



**Gramin Bank of Aryavart
Head Office**

A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

(AN UNDERTAKING OF GOVT OF INDIA, U.P. GOVT. & BANK OF INDIA)

Ref. No. HO/PERS & I.L./VK

Circular No. 06/151

Date: 20-12-2018

**The General Manager
GMO, Lucknow/Aligarh**

**The Regional Managers
All Regional Offices**

**The Chief Managers
All Departments, Head Office, GMOs & STC**

**The Branch Managers/Chief Managers,
All Branches**

**GRAMIN BANK OF ARYAVART (EMPLOYEES') PENSION
SCHEME, 2018**

**- GRAMIN BANK OF ARYAVART (EMPLOYEES') PENSION
REGULATION, 2018**

- OPTION FOR PENSION / FAMILY PENSION / NPS

Pursuant to Order dated 25-04-2018 of the Hon'ble Supreme Court in SLP No. 39288/2012 regarding grant of Pension to the employees of RRBs, approval of DFS, MOF, GOI and in terms of guidelines issued by NABARD and in consultation with Bank of India and in accordance with section 30 (1) of the RRB Act 1976, the Board of Directors in its 37th Meeting held on 01-11-2018 has approved Gramin Bank of Aryavart (Officers' and Employees') Service (Amendment) Regulations, 2018 and Gramin Bank of Aryavart (Employees') Pension Regulation, 2018, which have come into force on and from 27th November 2018, the date of Notification / publication in the Official Gazette of Government of India. The Officers / Employees, retirees and family members of deceased employees of Gramin Bank of Aryavart are now eligible to opt for Pension under the Gramin Bank of Aryavart (Employees') Scheme, 2018.

2. Accordingly, an option to join captioned Pension Scheme is being extended to those employees (Officers / Office Assistants / Office Attendants) who: -

2.1. (a) were in the service of the Bank on or after the 1st day of September, 1987 but had retired on or before 31 March, 2010.

(b) exercise an option in writing within 120 days from the date of Notification i.e. up to 26-03-2019, to become a member of the Fund and

(c) refund within 60 days after the expiry of the said period of 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 by them of the amount) ; or

2.2. (a) were in the service of the Bank on or after the 1st day of September, 1987 and who continue to be in the service of the Bank on or after the notified date i.e. 27-11-2018 and

(b) exercise an option in writing within 120 days from the date of notification i.e. up to 26-03-2019 to become a member of the Fund and



(c) cause to transfer the entire contribution of the Bank along with the interest accrued thereon, to the credit of the Fund constituted under regulation 4 ; or

2.3. (a) were in the service of the Bank between the 1st day of September, 1987 and 31st March 2010 and continued in service on or after effective date i.e. 01-04-2018 but retired before the notified date i.e. 27-11-2018,

(b) if he exercise an option in writing within 120 days from the date of Notification i.e. up to 26-03-2019, to become a member of the Fund and

(c) refund within 60 days of the expiry of the said period of 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 by them of the amount) or

2.4. The family (eligible member of family to draw family pension) of deceased employee of the Bank who:

i) was in the service of the Bank on or after the 1st day of September, 1987 but died on or before 31st March, 2010; or

(ii) joined the service between 1st September, 1987 and 31 March, 2010 and died before the effective date i.e. 01-04-2018; or

(iii) joined the service of the Bank between 1st September 1987 and 31 March 2010 and continued in service on or after the effective date 01-04-2018 but had died before 120 days after the notified date i.e. 27-11-2018 without the employee exercising an option in writing to become member of the Fund

Shall be entitled to family pension under these regulations,

(a) if the family of such deceased employee exercises an option in writing within 120 days from the date of the death of the employee or the expiry of 120 days from the notified date i.e. up to 26-03-2019, whichever is later, to become member of the Fund and

(b) refund within sixty days of the expiry of the said period of 120 days the entire final amounts received by the family (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 of the amount by the family).

NOTE: Since the Notification is ambiguous regarding process for joining Pension Scheme from employees who were in service between 01-09-1987 and 31-03-2010 but retired on or after 01-04-2010 to 31-03-2018, we have sought clarification from NABARD on the same. In the mean time, Branches / RO / GMO may accept option applications from such employees also up to 26-03-2019 and forward to Head Office after due processing. Decision on such applications will be taken by Head Office in line with guidance received from NABARD on this matter. Similarly option for Family Pension in case of such deceased employees shall also be accepted by Branch / RO / GMO up to 26-03-2019 and forwarded to Head Office after due process.

3. An employee or family of the deceased employee not exercising the option under sub-regulation (1) or who, after exercising the option, not refunding the amount shall be deemed not interested in becoming a member of the Fund and shall continue to be governed under the Employees' Pension Scheme, 1995.



4. Notwithstanding anything contained in this regulation, any employee who joined the service of the Bank on or after the 1st April, 2010 shall have an option either to be covered by the National Pension System or to continue to be governed under the Employees' Pension Scheme, 1995.
5. Notwithstanding anything contained in this regulation, any employee, who join the service of the Bank on or after the 1st April, 2018 shall be covered by the National Pension System.
6. It also may be noted that the employees who have ceased to be in the service of Bank on account of Resignation / incapacitation on medical grounds / any other type of cessation on account of penalty proceedings are not eligible to opt for joining the Pension Scheme. However those employees who cease to be in service of the Bank under such conditions on or after 01-04-2018 may be guided by the detailed guidelines in the Pension Regulations / Notification.
7. THE OPTION TO JOIN PENSION SCHEME CAN ONLY BE EXERCISED WITHIN 120 DAYS FROM THE DATE OF NOTIFICATION i.e UP TO 26-03-2019.
8. Those who opt to join the pension scheme in terms of the Scheme, Pension / Family Pension shall be payable to them with effect from 1st April 2018. However, employees retired after that date i.e. 01-04-2018 shall be entitled to get pension after respective dates of their retirement. All the Regulations of Gramin Bank of Aryavart (Employees') Pension Regulation, 2018 shall be applicable to those who opt for the Pension Scheme in terms of the Scheme except to the extent mentioned in the foregoing Clauses of this Notification.

THE OTHER SALIENT FEATURES OF THE SCHEME ARE AS UNDER:-

1. Qualifying service for pension.-

Subject to the other provisions of these regulations, an employee who has rendered a minimum of ten years of service in the Bank shall qualify for pension.

2. Commencement of qualifying service.-

Subject to the provisions contained in these regulations, qualifying service of an employee shall commence from the date he takes charge of the post to which he is first appointed on a regular basis and service on probation shall be counted if followed by confirmation in the post.

3. Counting of periods spent on leave.-

All leave during service in the Bank for which leave salary is payable shall count as qualifying service:

Provided that extraordinary leave on loss of pay shall not count as qualifying service except when the authority sanctioning the leave has directed that such leave not exceeding twelve months' during the entire service, may count as service for all purposes including pension.

4. Broken period of service of less than one year.-

If the period of service of an employee includes broken period of service of less than one year but more than six months, it shall be treated as one year and if such broken period is six months or less, it shall be ignored:

Provided that the provisions of this regulation shall not apply for determining the minimum qualifying service required for pension.

5. Counting of period spent on training.-

Period spent by an employee on training in the Bank immediately after his appointment shall count for qualifying service.



6. Counting of past service in the erstwhile bank.-

The service rendered by the employee, on regular basis in any other bank shall also be counted for qualifying service on amalgamation of that bank with the Bank:

Provided that nothing contained in this regulation shall apply to any such employee who is appointed on contract basis or on daily wage basis or on consolidated wages.

7. Period of suspension.-

- (1) Period of suspension of an employee pending inquiry shall count for qualifying service, where on conclusion of such inquiry, he has been fully exonerated or the suspension is held to be wholly unjustified.
- (2) In all other cases, the period of suspension shall not count as qualifying service unless the competent authority passing the orders under the service regulations governing such case expressly declare at the time that it shall count to such extent as such authority may declare.

8. Forfeiture of service.-

- (1) Resignation not amounting to voluntary retirement or dismissal or removal or termination of an employee from the service of the Bank shall entail for forfeiture of his entire past service and consequently shall not qualify for pension under these regulations.
- (2) An interruption in the service of an employee entails forfeiture of his past service, except in the following cases, namely: -
 - (a) authorised leave of absence;
 - (b) suspension, where it is immediately followed by reinstatement, whether in the same or a different post, or where the employee dies or is permitted to retire or is retired under the provisions of the Service Regulations while under suspension.

9. Interruption in services due to participation in strike.-

An Interruption in service of employee due to participation in strike shall not be counted for qualifying service for pension during such interruption unless such interruption is condoned by the competent authority:

Provided that before making an entry in the service record of the Bank employee regarding such interruption in service because of his participation in strike, an opportunity of representation may be given to the employee.

10. Military service.-

An employee who has rendered military service before appointment in the Bank shall continue to draw the military pension, if any, but military service rendered by the employee shall not count as qualifying service for pension under these regulations.

11. Period of deputation to an organisation in India.-

Period of deputation of an employee to another organisation in India will count for qualifying service provided the organisation to which he is deputed or the employee, pays the pensionary contributions at the rates specified under these regulations or at the rates specified by the Bank at the time of deputation, whichever is higher, to the Bank.



12. Addition to qualifying service in special circumstances.–

An employee shall be eligible to add to his service qualifying for superannuation pension specified in regulation 26, the actual period not exceeding one fourth of the length of his service or the actual period by which his age at the time of recruitment exceeded the upper age limit specified by the Bank for direct recruitment or a period of five years, whichever is less, if the service or post to which the employee is appointed is one –

- (a) for which post-graduate research, or specialist qualification or experience in scientific, technological, or professional fields, is essential;
- (b) to which candidates of age exceeding the upper age limit specified for direct recruitment are normally recruited; and
- (c) for which the candidate was given age relaxation over and above the maximum age limit fixed by the Bank on account of his possessing higher qualifications or experience:

Provided that this concession shall not be admissible to an employee unless his actual qualifying service at the time of his superannuation is not less than ten years.

13. Counting of service rendered on permanent part-time basis.–

- (1) In case of an employee who was employed on a permanent part-time basis in the service of the Bank in accordance with the erstwhile rules of appointment applicable to him and was contributing to the Employees' Provident Fund, the service rendered by him on a permanent part-time basis from the date of such contribution, shall be counted as qualifying service.
- (2) For the purpose of calculating the amount of pension in respect of a permanent part-time employee, the length of qualifying service shall be determined in accordance with Form IV.
- (3) For the purpose of calculating the amount of pension under this regulation, the actual service rendered shall be taken as qualifying service and in such cases the actual pay drawn at the time of retirement shall be reckoned for the purpose of average emoluments.

14. Superannuation pension.–

Superannuation pension shall be granted to an employee who has retired on his attaining the age of superannuation.

15. Premature retirement pension.–

Premature retirement pension may be granted to an employee who, -

- (a) has rendered minimum ten years of service; and
- (b) retires from service on account of orders of the Bank to retire prematurely in the public interest or for any other reason to be recorded in writing, if otherwise he was entitled to such pension on superannuation, on that date.

16. Compulsory retirement pension.–

An employee compulsorily retired from service as a penalty, on or after the effective date i.e. 01-04-2018, in terms of the Service Regulations, may be granted by the authority higher than the authority competent to impose such penalty, pension at a rate not less than two-thirds and not more than full pension admissible to him on the date of his compulsory retirement, if otherwise he was entitled to such pension on superannuation, on that date:

Provided that where the pension awarded under this regulation is less than the full pension admissible under these regulations, the Board of Directors shall be consulted before such order is passed.



17. Payment of pension or family pension in respect of certain employees.—

- (1) An employee who was in service between 1st day of September, 1987 and 31st day of March 2010 and retired from the service of the Bank before 31st day of March, 2018 shall, subject to the provisions of these regulations, be eligible for payment of pension from the effective date.
- (2) The family of a deceased employee, who was in service between the 1st day of September, 1987 and 31st day of March 2010 and died before the 31st day of March, 2018 shall, subject to the provisions of these regulations, be eligible for payment of family pension from the effective date.

18. Amount of pension.—

- (1) In the case of an employee retiring after completing a qualifying service of not less than thirty-three years, the amount of basic pension shall be calculated at fifty per cent of the average emoluments.
- (2) In the case of an employee retiring before completing a qualifying service of thirty-three years, but after completing a qualifying service of ten years, the amount of pension shall be proportionate to the amount of pension and in no case the amount of pension shall be less than the amount of minimum pension specified in these regulations.
- (3) In the case of an employee retiring before completing a qualifying service of thirty-three years, but after completing a qualifying service of ten years, the amount of pension shall be proportionate to the amount of pension and in no case the amount of pension shall be less than the amount of minimum pension specified in these regulations.
- (4) The amount of pension finally determined under these regulations shall be expressed in whole rupee and where the pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

19. Dearness relief.—

- (1) Dearness relief shall be granted on basic pension or family pension in accordance with the rates specified in Regulations.
- (2) Dearness relief shall be allowed on full basic pension even after commutation.

20. Determination of the period of ten months for average emoluments.—

- (1) The period of the preceding ten months for the purpose of average emoluments shall be reckoned from the date of retirement.
- (2) In the case of voluntary retirement or premature retirement, the period of the preceding ten months for the purpose of average emoluments shall be reckoned from the date on which the employee voluntarily retires or is prematurely retired by the Bank in public interest or for any other reasons to be recorded in writing.
- (3) In the case of dismissal or removal or compulsory retirement or termination of service, the period of the preceding ten months for the purpose of average emoluments shall be reckoned from the date on which the employee is dismissed or removed or compulsorily retired or terminated by the Bank.
- (4) If during the last ten months of the service, an employee had been absent from duty on extraordinary leave on loss of pay or had been under suspension and the period whereof does not count as service, the aforesaid period of extraordinary leave or suspension shall not be taken into account in the calculation of the average emoluments and equal period before the ten months shall be included.



21. Family pension.–

(1) Notwithstanding the provisions contained in Pension regulation 13, where an employee dies–

- (a) after completion of one year of continuous service; or
- (b) before completion of one year of continuous service, provided the deceased employee concerned immediately prior to his appointment to the service or post was examined by a medical officer approved by the Bank and declared fit for employment in the Bank; or
- (c) after retirement from service and was on the date of his death, in receipt of a pension, or compassionate allowance,

the family of the deceased shall be entitled to family pension, the amount of which shall be determined in accordance with Form III of the Pension Regulation.

The amount of pension shall be fixed at monthly rates and be expressed in whole rupees and where the pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee

22. Payment of family pension.–

(1) The period for which family pension is payable shall be,–

- (a) in case of a childless widow, for life or till her independent income from all sources become equal to two thousand five hundred and fifty rupees or more;
- (b) in the case of a widow with children or a widower, upto the date of death or remarriage, whichever is earlier;
- (c) in the case of a son or daughter (including widowed or divorced daughter), till such son or daughter attains the age of twenty-five years or upto the date of marriage of the son or daughter or remarriage of the daughter, whichever is earlier:

Provided that the family pension payable to the son or daughter (including widowed or divorced daughter) shall be discontinued or not be admissible when the eligible son or daughter starts earning a sum in excess of two thousand five hundred and fifty rupees per month from any source:

Provided further that an unmarried, widowed or divorced daughter who is not married or remarried even after the age of twenty-five years shall be eligible for family pension if there is no other family member or if her income from any source exceeds two thousand five hundred fifty per month.

- (d) in the case of an unmarried son or daughter of an employee suffering from any disorder or disability of mind or who is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of twenty-five years, the family pension shall be payable to such son or daughter for life subject to condition that there is no other eligible family member:

Provided that –

- (i) if such son or daughter is one among two or more living children of the employee, the family pension shall be initially payable to the minor children in the order set out in sub-regulation (3) until the last minor child attains the age of twenty-five years and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him or her for life;



- (ii) if there are more than one such children suffering from disorder or disability of mind or who are physically crippled or disabled, the family pension shall be paid in the order of their birth and the younger of them will get the family pension only after the elder next above him or her ceases to be eligible and if the family pension is payable to twin children, it shall be paid in the manner set out in sub-regulation 4;
 - (iii) the family pension shall be paid to such son or daughter through the guardian as if he or she were a minor except in the case of a physically crippled son or daughter who has attained the age of majority;
 - (iv) before allowing the family pension for life to any such son or daughter, the competent authority shall satisfy that the handicap is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer approved by the Bank, setting out, as far as possible, the exact mental or physical condition of the child;
 - (v) the person receiving the family pension as guardian of such son or daughter or such son or daughter not receiving the family pension through a guardian shall produce every three years, a certificate from a medical officer approved by the Bank, to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled;
 - (vi) if such son or daughter starts earning a sum in excess of two thousand five hundred and fifty rupees per month and in such cases, it shall be the duty of the guardian or the son or daughter to furnish a certificate to the Bank every month that he or she has not started earning his or her livelihood or in case of daughter, that she has not yet married;
- (e) in the case of parents, the family pension payable shall be discontinued or not be admissible if the income of one of the parents or the aggregate income of both the parents from any source exceeds two thousand five hundred and fifty rupees per month:

Provided that the family pension shall be payable first to the mother and after her death, to the father.

- (2) If a deceased employee or a pensioner leaves behind a widow or widower, the family pension shall become payable to the widow or widower, failing which to the eligible child or failing which, to the eligible parents.
- (3) Family pension to the children shall be payable in the order of their birth and the younger of them shall not be eligible for family pension unless the elder next above him or her has become ineligible for the grant of family pension.
- (4) Where the family pension is payable to twin children, it shall be paid to such children in equal shares:

Provided that where one such child ceases to be eligible, his or her share shall revert to the other child and where both of them cease to be eligible, the family pension shall be payable to the next eligible single child or twin children, as the case may be.

- (5) Where family pension is granted under this regulation to a minor, it shall be payable to the guardian on behalf of the minor.
- (6) In case both wife and husband are employees of the Bank and are governed by the provisions of this regulation and one of them dies while in service or after retirement, the family pension in respect of the deceased shall be payable to the surviving husband or wife and in the event of death of the husband or wife, the surviving child or children shall be granted the two family pensions in respect of the deceased parents, subject to the limits specified below, namely:-



- (a) if the surviving child or children is or are eligible to draw two family pensions at the rates mentioned in sub-clause (i) of clause (a) and clause (b) of sub-regulation (3) of regulation 37, the amount of both pension shall be limited to-
- (i) two thousand five hundred rupees per mensem in respect of an employee who retired or died while in service prior to the 1st day of November, 1992;
 - (ii) four thousand eight hundred rupees per mensem in respect of an employee who retired or died after the 1st day of November, 1992 (in the case of employee other than officer) or on or after 1st day of July, 1993 (in the case of an officer); and
 - (iii) six thousand seven hundred and fifty-six rupees per mensem in respect of an employee, who retired or died on or after 1st day of April, 1998;
 - (iv) nine thousand five hundred and sixty-five rupees per mensem in respect of an employee, who retired or died on or after 1st day of May, 2005;
 - (v) eleven thousand eight hundred and fifty-six rupees per mensem in respect of an employee, who retired or died on or after 1st day of November 2007;
- (b) if one of the family pensions ceases to be payable at the rates mentioned in sub clause (i) of clause (a) or clause (b) of sub-regulation (3) of regulation 37 and in lieu thereof the family pension at the rate mentioned in sub-regulation (1) of regulation 37 becomes payable, the amount of both the pension shall also be limited to-
- (i) two thousand five hundred rupees per mensem in respect of an employee who retired or died while in service prior to the 1st day of November, 1992 (in the case of an employee other than an officer) or prior to 1st day of July, 1993 (in the case of an officer);
 - (ii) four thousand eight hundred rupees per mensem in respect of an employee who retired or died on or after the 1st day of November, 1992 (in case of an employee other than an officer) or on or after 1st day of July, 1993 (in the case of an officer); and
 - (iii) six thousand seven hundred and fifty six rupees per mensem in respect of an employee, who retired or died on or after 1st day of April, 1998;
 - (iv) nine thousand five hundred and sixty-five rupees per mensem in respect of an employee, who retired or died on or after 1st day of May, 2005;
 - (v) eleven thousand eight hundred and fifty-six rupees per mensem in respect of an employee, who retired or died on or after 1st day of November, 2007;
 - (c) if both the family pensions are payable at the rate mentioned in sub-regulation (1) of regulation 37, amount of the two pensions shall be limited to-
 - (i) one thousand two hundred and fifty rupees per mensem in the case of an employee who retired or died while in service prior to the 1st day of November, 1992 (in the case of an employee other than an officer) or 1st day of July, 1993(in the case of an officer);
 - (ii) two thousand four hundred rupees per mensem in respect of an employee who retired or died on or after the 1st day of November, 1992 (in the case of an employee other than an officer) or on or after 1st day of July, 1993 (in the case of an officer); and
 - (iii) three thousand three hundred and seventy-eight rupees in respect of an employee who retired or died on or after 1st day of April, 1998;
 - (iv) four thousand seven hundred and eighty-three rupees per mensem in respect of an employee who retired or died on or after 1st day of May, 2005;



- (v) five thousand nine hundred and twenty-eight rupees per mensem in respect of an employee who retired or died on or after 1st day of November, 2007.
- (d) (i) Where family pension is payable to more widows than one, the family pension shall be paid to the widows in equal shares.
- (ii) On the death of a widow, her share of the family pension shall become payable to her eligible child:

Provided that if the widow is not survived by any child, her share of the family pension shall not lapse but shall be payable to the other widows in equal shares, or if there is only one such other widow, in full, to her.

- (iii) Where the deceased employee or pensioner is survived by a widow but has left behind eligible child or children from another wife who is not alive, the eligible child or children shall be entitled to the share of family pension which the mother would have received if she had been alive at the time of the death of the employee or pensioner:

Provided that on the share or shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable, such share or shares shall not lapse, but shall be payable to the other widow or widows or to the other child or children otherwise eligible, in equal shares, or if there is only one widow or child, in full, to such widow or child.

- (iv) Where the deceased employee or pensioner is survived by a widow but has left behind eligible child or children from a divorced wife or wives, such eligible child or children shall be entitled to the share of family pension which the mother would have received at the time of death of the employee or pensioner had she not been so divorced:

Provided that on the share or shares of family pension payable to such a child or children or to a widow ceasing to be payable, such share or shares, shall not lapse, but shall be payable to the other widow or widows or to the other child or children otherwise eligible, in equal shares, or if there is only one widow or child, in full, to such widow or child.

- (7) Where an employee dies leaving behind a judicially separated spouse with no child or children, the family pension in respect of the deceased shall be payable to the person surviving if such spouse is not remarried:

Provided that where the judicial separation is granted on the ground of adultery and the death of the employee takes place during the period of such judicial separation, the family pension shall not be payable to the person surviving if such person surviving was held guilty of committing adultery.

- (8) (a) Where an employee dies leaving behind a judicially separated spouse with a child or children, the family pension payable in respect of the deceased shall be payable to the surviving spouse provided he or she is the guardian of such child or children.

- (b) Where the surviving person has ceased to be the guardian of such child or children, such family pension shall be payable to the person who is the actual guardian of such child or children.

- (9) If the son or unmarried daughter eligible for the grant of family pension has attained the age of eighteen years, the family pension may be paid to such son or unmarried daughter directly.

- (10) (a) If a person who, in the event of death of an employee while in service, is eligible to receive family pension under these regulations, is charged with the offence of murdering the employee or for abetting in the commission of such an offence, the claim of such a person, including other eligible member or members of the family to receive the family pension, shall remain suspended till the conclusion of the criminal proceeding instituted against him.



(b) If on the conclusion of the criminal proceedings referred to in clause (a), the person concerned,—

- (i) is convicted for the murder or abetting in the murder of the employee, such a person shall be debarred from receiving the family pension which shall be payable to the other eligible member of the family, from the date of death of the employee;
- (ii) is acquitted of the charge of murder or abetting in the murder of the employee, the family pension shall be payable to such a person from the date of death of the employee.

(c) The provisions of sub-clauses (a) and (b) shall also apply for the family pension becoming payable on the death of an employee after his retirement.

23. Commutation.—

- (1) An employee shall be entitled to commute for a lump sum payment of a fraction not exceeding one-third of his pension:

Provided that in respect of an employee who was in service before the effective date but died after his retirement before the notified date, the family of such employee shall also be entitled to commute for a lump sum payment a fraction not exceeding one-third of the pension admissible to the employee.

- (2) An employee shall indicate the fraction of pension, which he desires to commute, and may either indicate the maximum limit of one-third pension or such lower limit, as he may desire to commute.
- (3) If fraction of pension to be commuted results in fraction of rupee, such fraction of a rupee shall be ignored for the purpose of commutation.
- (4) The lump sum payable to an applicant shall be calculated in accordance with the Table given below:

TABLE
Commutation values for a pension of one rupee per annum

Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase
(1)	(2)	(3)	(4)
17	19.28	35	16.92
18	19.20	36	16.72
19	19.11	37	16.52
20	19.01	38	16.31
21	18.91	39	16.09
22	18.81	40	15.87
23	18.70	41	15.64
24	18.59	42	15.40
25	18.47	43	15.15
26	18.34	44	14.90
27	18.21	45	14.64
28	18.07	46	14.37
29	17.93	47	14.10
30	17.78	48	13.82
31	17.62	49	13.54
32	17.46	50	13.25
33	17.29	51	12.95
34	17.11	52	12.66
53	12.35	69	7.22
54	12.05	70	6.91
55	11.73	71	6.60
56	11.42	72	6.30
57	11.10	73	6.01
58	10.78	74	5.72
59	10.46	75	5.44
60	10.13	76	5.17
61	9.81	77	4.90



62	9.48	78	4.65
63	9.15	79	4.40
64	8.82	80	4.17
65	8.50	81	3.94
66	8.17	82	3.72
67	7.85	83	3.52
68	7.53	84	3.32
		85	3.13

Notes:

1. The table above indicates the commuted value of pension expressed as number of years' purchase with reference to the age of the pensioner as on his next birthday.
2. The commuted value in the case of an employee retiring at the age of fifty eight years is 10.46 years' purchase and, therefore, if he commutes rupees one hundred from his pension within one year of retirement, the lump sum amount payable to him works out to Rs.100 X 10.46 X 12 = Rs. 12,552.
- (5) An employee who had commuted the admissible portion of pension is entitled to have the commuted portion of the pension restored after the expiry of a period of fifteen years from the date of commutation.
- (6) An applicant who is authorised a superannuation pension, voluntary retirement pension, premature retirement pension, compulsory retirement pension, invalid pension or compassionate allowance shall be eligible to commute a fraction of his pension under these regulations:

Provided that on and from 1st July, 2003, an applicant in whose case the commuted value of pension becomes payable on the day following the date of retirement or from the date from which commutation becomes absolute, the reduction in the amount of pension on account of commutation shall become operative from its inception and where payment of commuted value of pension could not be made within the first month after the date of retirement or within the first month after the date when the commutation becomes absolute, the difference between the normal monthly pension and the commuted pension shall be paid for the period between the date on which commutation becomes absolute and the difference between the monthly pension and the commuted pension shall be paid for the period between the date following the date of retirement or the date when the commutation becomes absolute and the date preceding the date on which commuted value of pension is deemed to have been paid.

- (7) In the case of a pensioner eligible for superannuation pension or pension on voluntary retirement or premature retirement pension, no medical examination shall be necessary if the application for commutation is made within one year from the date of retirement and where such a pensioner applies for commutation of pension after one year from the date of his retirement, the same will be permitted subject to medical examination:

Provided that in the case of an applicant who is in receipt of a provisional pension under regulation 44 and for whom pension in whole or in part on the finalisation of the departmental or judicial proceedings has been authorised, the period of one year referred to in this sub-regulation shall reckon from the date of issue of the orders consequent upon the finalisation of the departmental or judicial proceedings.

- (8) An applicant who -
 - (i) retires on invalid pension under regulation 28; or
 - (ii) is in receipt of compassionate allowance under regulation 29; or
 - (iii) is compulsorily retired by the Bank and is eligible for compulsory retirement pension under regulation 31, shall be eligible to commute a fraction of his pension subject to the limit specified in sub-regulation (1), after he has been declared fit by a medical officer approved by



(9) The commutation of pension shall be become absolute in the case of an employee-

- (i) retiring on superannuation or on voluntary retirement who submits an application for commutation of pension before the date of retirement, on the date following the date of retirement;

Provided that the employee governed by sub-regulation (3) of regulation 27 shall not apply for commutation of a part of his pension before the expiry of the notice of three months and the commutation of pension shall become absolute only on the expiry of the period of notice referred to in sub-regulation (1) of regulation 27;

- (ii) retiring on superannuation or on voluntary retirement or on premature retirement, if he applied for commutation of pension after the date of retirement but before the completion of one year from the date of retirement, on the date the application for commutation is received by the competent authority;
- (iii) retiring on superannuation or on voluntary retirement or on premature retirement, if he applies for commutation of pension after one year from the date of retirement, on the date of the medical certificate given by medical officer approved by the Bank;
- (iv) who was in service between 1st September, 1987 and 31st March, 2010 and retired on or before 31st March, 2018 and who opts to become a member of the Fund under these regulations, on the 1st day of April, 2018, where the application of commutation is made in Form VI within one year from the date of retirement and Form VII and Form VIII in all other cases, within the period specified in sub-regulation (1) of regulation 3;
- (v) who was in the service of the bank on or after the 1st day of April, 2018, but who retired prior to the publication of these regulations, on the day immediately following the date of his retirement, where the application is made in Form VI within the period specified in sub-regulation (1) of regulation 3;
- (vi) who retired on or after the 1st day of April, 2018, but died prior to the notified date i.e. 27-11-2018, on the day immediately following the date of his retirement, where the application for commutation is made within one year from the date of his death by the family of the deceased in Form VI, within the period specified in sub-regulation (1) of regulation 3;
- (vii) in respect of whom invalid pension under regulation 28 or compassionate allowance under regulation 29 or compulsory retirement pension under regulation 31 is admissible commutation shall become absolute on the date of the medical certificate given by medical officer approved by Bank.

GENERAL CONDITIONS

1. Pension subject to future good conduct.-

Future good conduct shall be an implied condition of every grant of pension and its continuance under these regulations.

2. Withholding or withdrawal of pension.-

The competent authority may, by order in writing, withhold or withdraw a pension or a part thereof, whether permanently or for a specified period, if the pensioner is convicted of a serious crime or criminal breach of trust or forgery or acting fraudulently or is found guilty of grave misconduct:

Provided that where part of pension is withheld or withdrawn, the amount of such pension shall not be reduced below the minimum pension per mensem payable under these regulations.



3. Conviction by court.—

Where a pensioner is convicted of a serious crime by a court, action shall be taken in the light of the judgment of the court relating to such conviction.

4. Pensioner guilty of grave misconduct.—

In a case not falling under regulation 42, if the competent authority considers that the pensioner is prima facie guilty of grave misconduct, it shall, before passing an order, follow the procedure specified in the Service Regulations.

5. Provisional pension.—

- (1) An employee who has retired on attaining the age of superannuation or otherwise and against whom any departmental or judicial proceedings are instituted or where departmental proceedings are continued, a provisional pension, equal to the maximum pension which would have been admissible to him, would be allowed subject to adjustment against final retirement benefits sanctioned to him, upon conclusion of the proceedings but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld, either permanently or for a specified period.
- (2) In cases referred to in sub-regulation (1), the gratuity shall be paid to the employee only on conclusion of the proceedings and any recoveries to be made from an employee shall be adjusted against the amount of gratuity payable.

Explanation - in this Chapter,-

- (a) "serious crime" includes a crime involving an offence under the Official Secrets Act, 1923 (19 of 1923);
- (b) "grave misconduct" includes the communication or disclosure of any secret official code or password or any sketch, plan, model, article, note, documents or information, such as is mentioned in section 5 of the Official Secrets Act, 1923 (19 of 1923) which was obtained while holding office in the Bank so as to prejudicially affect the interests of the general public or the security of the State;
- (c) "fraud" shall have the meaning assigned to it under section 25 of the Indian Penal Code, 1860 (45 of 1860);
- (d) "criminal breach of trust" shall have the meaning assigned to it under section 405 of the Indian Penal Code, 1860 (45 of 1860);
- (e) "forgery" shall have the meaning assigned to it under section 463 of the Indian Penal Code, 1860 (45 of 1860).

6. Commutation of pension during departmental or judicial proceedings.—

An employee against whom departmental or judicial proceedings have been instituted before the date of his retirement shall not be eligible to commute a fraction of his provisional pension under these regulations during the pendency of such proceedings.

7. Recovery of pecuniary loss caused to the Bank.—

- (1) The competent authority may withhold or withdraw a pension or a part thereof, whether permanently or for a specified period, and order recovery from pension of the whole or part of any pecuniary loss caused to the Bank if in any departmental or judicial proceedings the pensioner is found guilty of grave misconduct or negligence or criminal breach of trust or forgery or acts done fraudulently during the period of his service:



Provided that before passing any final orders under this sub-regulation, the Board shall be consulted:

Provided further that where a part of pension is withheld or withdrawn the amount of pension drawn by a pensioner shall not be less than the minimum pension payable under these regulations:

Provided also that departmental proceedings, if instituted while the employee was in service, shall, after the retirement of the employee, be deemed to be the proceedings under these regulations and shall be continued and concluded by the authority by which they were commenced in the same manner as if the employee had continued service.

- (2) No departmental proceedings shall be initiated in respect of an event if more than four years time lapsed after the event:

Provided that the disciplinary proceedings initiated under this sub-regulation shall be in accordance with the procedure applicable to disciplinary proceedings in relation to the employee during the period of his service.

- (3) Where the competent authority orders recovery of pecuniary loss from the pension, the recovery shall not ordinarily be made at a rate exceeding one third of the pension admissible on the date of retirement of the employee.

8. Recovery of Bank's dues.—

The Bank shall be entitled to recover the dues to the Bank on account of housing loans, advances license fees, other recoveries and recoveries due to staff co-operative credit society from the commutation value of the pension or the pension or the family pension.

9. Commercial employment after retirement.—

- (1) A pensioner who immediately before his retirement was holding the post of an officer who wishes to accept any commercial employment before the expiry of one year from the date of his retirement, shall obtain the previous sanction of the Bank before such acceptance and subject to the provision of sub-regulation (2), the Bank may, by order in writing, grant permission subject to such conditions as it may deem necessary or refuse permission, for reasons to be recorded in writing.
- (2) In granting or refusing permission under sub-regulation (1) to a pensioner for taking up any commercial employment, the Bank shall have regard to the following factors, namely:-
- (a) the nature of the employment proposed to be taken up and the antecedents of the employer;
 - (b) whether his duties in the employment which he proposes to take up might be such as to bring him into conflict with the Bank;
 - (c) whether the pensioner while in service had any such dealing with the employer under whom he proposes to seek employment as it might afford a reasonable basis for the suspicion that such pensioner had shown favours to such employer;
 - (d) whether the duties of the commercial employment proposed involve liaison or contract work with Bank;
 - (e) whether his commercial duties will be such that his previous official position or knowledge or experience under Bank could be used to give the proposed employer an unfair advantage;
 - (f) the emoluments offered by the proposed employer; and
 - (g) any other relevant factor.



- (3) Where within a period of sixty days of the date of receipt of an application under sub-regulation (2), the Bank does not communicate the grant or refusal of permission to the applicant, the applicant shall be deemed to have been granted the permission:

Provided that in any case where defective or insufficient information is furnished by the applicant and it becomes necessary for the Bank to seek further clarifications or information from him, the period of sixty days shall be counted from the date on which the defects have been removed or complete information has been furnished by the applicant.

- (4) Where the Bank grants the permission applied for subject to any conditions or refuses such permission, the applicant may, within thirty days of the receipt of the order of the Bank to that effect, make a representation against any such condition or refusal and the Bank may make such orders thereon as it deems fit:

Provided that no order shall be made under this sub-regulation without giving the pensioner making the representation an opportunity to show cause against the order proposed to be made.

- (5) If any pensioner takes up any commercial employment at any time before the expiry of one year from the date of his retirement without the prior permission of the Bank or commits a breach of any condition for such permission, it shall be competent for the Bank to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to the whole or such part of the pension and for such periods as may be specified in the order:

Provided that no such order shall be made without giving the pensioner concerned an opportunity of show cause against the order proposed to be made:

Provided further that in making any order under this sub-regulation, the Bank shall have regard to the following factors, namely:-

- (i) the financial circumstances of the pensioner concerned;
 - (ii) the nature of, and the emoluments from, the commercial employment taken up by the pensioner concerned, and;
 - (iii) any other relevant factor.
- (6) Every order passed by the Bank under this regulation shall be communicated to the pensioner concerned.
- (7) In this regulation, the expression "commercial employment" means—
- (i) an employment in any capacity including that of an agent, under a company (including a banking company), co-operative society, firm or individual engaged in trading, commercial industrial, financial or professional business and includes also a directorship of such company (including a banking company), and partnership of such firm but does not include employment under a body corporate, wholly or substantially owned or controlled by the Central Government or a State Government;
 - (ii) setting up practice, either independently or as a partner of a firm, as advisor or consultant in matters in respect of which the pensioner -
 - (A) has no professional qualifications and the matters in respect of which the practice is to be set up or is carried on are relatable to his official knowledge or experience, or
 - (B) has professional qualifications and the matters in respect of which the practice is to be set up are such as are likely to give his clients an unfair advantage by reason of his previous official position, or
 - (C) has to undertake work involving liaisons or contact with the offices or officers of the Bank.



Explanation.- For the purpose of this clause, the expression "employment under a co-operative society" includes the holding of any office, whether elective or otherwise, such as that of President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such society.

10. Nomination.-

- (1) The trust shall allow every employee governed by these regulations to make a nomination conferring on one or more persons the right to receive the amount of pension benefits under these regulations in the event of his death before that amount becomes payable or, having become payable, has not been paid and such nomination shall be made in such form as may be specified by the Bank from time to time.
- (2) If any employee nominates more than one person under sub-regulation (1), he shall, in his nomination, specify the amount or share payable to each of the nominees in such a manner as to cover the whole of the amount of the pension benefits that may be payable in the event of his death.
- (3) A nomination made by an employee may, at any time, be modified or revoked by him after giving a written notice to the trust of his intention of doing so in such form as the Bank may from time to time specify.
- (4) A nomination or its revocation or its modification shall take effect to the extent it is valid on the date on which it is revised by the trust.

11. Date from which pension becomes payable.-

- (1) Except in the case of an employee to whom the provisions of Pension regulation 41 and regulation 44 apply, pension other than the family pension shall become payable from the effective date or, as the case may be, from the date following the date of retirement, whichever is later, if the employee has exercised his option to become a member of the Fund and refunded the entire amount of Bank's contribution within the time stipulated under these regulations.
- (2) Except in the case of an employee to whom the provisions of Pension regulation 41 and regulation 44 apply, family pension shall become payable from the effective date or, as the case may be, from the date following the date of death of the employee, whichever is later, if the family of the deceased employee has exercised the option to become member of the Fund and refunded the entire amount of Bank's contribution within the time stipulated under these regulations.

12. Currency in which pension is payable.-

All pension admissible under these regulations shall be payable in rupees in India only.

13. Manner of payment of pension.-

A pension fixed at a monthly rate shall be payable monthly on or after the first day of the following month.

14. Power to issue instructions.-

The Chairman of the Bank, with the approval of the Board may from time to time issue instructions, as may be considered necessary or expedient for the implementation of these regulations.

15. Residuary provisions.-

In case of doubt, in the matter of application of these regulations, regard may be had to the corresponding provisions of Central Civil Services Rules, 1972 or Central Civil Services (Commutation of Pension) Rules, 1981 applicable for Central Government employees with such exceptions and modifications as the Bank, after consultation with Bank of India being the Sponsor



Bank and the National Bank and with the previous sanction of the Central Government, may from time to time, determine.

PROCEDURE / INSTRUCTIONS FOR SUBMISSION OF OPTION FORM BY EXISTING EMPLOYEES/RETIREES/FAMILY OF THE EX-STAFF

A.(i) Existing employees, who were in the service of the Bank between the 1st day of September, 1987 and 31st March 2010 and continued to be in the service of the Bank to submit the option up to 26-03-2019

Only those employees who are in the service of Bank as on 01st September 1987 and have joined the Bank before 31st March 2010, they will have option as follows :-

Option I- I want to change my option from Employees' Pension Scheme, 1995 to Gramin Bank of Aryavart (Employees') Pension Scheme, 2018 (**Annexure- 1**)

Option II- I DO NOT wish to change my option from Employees' Pension Scheme, 1995 to Gramin Bank of Aryavart (Employees') Pension Scheme, 2018 (**Annexure- 1A**)

- (a) Employee has to exercise ONE option and has to submit the same to their Regional Office through his / her Branch, latest by 26-03-2019.
- (b) In case of Head Office/GMO/ Regional Office Staff, Employee will submit the Option form to the Personnel Department at their office.

A (ii) Existing Employees, who joined the service of the Bank on or from 01-04-2010 to 31-03-2018 and continued to be in the service of the Bank to submit the option up to 26-03-2019

Only those employees who joined the services of Bank as on 01st April 2010 to 31st March 2018 and continued to be in the service of the Bank, they will have option as follows :-

Option - I hereby opt to become a member of the National Pension System (NPS) or I am presently covered under EPF Scheme 1995 and hereby irrevocably undertake and opt remain covered under EPF Scheme 1995 only (**Annexure- 2**)

- (a) Employee has to exercise one option and has to submit the same to their Regional Office through his / her Branch, latest by 26-03-2019.

In case of Head Office /GMO/ Regional Office Staff, Employee will submit the Option form to the Personnel Department at their office.

I. Action to be taken by Branch / Department/ Regional Office Office:

- (a) The Branch Manager / Head of the Department in case of administrative staff /Officer in charge have to verify contents of the option form and certify the same.
- (b) Duly signed acknowledgment of the option letter to be given to the employee.
- (c) Thereafter, the branch /department / office will forward all the option forms to Regional Office in one lot immediately after the receipt of the same. Finally after the closure of the date of submission of option i.e. 26-03-2019, Regional office will submit a certificate, that all the employees from their Region have exercised the option.



- (d) In case of GMO/Head Office Departments, the forms will be forwarded to GMO/Pers & I.L Department, Head Office.
- (e) The Branch / Department / Office should ensure that only one option form is submitted by employee, within stipulated time.
- (f) Those employees who are on leave/under suspension / absent without intimation / on unauthorized leave etc. should be contacted and it should be ensured that the option form is submitted by them.
- (g) The said duly verified option forms are to be submitted to their Controlling Authorities (i.e. Regional Office /GM Office / Pers & I.L Department, Head Office, as the case may be) on or before 15-01-2019, and on weekly basis thereafter all forms are submitted by 26-03-2019.
- (h) The zerox copies of the said forms should be preserved with the Branch / Office record.

II. Action to be taken by GM Office/ Pers & I.L Department, Head Office.

- (a) The GM Office will collect the forms received from all the Regional Offices under their jurisdiction for onward submission to Pers & I.L Department, Head Office.
- (b) After verification / cross checking of the option with actual form received, the same should be forwarded in one lot to Pers & I.L Department, Head Office on or before **20-01-2019** and on weekly basis thereafter all forms are submitted by 26-03-2019.
- (c) It is the responsibility of the Regional Office / GM Office as the case may be, to collect the option forms (as per prescribed format) from Employees who are under suspension / absent without intimation / on unauthorized leave / employees who are not in a position submit the forms for the reasons beyond their control. However, a separate list should be prepared of such staff and be sent to Pers & I.L Department, Head Office on or before **20-01-2019**.

While forwarding all these forms to Pers & I.L Department, Head Office, the GMOs has to certify having collected the forms from all the employees under their jurisdiction including under suspension / absent without intimation / unauthorized leave / employees who are not in a position to submit the forms for the reasons beyond their control etc.

B. Procedure for Retired Employees who were in service of the Bank on or after the 1st day of September, 1987 but had retired on or before 31 March, 2010

AND

For Retired Employees who were in service of the Bank between the 1st day of September, 1987 and 31st March 2010 but retired on or after effective date i.e. 01-04-2018.

- (a) The option has to be exercised up to 26-03-2019.
- (b) Eligible Retired employees will have to submit the following forms to the Regional Office from where they have retired. In case of staff retired from GMO / Head Office they will have to submit the application to the Branch, from where they have received their last salary.
 - i) Application for option of Pension (**Annexure-3**)
 - ii) Pensioner's Profile. (**Annexure- 4 in duplicate**)
 - iii) Application for commutation without Medical Examination (**Annexure- 5**)



- iv) Application for commutation subject to Medical Examination (Applicable in case of those who commute after one year from the date of retirement) (**Annexure- 6**)
- v) Declaration by such Retired Employees for facilitating Medical Examination by the Medical Officer (**Annexure- 7- Part-I, II & III**)
- vi) Nomination for Pension / Commutation (**Annexure- 8**)

Note : The Medical examination should be carried out by Bank's doctor. In case the Bank's doctor is not available the concerned GM Office/ Regional Office are authorised to approve the reputed MBBS Doctor practicing in the vicinity of the branch / office, only for this purpose. The expenses, if any, related to the said medical examination including doctor's fees shall be borne by the applicant.

I. Steps to be taken at Regional Office / GMO/ Pers. & I.L Department, Head Office

- (a) Regional Office has to issue set of application forms as mentioned above along with letter addressed to the Medical Officer for the purpose of medical examination
- (b) In case of employees retired from GMO / Head Office, respective Pers & I.L Department will issue set of application forms as mentioned above along with letter addressed to the Medical Officer for the purpose of medical examination. These forms will be submitted to the Branch from where they have received their last salary.
- (c) After having all the forms received including the required medical certificate from the Pension optee, the same should be forwarded duly verified / recommended to the G.M Office, through their Regional Office immediately along with the **SERVICE PARTICULARS OF THE EMPLOYEE (Annexure- 9) and DETAILS OF OUTSTANDING LIABILITIES OF EMPLOYEE (Annexure-10) - to be filled by the last salary paying Branch.**

IL Steps to be taken at G.M Offices/ Pers. & I.L Department, Head Office

- (a) Having received the applications from the Regional offices, G.M Offices have to verify from Bank's records, the details of employee such as Name, Date of Birth, Date of Joining, Date of Retirement, Gender, Category, (Officer/Clerk/Sub Staff), PAN No and Branch from where the employee has retired.
- (b) Thereafter GMO have to forward the applications duly recommended to Pers. & I.L Department, Head Office along with the following statement form, in excel format

For the RETIRED Employees

Sr. No.	PF No	Name	Last Office /Branch	Date of Retirement	Date of Option	Details of Option
	1	2		3	6	7
1						
2						
3				Total		

Please note that retired pension optee has to deposit by way of local cheque / DD / pay order etc. of his bank contribution of PF with interest paid to him till the date of receipt, on or before 25-05-2019 i.e. within 60 days from the date of closure of offer, as this is pre-condition for opting a pension option. They would also also be required to submit the satisfactory proof of the amount of Bank Contribution having received by them towards Provident Fund.



C. For the family of those Deceased employees of the Bank who are eligible for family pension as mentioned in Para 4 above:

The eligible family member (as per Regulation 38 of Pension Regulation) shall exercise the option (**Annexure-11**) for joining the pension scheme up to 26-03-2019. They shall submit the required set of forms as mentioned here-in-below to the last working Branch / last salary paying Branch. They shall refund the entire amount of the Bank's Contribution to the Provident Fund and interest accrued thereon till the date of receipt of the amount by the family on or before 25-05-2019 i.e. within 60 days from the date of closure of offer, as this is pre-condition for opting a family pension option. They would also be required to submit the satisfactory proof of the amount of Bank Contribution having received by them towards Provident Fund. Forms to be submitted by family of the deceased as mentioned in para above:

- a) Option for Family Pension (**Annexure- 11**)
- b) Application for family pension (**Annexure- 12**)
- c) Declaration regarding non-marriage/remarriage. (**Annexure-13**)
- d) Declaration regarding non-employment. (**Annexure-14**)
- e) Any other relevant document

I. Action to be taken by Branch / Regional Office

- (a) **The Branch / The Regional Office** have to obtain abovementioned set of forms and forward the same duly verified /recommended to the GM Office, as soon as they are received along with the **SERVICE PARTICULARS FOR FAMILY PENSIONER. (Annexure- 9 - to be filled in by last working / salary paying branch).**

II. Action to be taken at G.M Offices/ Pers & I.L Department

- (a) GMO should forward the applications with the recommendations to Pers & I.L Department, Head Office in one lot, every Monday along with the following statement.
- (b) Before forwarding the applications to Pers & I.L Department, Head Office, GMO have to verify the details of employee such as Name, Date of Birth, Date of Joining, Date of Retirement, Gender, Category, (Officer/Clerk/Sub Staff) PAN No and last Branch where employee was working.
- (c) The statement should be prepared in excel format and be mailed to Pers & I.L Department, Head Office in the following formats

Sr. No.	PF No.	Name	Category (Officer/ Clerk/ Sub staff)	Date of Retirement / Date of cessation	Last Br.	Region
1						
2						
				Total		



9. The branches (the salary paying Branch where the deceased employee was last posted / drew last salary) should contact family of deceased employees and apprise them about the availability of family pension as per the terms of the settlement to enable them to decide within prescribed time limit.


10. The Regional Offices / Branches are advised to display notice regarding exercising option for pension. The required set of forms may be handed over to all the ex-employees who are desirous to opt for the pension. We seek your cooperation in complying with requirements and adhering to time schedule and completing this very important and time bound task. Please do not hesitate to contact us for any further clarification / information in this regard.

11. Please bring the contents of this circular to the notice of all the staff members working at your branch/office/department and obtain their acknowledgement for having noted the contents thereof.

12. Please find enclosed formats as per list regarding the Pension Scheme. The Gazette Notification regarding **GRAMIN BANK OF ARYAVART EMPLOYEES' PENSION REGULATION, 2018** has since been uploaded on Bank's website for ready reference. All concerned may visit the Bank's website for detailed guidelines.

1.	Option Form to be filled in by the Employees who are in service of the Bank, opting for Gramin Bank of Aryavart (Employees') Pension Scheme, 2018	ANNEXURE – 1
2.	Option Form to be filled in by the Employees who are in service of the Bank, NOT opting for Gramin Bank of Aryavart (Employees') Pension Scheme, 2018	ANNEXURE – 1A
3.	Option Form to be filled in by the Employees who are in service of the Bank, opting for NPS	ANNEXURE – 2
4.	Option Form to be filled in by the Retired Employees of the Bank	ANNEXURE – 3
5.	Pensioner's Profile	ANNEXURE – 4
6.	Application for Commutation of Pension without Medical Examination	ANNEXURE – 5
7.	Application for Commutation of Pension subject to Medical Examination	ANNEXURE – 6
8.	Declaration by the Pensioner for facilitating Medical Examination by the Bank's Medical Officer	ANNEXURE – 7
9.	Form of Nomination	ANNEXURE – 8
10.	SERVICE PARTICULARS (Ten months (prior to retirement / death) average pay & allowances)	ANNEXURE – 9
11.	Particulars of Outstanding Liabilities of the Employee / Retired Employee	ANNEXURE – 10
12.	Option Form to be filled in by the family of those employees of the Bank who are eligible for family pension	ANNEXURE – 11
13.	Application for grant of Family Pension in the event of death of Employee / Pensioner	ANNEXURE – 12
14.	Certificate of Non-Marriage / Re-marriage	ANNEXURE – 13
15.	Acceptance / Non-acceptance of Commercial Employment	ANNEXURE – 14
16.	Life Certificate	ANNEXURE – 15
17.	Letter of undertaking by the Pensioner	ANNEXURE – 16
18.	Letter of undertaking by the Pensioner and Family Members / Nominees	ANNEXURE – 17
19.	Clearance/ Pre-disbursement formalities to be furnished by the proposed Pension Paying Branch	ANNEXURE – 18




AJEYA THAKUR)
GENERAL MANAGER

ANNEXURE—1

**Gramin Bank of Aryavart**

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

Option Form to be filled in by the employees who were in the service of the Bank between the 1st day of September, 1987 and 31st March 2010 and continued to be in the service of the Bank (To be submitted in quadruplicate through their present Branch / Office)

Date of receipt of application at Branch / Office		FOR HO USE ONLY
Forwarded on		
Forwarded by		
Signature with office seal (Branch/Office)		OPTION NOTED IN SERVICE RECORD
		(Signature of the concerned Authority at HO with date)

The Chairman
Gramin Bank of Aryavart
Head Office

Date: _____

I hereby declare that I have read and understood the Gramin Bank of Aryavart (Employees') Pension Regulations, 2018 and I hereby opt to become a member of the Bank's Pension Scheme and irrevocably authorise the Bank / EPF Trustees / EPFO / RPFC to transfer the entire contribution of the Bank along with the interest thereon to the credit of Pension Fund to be created for this purpose. I understand that I am required to contribute to the Provident Fund Account at the rates determined by the Bank from time to time. I further understand that with effect from _____ (the date of implementation of Pension Scheme), the Bank shall not make any contribution to my Provident Fund Account. I also undertake to refund my non-refundable withdrawal from EPF balance (Bank's contribution component), if any, together with interest at EPF rate from time to time up to the date of refund.

1. Signature : _____
2. Name in Full (in Block letters): _____
3. Designation: _____
4. E P F No: _____
5. Present Residential Address: _____
6. Date of Birth: _____
7. Date of joining in the Bank' service: _____
8. Present place of posting: _____ Branch / Office.

(Signature to be attested by the Branch/Office Head with Office Seal)

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




Gramin Bank of Aryavart

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

Option Form to be filled in by the employees who were in the service of the Bank between the 1st day of September, 1987 and 31st March 2010 and continued to be in the service of the Bank
(To be submitted in quadruplicate through their present Branch / Office)

Date of receipt of application at Branch / Office		FOR HO USE ONLY
Forwarded on		
Forwarded by		
Signature with office seal (Branch/Office)		(Signature of the concerned Authority at HO with date)

The Chairman
 Gramin Bank of Aryavart
 Head Office

Date: _____

Dear Sir,

I hereby declare that I have read and understood the Gramin Bank of Aryavart (Employees') Pension Regulations, 2018 and I hereby advise that I do NOT wish to opt for Bank's Pension Scheme circulated vide Branch Circular No _____ dated _____

Accordingly, I exercise my option to continue with the Employees' Pension Scheme, 1995, which please note.

1. Signature : _____
2. Name in Full (in Block letters): _____
3. Designation: _____
4. E P F No: _____
5. Present Residential Address: _____
6. Date of Birth: _____
7. Date of joining in the Bank' service: _____
8. Present place of posting: _____ Branch / Office.

(Signature to be attested by the Branch/Office Head with Office Seal)

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



ANNEXURE—2

**Gramin Bank of Aryavart**

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

Option Form to be filled in by the employees who joined the service of the Bank between 01 April 2010 and 31 March 2018 (in terms of Gramin Bank of Aryavart RRB(Employees') Pension Regulations, 2018 (Refer Chapter II, Regulation 3(3))**(To be submitted in quadruplicate through their present Branch / Office)**

Date of receipt of application at Branch / Office		FOR HO USE ONLY
Forwarded on		OPTION NOTED IN SERVICE RECORD
Forwarded by		
Signature with office seal (Branch/Office)		(Signature of the concerned Authority at HO with date)

The Chairman
Gramin Bank Of Aryavart
Head Office

Date: _____

I hereby declare that I have read and understood the Gramin Bank of Aryavart (Employees') Pension Regulations, 2018.

*I am presently covered under EPF Scheme 1995 and hereby irrevocably undertake and opt remain covered under EPF Scheme 1995 only

OR

*I hereby opt to become a member of the National Pension System (NPS) and irrevocably authorize the Bank / EPF Trustees / EPFO / RPFC to transfer the entire contribution of Myself and the Bank along with the interest thereon to the credit of Fund Manager to be appointed for this purpose. I understand that I am required to contribute to the NPS at the rates determined by the Bank/PFRDA from time to time. I also undertake to refund my non-refundable withdrawal from EPF balance (Bank's contribution component), if any, together with interest at EPF rate from time to time up to the date of refund.

- Signature : _____
- Name in Full (in Block letters): _____
- Designation: _____
- E P F No: _____
- Present Residential Address: _____
- Date of Birth: _____
- Date of joining in the Bank' service: _____
- Present place of posting: _____ Branch / Office.

(Signature to be attested by the Branch/Office Head with Office Seal)

*Strikeout whichever is not applicable.




Gramin Bank of Aryavart

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

Option Form to be filled in by the Retired Employees of the Bank
(To be submitted in quadruplicate through the Branch / Office from where retired)

Date of receipt of application at Branch / Office		FOR HO USE ONLY
Forwarded on		
Forwarded by		
Signature with office seal (Branch/Office)		(Signature of the concerned Authority at HO with date)

The Chairman
 Gramin Bank of Aryavart
 Head Office

Date: _____

I hereby declare that I have read and understood the Gramin Bank of Aryavart (Employees') Pension Regulations, 2018 and I hereby voluntarily opt to become a member of the Bank's Pension Scheme and irrevocably authorise the EPFO / RPFC to transfer my entire Pension Fund kept with them to Bank to credit Pension Fund to be created for this purpose. I undertake to refund the Bank's contribution to EPF Fund together with accrued interest thereon paid to me on my retirement. I also undertake to refund my non-refundable withdrawal from EPF balance (Bank's contribution component), if any, together with interest at EPF rate from time to time.

1. Signature: _____

2. Name in Full (in Block letters): _____

3. Designation (at the time of retirement): _____

4. E P F No: _____

5. Present Residential Address: _____

6. Date of Birth: _____

7. Date of joining in the Bank' service: _____

8. Date of retiring from the Bank' service: _____

9. Branch / Office from where retired: _____ Branch / Office.

10. Branch from where pension to be drawn: _____ Branch

(Signature to be attested by the Branch/Office Head with Office Seal)





Gramin Bank of Aryavart

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

PENSIONER'S PROFILE DUPLICATE
 (PLEASE FILL UP IN BLOCK CAPITALS)

 The Chairman
 Gramin Bank of Aryavart
 Head Office

 Pensioner's
 Photograph
 Joint with Wife

(1)	Full Name:		
(2)	Gender:	Male/Female	
(3)	Identification Mark (if any):		
(4)	Date of Birth:		
(5)	PAN No. :		
(6)	Date of Joining Bank service:		
(7)	Date of ceasing to be in service:		
(8)	Mode of cessation from service: Retirement on Superannuation		
(9)	Category at Retirement: Officer (Scale Grade) / Clerk / Sub-ordinate Staff		
(10)	Provident Fund Account No.		
(11)	Permanent Address:		
(12)	Branch / Office of last posting:	Branch:	Region:
(13)	Branch from where pension payment is desired:	Branch-	Region-
(14)	Savings Bank A/C No. (15 Digit):		
(15)	Have you obtained Commercial Employment: Yes/ No If "Yes" please state date of Permission by the Competent Authority		
(16)	IF "No" do you intend to take up application for Commercial Employment? Yes/ No. If "Yes" please give reference of your Permission from the Competent Authority.		
II. PERSONAL DATA OF THE SPOUSE:-			
(1)	Full Name:		
(2)	Relationship with the Pensioner:	Wife / Husband	
(3)	Date of Birth:		
(4)	Identification Mark (If any visible):		
(5)	Permanent Address:		
III. PARTICULARS OF FAMILY MEMBERS OTHER THAN SPOUSE (Family as defined under Regulation of GRAMIN BANK OF ARYAVART EMPLOYEES') PENSION REGULATION, 2018			
	Name	Relationship	Date of Birth
(1)			
(2)			
(3)			
I declare that the above information is true and correct. Should you however require any documentary evidence, I shall produce the same on demand.			
Date:		Signature:	

Note : Please enclose 2 passport sized photographs of the pensioner and 2 joint passport size(photographs of the pensioner with the spouse).




Gramin Bank of Aryavart

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

[Under regulation 39 (9)]

Application for Commutation of Pension without Medical Examination
(to be submitted within one year from the date of retirement)

The Chairman
Gramin Bank of Aryavart
Head Office

Date: _____

Dear Sir,

Space for
Affixing attested
passport size
photograph

I retired/will retire 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 Gramin Bank of Aryavart (Employee's) Pension Regulations, 2018. The necessary particulars are furnished below:

Name in full (in block letters) : _____
Designation at the time of Retirement : _____
Name of Office/Department from which retired : _____
Date of birth (as per Bank's Service Record) : _____
Date of Retirement : _____
Class of Pension : _____
Fraction of Pension proposed to be Commuted not exceeding 1/3rd thereof. : _____

Signature

Place :

Address: _____

Acknowledgement

Received from Shri/Smt/Kum _____ application
for commutation of Pension.
Former Designation

Place :

Date :

(Signature of Designated Authority)





Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

Application for Commutation of Pension subject to Medical Examination
(to be submitted in duplicated)

PART - I

The Chairman
Gramin Bank of Aryavart
Head Office

Space for
Affixing
attested
passport
size
photograph

Dear Sir,

I desire to commute a fraction of my pension in accordance with Gramin Bank of Aryavart (Employee's) Pension Regulations, 2018. An attested copy of my photograph is affixed on the application and an unattested copy is enclosed. The necessary particulars are furnished below:

Name in full (in block letters): _____
Designation at the time of retirement: _____
Name of Office/Department from
which retired : _____
Date of birth (as per Bank's
Service Record) : _____
Date of Retirement : _____
Class of Pension : _____
Fraction of Pension proposed to be
commuted not exceeding 1/3rd
thereof : _____
Preference for station where
medical examination is desired to
take place : _____
Place : _____
Date : _____

Signature

Address : _____

Acknowledgement

Received from Shri/Smt/Kum. _____
_____ application for commutation of Pension.
(Former Designation)

Place :
Date :

(Signature of Designated Authority)



**ANNEXURE-6
(Part-II)**



Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow
[Under regulation 39(9)]

(To be completed by the Designated Authority)

1. Name of the Applicant : _____
2. Date of birth (as per Bank's Service Record) : _____
3. Date of Retirement : _____
4. Class of Pension : _____
5. Amount of Pension : _____
6. Amount of Pension desired to be commuted : _____

On the basis of

Normal Age	Added Years	
	1 Year	2 Years
Rs.	Rs.	Rs.

- 7.(i) Sum payable if commutation becomes absolute before the applicant's next birthday which falls on _____ : _____
- (ii) Sum payable if commutation becomes absolute after the applicant's next birthday which falls on _____ : _____
8. Number of enclosures, if any (see note below)

Place :
Date :

(Signature of Designated Authority)

Note: The Designated Authority should enclose with the Form, a copy of the receipt or statement of the applicant's case if the applicant has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to actual age, or has been refused (commutation) on medical grounds.



Annexure-6 - PART – II (contd.)

Copy forwarded to
Shri/Smt./Kum. _____

(give complete postal address)

with the remarks that subject to the Bank's Medical Officer's recommendation, he/she will, on the basis of the report of the Designated Authority be eligible for the lump sum payment in lieu of the amount of pension to be commuted as follows:-

On the basis of

Normal Age	Added Years	
	1 Year	2 Years
Rs.	Rs.	Rs.

- (i) Sum payable if commutation becomes absolute before the applicant's next birthday which falls on _____ : _____
- (ii) Sum payable if commutation becomes absolute after the applicant's next birthday which falls on _____ : _____

Note: The Table of the present value, on the basis of which calculation by the Designated Authority has been made, is subject to alteration at any time without notice and consequently the basis is liable to revision before payment is made and the sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute or if the medical authority directs that years will be added to that age, to the consequent assumed age.

Acknowledgement

Shri/Smt./Kum. _____ should report for medical examination to the Bank's Medical Officer at Bank's Dispensary between _____ a.m. and _____ p.m. on _____. He/She should take with him/her the enclosed Form No.VIII with the particulars required in Part-1 completed except the signature or thumb impressions.

Place :
Date :



(Signature of Designated Authority)

ANNEXURE-6 - PART III

(TO BE ISSUED ON LETTERHEAD)
(Draft Letter to Bank's Medical Officer
Referring the pensioner for Medical Examination)

Ref. No.:
Date :

To

Dr. _____
(Bank's Medical Officer)

Sir/Madam,

Medical Examination-Commutation of Pension

Shri /Smt./ Kum. _____ who retired from the service on –
_____ as _____ (Designation) has applied for
commuting a fraction of his/her pension for a lump sum payment. The following documents are
forwarded herewith.

- (a) Application in Form No.VII in original.
- (b)* Report or statement of the applicant's case if he has been granted invalid pension or has
previously commuted a fraction of his pension or declined to accept commutation on the basis
of addition of years to his actual age or has been refused commutation on Medical Grounds.

In terms of regulation _____ of Gramin Bank of Aryavart (Employees') Pension Regulations, 2018
(commutation of pension), Shri/Smt./Kum. _____ should be examined by a Bank's
Medical Officer. It is requested that arrangement may be made to get Shri / Smt. / Kum
_____ examined as expeditiously as possible preferably
within four weeks.

A copy of this letter is being endorsed to him/her so that he/she may appear for medical examination
before you at the earliest.

The receipt of this letter may please be acknowledged.

Yours faithfully

(Designated Authority)

*Strike off whichever not applicable



**ANNEXURE-7
(Part-I)**



Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow
[Under regulation 39(9)]

PART I

**Declaration by the Pensioner for facilitating
Medical Examination by the Bank's Medical Officer.**

Space for
Affixing attested
passport size
photograph

The applicant must complete this statement prior to his examination by Bank's Medical Officer and must sign the declaration appended thereto in the presence of Bank's 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 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 period 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
 - (c) lost or gained weight markedly

**Declaration by Applicant
To be signed in presence of the Bank's Medical Officer**

I declare all the above answers to be, to the most of my belief, true and correct.

I am fully aware that by wilfully making a false statement or concealing a relevant fact, I shall incur the risk of losing the commutation.

Applicant's signature or thumb- impression in case of illiterate applicant

(Signature of Bank's Medical Officer)



ANNEXURE—7
(Part-II)



Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow
[Under regulation 39(9)]

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 the 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 Bank's Medical Officer)
 - (i) Urine (State specific gravity)
 - (ii) Blood
 - (iii) X-R-ray Chest
 - (iv) E.C.G.
9. Any additional finding



ANNEXURE-7
(Part-III)



Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow
[Under regulation 39(9)]

Certificate of Fitness for Payment of Commutation of pension
(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

Although 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 next birthday should be
taken to be _____ (In words) years more than his/her actual
age.

Place :

Date :

(Signature and Designation of
Examining Medical Officer)



ANNEXURE-8



Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

FORM OF NOMINATION

TO
THE TRUSTEES,
GRAMIN BANK OF ARYAVART BANK (EMPLOYEES'S) PENSION FUND

I, _____ PPO No/ EPF No _____ hereby nominate the person(s) named below and confer on him / them the right to receive, to the extent specified below, the amount of pensionary benefits under the Pension Regulations in the event of my death before the amount become payable, or having become payable, has not been paid.

Name and address of the Nominee(s)	Relationship with the pensioner	Age	Amount of share (%)		Date of Birth	IF NOMINEE IS MINOR
						Name & address of the person who may receive the said pension during the nominee's minority
(1)	(2)		(3)	(4)	(5)	(6)

Name and address of other Nominee(s) in case the nominee under column 1 above predeceases the pensioner	Age	Relationship with the pensioner	Amount of share (%)	Date of Birth, if the other nominee(s) is/are minor	Name & address of the person who may receive the pension during other nominee's minority	Contingency on happening of which nomination shall become invalid
(7)	(8)	(9)	(10)	(11)	(12)	(13)

This nomination supersedes the nomination made on _____ which stand cancelled.

Place: _____

Signature / Thumb Impression (if illiterate) of Pensioner/Employee

Date: _____

Name of Pensioner/Employee : _____

WITNESS : 1. _____

Address : _____

2. _____

Address : _____

Signature
EPF No _____

Signature
EPF No _____

ATTESTED by the Pension Disbursing Branch/ Deptt. at H O / Branch

SEAL OF ATTESTING AUTHORITY

NOTE:1. If the employee has a family, the nomination shall not be in favour of any person or persons other than the members of the family. 2. If the employee has no family, the nomination may be made in favour of person or persons, or a body of individuals whether incorporated or not.. 3. Strike out which is not applicable.



SERVICE PARTICULARS

Ref : _____

The Chief Manager
Pers & I.L Department
Gramin Bank of Aryavart
Head Office

Date: _____

Dear Sir,

Sub: Ten months (prior to death/retirement) average pay & allowances of Shri/Smt. _____ (EPF No _____)

We are furnishing below the 10 months (prior to death/retirement) average pay & allowances of Shri /Smt. _____

Designation (Last) _____, EPF No _____
who retired / died on _____ for calculation of pension under
_____ Bank (Employees') Regulations, 2018.

1. Basic Pay	
2. Stagnation increment	
3. Pay and Allowances rank for DA	
a) (Mention nature of allowance)	
b)	
c)	
4. Period of Extra Ordinary Leave on Loss of Pay sanctioned by the Competent Authority and enjoyed during the Service Period	
5. Leave Without Pay during Service Period	

Yours faithfully,

Signature with Seal

_____, Branch

Note: 1. Delete which is not applicable 2. No columns should be left blank 3. Basic Pay & Stagnation Increment to be reported separately in the columns specified 4. For arriving at the ten months' average please refer to Regulation 33 of Gramin Bank of Aryavart (Employees') Pension Regulations, 2018



ANNEXURE-9 (PAGE – 2)

BRANCH / OFFICE _____

DETAILS OF LAST TEN MONTHS SALARY

MONTHWISE BREAK UP YEAR & MONTH →										
1. Basic Pay										
2. Stagnation increment										
3. Pay and Allowances rank for DA										
a) (Mention nature of allowance)										
b)										
c)										
d)										
TOTAL										
AVERAGE										

Note: 1. Delete which is not applicable 2. No columns should be left blank 3. Basic Pay & Stagnation Increment to be reported separately in the columns specified 4. For arriving at the ten months' average please refer to Regulation 33 of Gramin Bank of Aryavart (Employees') Pension Regulations, 2018

Date _____
Signature with seal




Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

The Chief Manager
Pers & I.L Department
Gramin Bank of Aryavart
Head Office

Date: _____

Dear Sir,

Sub: Particulars of Outstanding Liabilities of Shri / Smt _____
_____ (EPF No _____)

We are furnishing below the Particulars of Outstanding Liabilities of Shri / Smt _____

Last Designation _____ EPF No _____ retired / died
on _____:

Particulars of Outstanding Loan	Account No	Balance
1. House Building Loan		
2. Housing Loan (Commercial Scheme)		
3. Staff Over Draft		
4. Festival Advance		
5. Education Loan		
6. Conveyance Loan		
7. Others, if any (Mention details)		
TOTAL LOAN BALANCE		

Yours faithfully,

Signature with Seal

.....BankBranch

Note: Please submit this certificate preferably after closure of all staff loan accounts. If Housing Loan (Commercial Scheme) and / or Education Loan continue(s) in terms of sanction please furnish the status of the account(s) including compliance of all terms and conditions of sanction. Please provide "N I L" Certificate in case of no outstanding liability.





Gramin Bank of Aryavart

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

Option Form to be filled in by the family of those employees of the Bank who are eligible for family pension (To be submitted in quadruplicate through the Branch / Office from where retired/posted at the time of death)

Date of receipt of application at Branch / Office	Recent photograph of the applicant to be pasted here and then to be attested by the Branch /Office Head	FOR HO USE ONLY
Forwarded on:		OPTION NOTED IN SERVICE RECORD / EPF RECORD OF THE DECEASED EMPLOYEE
Forwarded by:		
Signature with office seal (Branch/Office)		(Signature of the concerned Authority at HO with date)

The Chairman
Gramin Bank of Aryavart
Head Office

Date: _____

I hereby declare that I have read and understood the Gramin Bank of Aryavart (Employees') Pension Regulations, 2018 and I hereby voluntarily opt to become a member of the Bank's Pension Scheme and irrevocably authorize the EPFO / RPFC to transfer my entire Pension Fund kept with them to Bank to credit Pension Fund to be created for this purpose. I undertake to refund the Bank's contribution to EPF 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/ after retirement from Bank's service. I also undertake to refund the non-refundable withdrawal from EPF balance (Bank's contribution component) availed by my husband/wife/father/mother/son/daughter (delete whichever is not applicable), if any, together with interest at EPF rate from time to time up to the date of retirement / death.

1. Name of the applicant/dependent of deceased employee

in Full (in Block letters): _____

2. Name of the deceased employee in Full (in block letter): _____

3. EPF No of the deceased employee: _____

4. Relationship with the deceased employee; _____

5. Name of guardian if applicant is minor; _____

6. Present Residential Address (in block letter): _____



7. Date of death of the deceased employee (Documentary evidence to be attached): _____
8. Date of retirement from Bank's service: _____
9. Branch /Office last served and post held _____
10. Branch from where pension to be drawn: _____ Branch
11. List of documents / evidences to be attached:
- a) Copy of Superannuation / retirement order of the deceased employee (If applicable)
 - b) Copy of Death Certificate of the Employee
 - c) Copy of Birth certificate of child eligible for pension
 - d) Copy of AADHAAR CARD/ KYC document in the name of applicant
 - e) Any document in support of the stated relation of the applicant

(Mention the name / nature of document)

I hereby declare that what are stated in the application and documents submitted are true, correct and genuine.

Enclosures: As stated in point 11 above.

(Signature of the applicant)

Date: _____

Place: _____

Signature attested by the Branch/Office Head with Office Seal




Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow
Application for grant of Family Pension in the event of death of Employee / Pensioner


The Chairman
Gramin Bank of Aryavart
Head Office

Date: _____

Dear Sir,

I hereby declare that as an eligible family member to receive Family Pension in terms of Gramin Bank of Aryavart (Employees') Pension Regulations, 2018, I am submitting below the requisite particulars for kind favour of sanction of Family Pension to me.

1. Name of the applicant (in block letters) : _____

i) . Relation with the deceased employee/pensioner: _____

ii) . Date of Birth : _____

iii) . Name of the Guardian if the deceased
Person is survived by minor child/children _____

iv) . Religion and Caste : _____

02. Present residential address of the
applicant (in block letters) _____

_____ Cotact No _____

03. Name & age of surviving parent/widow/widower/children of the deceased employee / pensioner:

SI No	N ame	Relationship with the deceased employee/pensioner	Date of Birth (by Christian era)

04. Name of the deceased employee/pensioner _____

05. EPF No of the deceased employee : _____

Contd. PAGE - 2



06. Date of death of the employee /pensioner: _____
(Documentary evidence to be attached)

07 . Date of retirement (in case of Pensioner): _____

08. a) Branch/Office in which the deceased employee/
Pensioner served last and post held by him/her _____

b) PPO No of the deceased, if any, with the nature
of pension & Disbursing Authority. : _____

09. If the applicant is guardian, date of birth of minor
& relationship with the deceased employee/pensioner _____

10. a) Is the applicant (other than guardian) a pensioner ? YES / NO
if so, indicate the amount of monthly pension : _____

b) Is the applicant employed? If so, particulars YES / NO
in details with last pay drawn certificate from employer :

11. Description of the applicant including (a) Height _____cm

(b) Personal Identification marks, if any, on hand, face etc.

12. Signature/LTI ** of the applicant (Duly
Attested by the Branch head with seal)

SIGNATURE / LTI OF THE APPLICANT
IS ATTESTED

(Signature of the Branch Head with Seal)

13. a) Name of the Branch of the Bank through which
Family Pension is to be drawn : _____

b) SB Account No : _____

14. List of Documents / evidence attached :

a) Three copies of passport size recent photograph of the applicant , duly attested in front side

b) Attested copy of the Death Certificate of the deceased Employee/ Pensioner

c) Birth Certificate of the children eligible for pension.

d) Any other document(s) indicating that the applicant is a genuine claimant e.g. AADHAAR
Card,
Voter Card etc.

15. I hereby declare that what are stated in this application and documents submitted
herewith are true, correct and genuine.

Yours faithfully,

Signature/LTI of the applicant

** To be furnished in case the applicant is not literate enough to sign his/her name or unable to sign due
to poor health condition which also needs submission of Medical Certificate.





Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

CERTIFICATE OF NON- REMARRIAGE / NON-MARRIAGE
(APPLICABLE FOR FAMILY PENSIONERS ONLY)

The Chairman
Gramin Bank of Aryavart
Head Office

Date: _____

* 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. (Applicable for widow / widower Family Pensioner)

* I hereby declare that I am not married and I undertake to report the same promptly in the event of my marriage. (Applicable for un-married daughter Family Pensioner)
(* Please delete which is not applicable)

Signature of the Family Pensioner:

Name of the pensioner:

Place : Date:

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

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

Place :

Date :

Name :

Designation:

Address:





Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

Acceptance/ Non-acceptance of Commercial Employment

The Chairman
Gramin Bank of Aryavart
Head Office

Date: _____

Dear Sir,

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

Date:

Signature of the Pensioner

Name of the pensioner: PPO No:

SB (Pension) Account No Mobile

.....

Note: This declaration is required to be submitted for a period of two years from the date of retirement.





Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

..... 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:

.....





Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow

Letter of undertaking by the Pensioner

The Branch Manager

Date :

.....**Branch**

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		



Letter of undertaking by the Pensioner and Family Members / Nominees

The Branch Manager

.....**Branch**

Date: _____

Dear Sir,

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

In consideration of making payment of Pension as per the ----- 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

Signature		
Name		
E.P.F No		
Address		




Gramin Bank of Aryavart
Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow
**Clearance / Pre-disbursement formalities to be furnished by
the proposed Pension Paying Branch**

01. Date of Report	
02. Name of the Pension Paying Branch	
03. Branch Code No / SOL ID	
04. Pensioner's name	
05. Pension Type (General or /Family Pension)	
06. PPO No / EPF No (in case of Family Pension , mention EPF No of original pensioner	
07. S B Account No	
08. Date of Certificates	
a) Life Certificate	
b) Non-Marriage/Re-Marriage Certificate (For Family Pensioner only)	
c) Non-Employment/Re-Employment Certificate	
d) Disability Certificate	
09. Whether Undertaking for refund of Excess Payment is taken (Annexure-16 / Annexure-17)	YES / NO

Branch Manager
(Please use Branch Seal)

.....**Branch**

Date; _____

