| कार्पोरेशन बैंक<br>(सार्वजनिक क्षेत्र का अग्रणी बैंक)<br>प्रधान कार्यालय, डा.पे.सं. 88,<br>मंगलूर - 575 001 | ई-सर्कुलर e-CIRCULAR | **Corporation Bank**<br>(A Premier Public Sector Bank)<br>**Head Office, PB No.88,**<br>**Mangalore – 575 001** |
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| **Human Resource Management-Personnel Admn. Division**<br>**Email : pension@corpbank.co.in** | | |
| प्र.का. परिपत्र सं. HO<br>Circular No. 653/2018 | सूचकांक  Index No.<br>19.00/34/2018 | दिनांक Date: 29-October-2018 |

समस्त शाखाओं/कार्यालियों हेतु  TO ALL THE BRANCHES/ OFFICE

Subject : SUBMISSION OF LIFE CERTIFICATE IN RESPECT OF RETIRED STAFF/ FAMILY PENSIONERS

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**HIGHLIGHTS**

- **Provision to furnish information on submission of Life certificate is introduced in HRMS**
- **Branches are advised to mandatorily enter the life certificate details in HRMS.**
- Last date for updating Life Certificate/declaration in HRMS has been fixed as **31.12.2018**
- Pension shall be stopped in cases where **Life certificate is not submitted.**

1. Submission of Life Certificate in respect of the retired staff pensioners and family pensioners falls due on 1st November 2018 for further release of pension from the month of November 2018 onwards.

2. The branch wise list of staff pensioners/ family pensioners drawing pension is made available in intranet. Branches may access the same through **Downloads -> HO-PAD >Life certiifcate-> Branch_wise_list_of_staff_pensioners**. Pension disbursing branches are requested to take a print out of the same for information and follow-up purpose.

3. A format of Life Certificate furnished as **Annexure-I**, is also made available in **Downloads -> HO-PAD ->>Life certificate.**

4. Pension Disbursing Branches are advised to note that:

4.1 Life certificate in respect of staff pensioner and family pensioners has to be submitted by the Pension disbursing branch in the prescribed format after certifying that the pensioner/Family pensioner is alive.

4.2 No additional documents/photographs should be insisted from the pensioner/family pensioner.

4.3 In respect of staff pensioners/family pensioners who are not in a position to visit the branch due to disability/illness, arrangements shall be made by the Pension Disbursing branch for visit of a branch official to the place of local residence of such staff pensioners/family pensioners for certification.

5. All Family Pensioners have to submit Non Marriage/Re-Marriage declaration in the Format enclosed as **Annexure-II** and Son/daughter drawing Family Pension has to submit Employment/Non-employment Certificate in the format enclosed as **Annexure-III.** Formats are available in **Downloads -> HO-PAD >Life certificate.**

6. **Branches are advised to mandatorily enter the life certificate details in HRMS.**

   **The Process flow is as under:**

   **i)** Life certificate has to be prepared in duplicate and Branch official shall furnish acknowledgement to the staff/family pensioners for having submitted to Staff Pension Cell, PAD-HO

   **ii)** After certifying that the pensioner/family pensioner is alive in the prescribed format, the branch official has to update the details in HRMS.

   The navigation in HRMS for submission of Life certificate of Staff Pensioners/Family Pensioners is available at:

   **HRMS>Workforce Admin> Life certificate> View/Update Status**

   **iii)** On submission of the same in HRMS, a unique reference number will be generated and the same is to be noted in the Life certificate for reference purpose.

   **iv)** After submission in HRMS, a copy of Life certificate with the reference number is to be submitted to HO-PAD-Staff Pension Cell

   **v)** Original Life certificate is to be retained at the branch in the individual file of the Staff Pensioner/Family Pensioner.

7. Last date for updating Life Certificate/declaration in HRMS has been fixed as **31.12.2018**, and payment of pension shall be stopped in cases where Life Certificate is not submitted.

   Branch officials are requested to guide and support our pensioners/family pensioners for completion of this process on time.

**(Roy George A)**
**DY. GENERAL MANAGER**