

मानव संसाधन विभाग / Human Resources Department  
Employee Benefit Division, Central Office

Staff Circular No: 07532

November 01, 2021

**Submission of Life Certificate  
Staff pensioners/Family Pensioners for the Year 2021-2022**

As per the extant guidelines, Staff Pensioners/Family pensioners are required to submit the Life Certificate during the month of November, every year, to ensure uninterrupted payment of monthly pension.

Pensioners are advised to visit any of the branch, as per their convenience to update the Life Certificate in UNION PARIVAR.

1. All branches are advised to update life certificate of staff pensioners/family pensioners in UNION PARIVAR by 30.11.2021.

The navigation in UNION PARIVAR is as under:

Main Menu  $\Rightarrow$  Manager Self Service  $\Rightarrow$  Life Certificate

2. Click on Add a New Value tab, enter the EmpID (PF NO) of the Staff Pensioner and click on Add Button. Please fill up the necessary details and click Save button.
3. It is observed that in many cases, PAN number & AADHAR number <sup>are</sup> ~~is~~ not updated in the UNION PARIVAR records. Hence, Pensioners may be advised to carry the originals of PAN Card & AADHAR card, while visiting the branch for submission of Life Certificate.
4. Also, please ensure that the Mobile number & e-mail id is updated in the records.
5. Please take printout of the updated records from UNION PARIVAR and get it signed by the pensioner. Place the signed copy in Staff Pensioners file / send the same to pension paying branch. Do not submit hard/soft copies of the above certificate to Central Office / Regional Office.
6. Meanwhile, Bank is in process of developing module for Submission of Life certificate through Jeevan Pramaan and Door Step Banking. Communication in this regard shall be sent out once the module is live.
7. It is imperative that we treat our retired staff members with due respect and their queries/concerns are addressed to their satisfaction.

Please ensure strict compliance of above guidelines.

  
General Manager (HR)  
