



ଉତ୍କଳ ଗ୍ରାମୀଣ ବ୍ୟାଙ୍କ **उत्कल ग्रामीण बैंक** **UTKAL GRAMEEN BANK**

(ଭାରତୀୟ ରେଷ୍ଟ୍ରିଡ୍ ବ୍ୟାଙ୍କ ଦ୍ୱାରା ପ୍ରମୋଦିତ)

(भारतीय स्टेट बैंक द्वारा प्रायोजित)

(Sponsored by State Bank of India)

ପୂର୍ଣ୍ଣ କାର୍ଯ୍ୟାଳୟ, ବଲାଙ୍ଗିର

प्रधान कार्यालय, बलांगिर

Head Office, Bolangir

ପୋ.ଓ. - ବଲାଙ୍ଗିର (ଓଡ଼ିଶା)

पो./जि. बलांगिर (ओड़िशा)

P.O./Dist.- Bolangir (Odisha)

ପିନ୍ ନଂ - ୭୬୭୦୦୧

पिन नं - ७६७००१

Pin No. - 767 001

Phone : 06652-232285 Fax : 06652-232874 E-mail : chairmanugb@sancharnet.in

**PERSONNEL DEPARTMENT**

Ref No. PER/1488

Date: 18.10.2022

**All Branches/Offices**

**UTKAL GRAMEEN BANK (EMPLOYEES') PENSION REGULATIONS, 2018**

**STANDARD OPERATING PROCEDURE (SOP)**

**SUBMISSION OF LIFE CERTIFICATE FOR YEAR 2022**

This has a reference to the Head office letter No. PER/1362 dt.14.10.2022. We have to further advise that the appropriate authority is pleased to ease the standard operating procedure (SOP) for submission of life certificates for pensioners/family pensioners by continuing the similar procedures like of last year 2021 vide Head Office letter No. PER/889 dt.01.11.2021, which is attached herewith.

2. Please note that the life certificate of all pensioners/family pensioners should reach Head Office by **30.11.2022** as fixed earlier.

Please arrange accordingly.

General Manager-III



**ଉତ୍କଳ ଗ୍ରାମୀଣ ବ୍ୟାଙ୍କ ଉତ୍କଳ ଗ୍ରାମୀଣ ବ୍ୟାଙ୍କ UTKAL GRAMEEN BANK**  
(ଇଣ୍ଡିଆନ୍ ଷ୍ଟେଟ୍ ବ୍ୟାଙ୍କ ଦ୍ୱାରା ପ୍ରଯୋଜିତ) (भारतीय स्टेट बैंक द्वारा प्रायोजित) (Sponsored by State Bank of India)  
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**PERSONNEL DEPARTMENT**

Ref No. PER/1362

Date: 14.10.2022

**All Branches/Offices**

**UTKAL GRAMEEN BANK (EMPLOYEES') PENSION REGULATIONS, 2018**

**STANDARD OPERATING PROCEDURE (SOP)**

**SUBMISSION OF LIFE CERTIFICATE**

Refer to the staff Circular No. 27 of 2021 on the above matter. As per the provisions of the Pension Regulation, all pensioners/family pensioners are required to submit annual life certificate in Format-6 every year during the month of November failing which release of pension is to be stopped from the next month. For submission of life certificate, the pensioner/family pensioner is required to come to the pension servicing branch in person and sign the same before the Branch Manager who duly countersigns and forwards the certificate to Head office.

2. Pension is due to be released to the pensioner/family pensioner till he/she is alive. So the Branch Managers of pension servicing branches should keep track of their pensioners and the news of passing away of any pensioner/family pensioner should be shared with Head Office telephonically at the earliest.

3. It is advised that the life certificate of all pensioners/family pensioners should reach Head Office on or before **30.11.2022**.

Please arrange accordingly.

  
General Manager-III



## UTKAL GRAMEEN BANK

(Sponsored by State Bank of India)  
HEAD OFFICE, BOLANGIR  
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All Branch Managers,  
of All Pension Servicing  
Branches (PSB).  
Utkal Grameen Bank.

### PERSONNEL DEPARTMENT

No : PER/ 889  
Date : 01.11.2021

Dear Sir,

**STAFF : MISCELLANEOUS**  
**UTKAL GRAMEEN BANK (EMPLOYEES') PENSION REGULATION,2018**  
**ANNUAL LIFE CERTIFICATE OF PENSIONERS/FAMILY PENSIONERS**  
**FOR THE YEAR 2021**

Please refer to the Staff Circular No 01 of 2019 and Staff Cir. No.27 of 2021 on the above matter.

2. In this connection, since the threat of covid pandemic still prevails, the special instructions on Life Certificate similar for the year 2020 will be applicable for this year also. The Standard Operating Procedure (SOP) for the Pension Servicing Branch (PSB) has been advised vide Staff Cir. 27 of 2021. Further the Format for Life Certificate (Format-6) and the list of Pensioners/Family Pensioners who are required to submit Life Certificate this year is available in Intranet site. The Special instructions on Life Certificates for the year 2021 are as under.

3. For those pensioners/family pensioners who are unable to submit the Format-6 in normal process, it has been decided to extend the submission date for one month i.e upto 31<sup>st</sup> Dec, 2021. Further any of the following alternate option may also be adopted:

- Pensioner/Family pensioner may submit the Format-6 at any of our branches who will certify and arrange to send the same to HO and to the pension servicing branch (PSB) for their record.
- The online Life certificate obtained for EPFO (Jeevan Praman Patra) this year during Nov/Dec 2021 will also be accepted for our purpose. In such cases our pensioner/family pensioner may send presigned undated Format-6 along with a copy of "Jeevan Praman Patra" to his PSB by Regd/Speed Post. The Branch Manager on receipt of the same will certify by putting the date of the "Jeevan Praman Patra" as the date of certificate on Fomat-6 and utilize the same accordingly.
- Alternatively pensioner/ family pensioner may send the pre-signed undated Format-6 to the PSB along with their whatsapp number by Regd Post/Speed Post to his PSB. On receipt of which the Branch Manager will arrange to make live video call through whatsapp and on completion of video call successfully, the Branch Manager may mark "Life certificate issued on the basis of the video call on date....." on the format.

Per/889 Dt.01/11/2021





4. However, the process after the issue of Life Certificate will be as usual. We assume that the Branch Managers have kept a list of the pensioners/ family pensioners along with their contact Nos. handy as advised vide Staff Cir.27 of 2021. Further the list of pensioners/.family pensioners (Branch wise) along with their phone numbers is available in Intranet (HR link) which may be utilised by the branch to update their branch data. Please keep track of the submission and arrange to call the pensioners/ family pensioners who have not yet submitted the Format-6 and advise the above options available and devise your own plan to facilitate submission of Format-6 by all living pensioners/ family pensioners.

5. You are advised that the copies of all the Format-6 obtained by your branch **should be bunched together** and sent to Head Office by Regd. Post latest by **1<sup>st</sup> week of January 2022**. Please note that release of pension from January 2022 will be kept on hold if the Life Certificate (Hard copy) is not received at Head Office by **20<sup>th</sup> January 2022**.

6. Please note that format for Life Certificate (Format-6) apart from being available in Bank's intranet ( Personnel(HR)> All Forms> Pension Forms> Pension Misc link) is also downloadable for public in internet from our bank's website [www.utkalgrameenbank.co.in](http://www.utkalgrameenbank.co.in) .

7. Please arrange accordingly.

Yours faithfully,



General Manager-(III)



**FORMAT - 6**

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

*(\*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,,... ..