum 7 characters out of which 4 should be alphabet with one capital letter and one must be special character (like @, #, \$, % or &) and 2 digits, put said password again, click on submit button.
- Log in to <https://passbook.epfindia.gov.in/MemberPassBook/Login.jsp>
- Enter UAN as User Name, new Password, captcha, click on login
- A new window with your PF No. will appear in left side
- Click on the PF No, to view PF Passbook, take a printout.

(b) PROCESS OF GENERATING PF PASSBOOK FROM EPF UMANG:

- Download UMANG app in your smart mobile from Google Play Store
- Click on UMANG app and click on open button
- Select EPFO logo services menu
- Click on Employee Centric Services
- Click on the headline View Passbook
- Enter UAN and OTP received on your registered mobile, login
- Click on Download button at the end of the statement to view PF Passbook, take a printout.

7. To expedite the process of payment of pension / family pension, the retired staff members / family of the deceased staff members are therefore advised to submit self attested copy of said PF Passbook / letter / PF account statement issued by EPFO to Bank as an evidence. Since withdrawals by employees from the Bank's share in EPF are not available in the PF Passbook / letter / PF account statement prior to introduction of UAN and actual refundable amount is not ascertainable, employees are required to submit an undertaking in prescribed format to deposit the balance amount payable to pension fund, if any, as and when demanded by Bank.

8. Documents / papers to be submitted by retired employees at Pension paying Branch:

The retired employees are advised to furnish following papers / particulars at the Branch of Utkal Grameen Bank where they prefer provided that they have a Savings Bank Account jointly with their spouse at that Branch for the purpose of payment of pension.

a	Application for pension in Annexure-I affixing recent passport size joint photograph with spouse duly attested by Branch Manager of the Branch having pension account.
b	Specimen signature and personal identification mark Form in Annexure-II duly attested by the Branch Manager of the Branch having pension account.
c	Two copies of recent passport size joint photograph with spouse without attestation.
d	Self attested PF Passbook / letter / PF account statement issued by EPFO mentioning the Bank's share in EPF and the interest paid thereon by EPFO on retirement.

e	Application for Commutation of pension in Form-VI / VII / VIII (as per annexures to Utkal Grameen Bank (Employees') Pension Regulations, 2018) affixing recent passport size single photo duly attested by the Branch Manager of the Branch having pension account.
f	Undertaking letter in Annexure-III, V & FORMAT-9.
g	Copy of SB Passbook with latest entry in support of receipt of monthly EPF pension amount & SB Passbook showing total PF receipts on retirement.
h	Life Certificate in FORMAT-6 to be submitted in the month of November every year along with the copy of Savings Bank Passbook / Account Statement with latest entry in support of receipt of monthly EPF Pension amount.

9. Documents / papers to be submitted by family of the deceased staff members at Pension paying Branch:

The family of the deceased staff members are advised to furnish following papers / particulars at the Branch of Utkal Grameen Bank where they prefer provided that they have a Savings Bank Account at the Branch for the purpose of payment of family pension.

a	Specimen signature and personal identification mark Form in Annexure-II duly attested by the Branch Manager of the Branch having pension account.
b	Self attested PF Passbook / letter / PF account statement issued by EPFO mentioning the Bank's share in EPF and the interest paid thereon by EPFO on retirement / death.
c	Undertaking letter in Annexure-IV, VI & FORMAT-10.
d	Copy of SB Passbook with latest entry in support of receipt of monthly EPF pension amount & SB Passbook showing total PF receipts on retirement.
e	Life Certificate in FORMAT-6 to be submitted in the month of November every year along with the copy of Savings Bank Passbook / Account Statement with latest entry in support of receipt of monthly EPF Pension amount.

10. Branch Manager of pension paying Branch should verify the signature and photograph of the employees with that of the pension account on receipt of papers / particulars as detailed in column 8 & 9 above and promptly submit all such papers / documents to respective Regional Office for onward submission to Pension Cell, Personnel Department, Head Office, Bolangir.

11. On receipt of intimation from HO, the Branch Manager of the pension paying Branch should advise the retired employees / family of deceased employees to deposit Bank's contribution to EPF and the interest amount received from EPFO to the credit of Current Account (Account Number & Name of the Branch to be intimated later on) and to execute undertaking letter in Annexure-V (for retired employees) and Annexure-VI (for family of deceased employees), as the case may be, for refund of differential amount of Bank's share in EPF, if any, over and above the amount deposited. While entering the deposit pay-in-slip, the pension paying Branch should mention full name & PF No. of the employee in the description field. The details of amount deposited by individual employees and copy of undertaking letter to refund the differential amount should be reported to Personnel Department through email on the same day.

12. Pension Cell, Personnel Department, HO shall issue Pension Payment Order (PPO) to the respective pension paying Branch in triplicate. Branch Manager of pension paying Branch should obtain signature of pensioner in the space provided in PPO and attest the same with official seal. Pension paying Branch should handover the first copy of PPO to Pensioner under their acknowledgement in the body of 2nd copy. The 2nd copy of PPO should then be sent to Pension Cell, Personnel Department, HO by speed post retaining the 3rd copy of PPO at Branch level.

13. On receipt of the 2nd copy of PPO from the pension paying Branch, the Pension Cell shall take steps for credit of the pension amount to the Pension Account of individual employee.

14. Branches should keep photocopy of all papers / documents of pensioners and maintain a separate file for future reference and verification by inspecting officials.

15. All the Branch Managers, Regional Managers & Heads of departments are advised to display this Circular in the notice board of all Branches / Offices. The Circular along with all the enclosures / formats is also placed in the Bank's intranet site and website www.utkalgrameenbank.co.in for information and necessary guidance.

16. Please bring the contents of this Circular to the notice of all the staff members working in the Branches / Offices and all the retired staff members & family of the deceased staff members.



(B.D.SAHOO)
GENERAL MANAGER (III)

Encls: Copies of Pension payment related Formats.

INDEX AS UNDER :-

P = Pension payment procedure alongwith related Formats for retired / family of deceased staff members.

ANNEXURE-I

19	I furnish hereunder details of the family members in the order of preference to receive Family Pension in the event of my death and undertake to notify Bank then and there in case of any addition or alteration in it.			
Sl.	Name of the member of the family (as defined in UGB (Employees') Pension Regulations, 2018)	Date of Birth	Relationship with the employee	Remarks
(a)				
(b)				
(c)				
(d)				
(e)				
20	I hereby nominate the person named below to receive commuted value of Pension / Life time arrears in case of my death.			
(a)	Name and Address of the Nominee			
(b)	Relationship with the Employee			
(c)	Date of Birth of the Nominee			
21	Whether Ex-Servicemen (Yes / No)			
22	I am presently drawing pension from other sources (Military / State or Central Govt./ Public Sector Undertaking / Autonomous Body / EPFO) as per particulars furnished below:			
(a)	Service No./ Rank	(b)	PPO No.	
(C)	Date of Retirement	(d)	Amount of Pension	
(e)	Pension Sanctioning Authority			
(f)	Whether commuted. if so, give details			

The information furnished above are true and correct to the best of my knowledge and belief. I enclose herewith the following tick () marked papers/ documents/ particulars for your reference.

Place..... Signature of the Employee
 Date..... Name of the Employee.....

1	Two copies of recent passport size joint photograph with spouse without attestation.	
2	Application for Commutation of pension in Form-VI / VII / VIII (as per annexures to Utkal Grameen Bank (Employees') Pension Regulations, 2018) affixing recent passport size single photo duly attested by the Branch Manager of the Branch having pension account.	
3	Specimen signature and personal identification mark Form (Annexure-II) duly attested by the Branch Manager of the Branch having pension account.	
4	Self attested PF Passbook / letter/ PF account statement issued by EPFO mentioning the Bank's share in EPF and interest paid thereon by EPFO on retirement	
5	Undertaking letter in Annexure-III, V & FORMAT-9.	
6	Copy of Savings Bank Passbook / Account Statement with latest entry in support of receipt of monthly EPF Pension amount & SB Passbook showing total PF receipts on retirement	
7	Life Certificate in FORMAT-6 to be submitted in the month of November every year along with the Copy of Savings Bank Passbook / Account Statement with latest entry in support of receipt of monthly EPF Pension amount	

UTKAL GRAMEEN BANK (EMPLOYEES') PENSION REGULATIONS, 2018

Specimen Signature of Shri / Smt. _____

Signature: 1:.....

2:.....

3:.....

Specimen signature attested by:

Branch Manager,
Pension Paying Branch with seal.

Name:.....

PF No: OR/1560/.....

Designation:.....

Branch / Office:.....

UTKAL GRAMEEN BANK (EMPLOYEES') PENSION REGULATIONS, 2018

Personal Identification Marks of Shri / Smt. _____

Height: _____

Personal identification marks: _____

Branch Manager, Pension Paying Branch with seal (Attesting Officer):

Name:.....

PF No: OR/1560/.....

Designation:.....

Branch / Office:.....

To
The Chairman,
Utkal Grameen Bank,
Head Office,
Bolangir -767001.

Dear sir,

UNDERTAKING LETTER FOR RETIRED EMPLOYEE

I, PF No.
Cadre/Grade..... retired from Branch / Office
on date.....hereby authorize Utkal Grameen Bank to
deposit the proceeds of my PF / Gratuity / Pension / Pension Commutation / Leave
encashment / arrears, etc. if any, to my Salary/ Pension SB / CC Account No.
..... with Branch of Utkal Grameen
Bank.

I am having the following staff loan accounts in my name / jointly with
relationship or any other loans in which the sanction stipulates that the
remaining amount at the time of cessation of service to be recovered / closed from the
superannuation / terminal benefits:

Sl.	Loan Account No	Loan Type	Branch
1			
2			
3			
4			
5			

(* Please provide annexure in the above format, if number of loans exceeds the above table)

I hereby irrevocably authorize Utkal Grameen Bank to debit my above mentioned
account and close the above furnished loan accounts / recover other dues to be
payable by me on account of Bank's share in EPF and the fine / penalty imposed by the
Disciplinary Authority, if any.

Yours faithfully,

Date:
Place:

Signature

(Name & Address)

To
The Chairman,
Utkal Grameen Bank,
Head Office,
Bolangir -767001.

Dear sir,

UNDERTAKING LETTER FOR FAMILY MEMBER OF DECEASED EMPLOYEE
I, eligible family member of
late PF No. Cadre/Grade.....
last worked at Branch / Office on date
hereby authorize Utkal Grameen Bank to deposit the proceeds of my PF / Gratuity /
Pension / Pension Commutation / Leave encashment / arrears, etc. if any, to my SB /
CC Account No. with Branch of Utkal
Grameen Bank.

The deceased staff member has the following staff loan accounts in his / her name /
jointly with relationship or any other
loans in which the sanction stipulates that the remaining amount at the time of cessation
of service to be recovered / closed from the superannuation / terminal benefits:

Sl.	Loan Account No	Loan Type	Branch
1			
2			
3			
4			
5			

(* Please provide annexure in the above format, if number of loans exceeds the above table)

I hereby irrevocably authorize Utkal Grameen Bank to debit my above mentioned
account and close the above furnished loan accounts / recover other dues to be
payable by me on account of Bank's share in EPF and the fine / penalty imposed by the
Disciplinary Authority, if any.

Yours faithfully,

Date:
Place:

Signature

(Name & Address)

To
The Chairman,
Utkal Grameen Bank.
Head Office,
Bolangir-767001.

Dear Sir,

UNDERTAKING LETTER BY RETIRED EMPLOYEE FOR REFUND OF BANK'S SHARE IN EPF

I, PF No.
Cadre/Grade retired from Branch / Office
on date have deposited Rs.
(Rupees only)
In Utkal Grameen Bank Pension Fund account on dated towards
refund of the Bank's share and interest received thereon from EPF as per the PF Pass
Book / PF account statement (enclosed), pending receipt of information from EPFO as
to exact refundable amount.

I hereby undertake to refund the differential amount, over and above the amount
deposited by me, if any, towards refund of Bank's share in EPF as well as any advance
availed by me from the employer's contribution to EPF along with interest from the date
of advance till retirement as and when Bank intimate me the amount. In the event of my
failure to do so, I hereby irrevocably authorize Utkal Grameen Bank to recover said
amount from the pension payable to me.

Yours faithfully,

Date:

Place:

Signature

(Name & Address)

To
The Chairman,
Utkal Grameen Bank.
Head Office,
Bolangir-767001.

Dear Sir,

**UNDERTAKING LETTER BY FAMILY MEMBER OF DECEASED EMPLOYEE FOR REFUND
OF BANK'S SHARE IN EPF**

I, eligible family member of
Late PF No.
Cadre/Grade last worked at..... Branch / Office
on dt....., have deposited Rs.
.....(Rupees
..... only) in Utkal Grameen Bank Pension Fund
account on dated towards refund of the Bank's share and
interest received thereon from EPF as per the PF Pass Book / PF account statement
(enclosed), pending receipt of information from EPFO as to exact refundable amount.

I hereby undertake to refund the differential amount, over and above the amount
deposited by me, if any, towards refund of Bank's share in EPF as well as any advance
availed by the above deceased staff from the employer's contribution to EPF along with
interest from the date of advance till retirement / death as and when Bank intimate me
the amount. In the event of my failure to do so, I hereby irrevocably authorize Utkal
Grameen Bank to recover said amount from the pension payable to me.

Yours faithfully,

Date:

Place:

Signature

(Name & Address)



FORMAT - 6

..... STAFF PENSION* (GENERAL PENSION)		Customer ID	
..... FAMILY PENSION*		S B A/C No	

(*Please ✓ as applicable)

LIFE CERTIFICATE

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

Certified that I have seen the pensioner (name)

.....

.....(address) holder of PPO No..... and that he /she is alive on this

day. His / Her AADHAAR No

(Signature of the Pensioner/Family Pensioner with date)

(Signature with office seal)

Date:..... Name:.....

Place:..... Designation:.....Branch: UGB,,... ..



FORMAT - 9

Letter of undertaking by the Pensioner

The Branch Manager

Date : _____

.....**Branch**
.....**Bank**

Dear Sir,

**Sub: Payment of Pension under PPO No. _____
through your Branch.**

In consideration of your having, at my request, agreed to make payment of Pension due to me every month by credit to my SB Account No _____ with you I, the undersigned, agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors, and administrators to indemnify the Bank from and against any loss suffered or incurred by the Bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the Bank to recover the amount due by debit to my said Savings Bank Account or any other account belonging to me in the possession of the Bank.

Yours faithfully,

Signature in full : _____

Address (in block letters) : _____

Phone/Mobile No _____

Witness

Signature		
Name		
E.P.F No		
Address		



FORMAT -10

Letter of undertaking by the Pensioner and Family Members / Nominees

The Branch Manager

.....**Branch**

.....**Bank**

Date: _____

Dear Sir,

Sub: Payment of Pension under PPO No. _____ through your Branch

In consideration of making payment of Pension as per the Utkal Grameen Bank Pension Regulations 2018, I / We do hereby solemnly, sincerely and conscientiously declare and say as under

I / We, hereby undertake and agree to bind myself / ourselves and my / our heirs, successors, executors, and administrators to indemnify the Bank from and against any loss suffered or incurred by the Bank in making payment as aforesaid and to forthwith pay the same to the Bank and / or adjust from the pension fund under the aforesaid Regulations and / or from any account maintained with the Bank without any notice to me/ us.

Yours faithfully,

Signature (Pensioner) ; _____

Signature of Family Members / Nominees: _____

Witness	(I)	(II)
Signature		
Name		
E.P.F No		
Address		