


मानव संसाधन विभाग / Human Resources Department
Employee Benefits Division (EBD), Central Office

Staff Circular No:7707

June 09, 2022

To: All Branches/Offices

Issuance of PPO to Retirees of our Bank

1. The Bank issues PPO (Pension Payment Order) to the employees who are exiting from the Bank on superannuation or otherwise eligible for pension. As per the prevailing practice, EBD, HR, generates the PPO through Union Parivar and dispatches the same to the Pension paying branch.
2. Retirees has been demanding for hard copies of the PPO's with their photograph pasted on it and signed by the HR officials. Further, it is observed that the retirees are moving to their permanent address post retirement and the hard copies of the PPO's which are dispatched is not received by the Pensioner in many cases, which is leading to complaints from the retirees.
3. In view of the above, it has been decided to decentralize the issuance of PPO's to retirees. Going forward, the HR Department of the concerned Regional office shall be responsible for generating the PPO's of the retirees whose pension application was processed by them, and dispatching the same to the retirees. The PPO's of retirees of CO Annex Hyderabad and CO Annex Mangalore shall be generated and dispatched to the retirees by Regional Office Saifabad and Regional office Mangalore respectively.
4. HR administrator of Regional offices shall generate PPO from Union Parivar, affix the photograph, duly sign the same and arrange for delivering to the retirees, whose Pension application has been processed by the concerned Regional office. 

5. The navigation/process for generation of PPO is as under :

Main Menu > Employee self Service > Funds > Pension > Pension Administrator > Pension Slips Scrolls etc. > Pension order > click " Add a new Value" > enter PF no of the retiree in field " Run Control ID" > click "Add" > enter PF No again in field " EmplID" > click "RUN" > a new screen will POP UP, click "OK" > click " Process Monitor" > click " Refresh" till field under Run status is " Success" and field under Distribution Status is "posted" > Click on "Details" a new screen will pop up > click " view log /Trace" a new screen will pop up > click "ubpensi3 XXXXX.PDF" to view and Print the PPO.

6. PPO's should be generated through Union Parivar module only, after payment of first Pension of the retiree. HR Administrators should also ensure to cross check the details of the PPO with the " BIODATA" and "FORM-3 / FORM-4", data available in Union Parivar before dispatching the same to the retiree.
7. The PPO's of retirees who have retired prior to the date of issuing this circular and those who have not received their PPO will also apply for PPO with the respective Regional Offices.
8. For issuance of duplicate / revised PPO, the retiree to apply with the Regional office under whose jurisdiction the branch wherein his pension account is maintained (irrespective of the location from which the employee has retired viz., Branch/RO/FGMO/CO). HR administrator of Regional offices shall generate PPO from Union Parivar, affix the photograph, duly sign the same and arrange for delivering to the Retiree.
9. The post 2005 retirees can now also view/print their PPO by logging in to Union Parivar. The navigation for the page is Employee Self Service > Pension Payment order (for desktop login).
10. The duplicate / revised PPO of pre 2005 retirees cannot be generated through Union Parivar, it is prepared manually by EBD, HR, CO, Mumbai, hence, for pre 2005 retirees EBD, HR, CO, Mumbai, on the specific request of the retiree, shall issue the PPO and arrange for delivering the same to the retirees.
11. All branches / offices are advised to take a note of this circular and be guided accordingly.


General Manager (HR)