

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

Staff Circular No:8322

16th, July 2024

To: All Branches/Offices.

Extending an option of pension to the Resignees' who were otherwise eligible to join pension scheme under the Bank employees' Pension Regulations, 1995

In terms of the 9th Joint Note/ 12th Bipartite Settlement dated 08-03-2024 employees who were in service of the Banks on or after 01-01-1986 and had joined the Banks before 01-04-2010 and have resigned from the service of the Bank on or before 26-04-2010 and were otherwise eligible to join the pension scheme while in service will be given an option and opportunity to join the Pension scheme.

Further, IBA vide its letter no. CIR/HR& IR/G2/2023-24/0913 dated 16-03-2024 has informed all PSBs that DFS, Ministry of Finance vide its letter eF.No.4/8/1/2023-IR dated 16th March 2024 has conveyed their 'No Objection' for Extending an option of pension to the Resignees' who were otherwise eligible to join the Pension Scheme under the Bank Employees' Pension Regulations, 1995 but were not offered second option to join the pension scheme as they had resigned from the service of the Bank, at the relevant time as envisaged in the settlement dated 27-04-2010, pending amendment to respective Bank's BEPR, 1995.

Accordingly, the Board of Directors of the Bank has accorded approval to extend an option to join the Pension Scheme to the Resignees' in terms of Joint Note/ Bipartite Settlement dated 08-03-2024, DFS notification eF. No 4/8/1/2023-IR dated 16-03-2024 and IBA letter No. CIR/HR&IR/G2/2023-24/0913 dated 16-03-2024.

The following categories of former employees and officers, who satisfy all the conditions stated in clauses (a) to (c) herein below, would be eligible for exercising the option to join the pension scheme within ninety days from date of issue of this circular as a one-time measure only.

- Employees and officers who were in service of the banks on or after 01-01-1986 and had joined the Banks before 01-04-2010 and who have resigned from the service of the bank on or before 26-04-2010 and who were otherwise eligible to join the pension scheme while in service and
- Who agree to refund to the Bank the entire bank's contribution to Provident fund (along with accumulated interest thereon) received by them at the time of their resignation or later from the Bank and
- Who agree to execute an undertaking as per the prescribed format (enclosed)

Further, all such eligible former employees/officers (Resignees') as mentioned above and their surviving spouse or eligible family members shall be entitled for pension/ family pension, if they exercise the option, subject to the following conditions:

- a) That the pension will be paid prospectively from the month following the month in which the Bank receives the Bank's contribution towards Provident Fund (along with accrued interest thereon) received by the former employee/former officer at the time of resignation or later;
- b) The commutation of pension will not be extended to them and they will not demand.
- c) Pension shall be computed as per the applicable provisions of the Pension Regulations, as applicable to relevant Bi-partite settlement/ Joint Note in which he/she resigned.

The associations/ Union of employees or former employees/ former officers who have initiated legal proceeding for and on behalf of the former employees/ officers that is pending before any court of law ,wherein the right of the former employees or former officers, who have resigned from the service of the Bank, to opt for pension is directly or indirectly one of the issues for consideration by the concerned court or Authority, having jurisdiction and powers to adjudicate or decide, unequivocally agree to unconditionally withdraw such proceedings or take necessary steps to ensure that the right of the former employees/ former officers who have resigned from the services of the bank, to opt for pension is no longer Res Integra in such proceeding and also agree not to initiate any proceedings concerning such right in future.

Eligible resigned employees/officers and their surviving spouse or eligible family members who are willing to join the pension scheme / exercise the pension option viz. Employees and officers who were in the service of the banks on or after 01-01-1986 and had joined the Banks before 01-04-2010 and who have resigned from the service of the bank on or before 26-04-2010 and who were otherwise eligible to join the pension scheme while in service, as per the Union Bank of India Employees' Pension Regulations, 1995, (those who have completed 20 years or more qualifying service) and Who agree to refund to the Bank the entire bank's contribution to Provident fund (along with accumulated interest thereon) received by them at the time of their resignation or later from the Bank, are hereby informed to visit any branch of the Union Bank of India and submit the Undertaking for exercising Pension Option along with all the required documents within 90 days from date of issue of this circular i.e. from 16-07-2024 to 13-10-2024 for further processing of Pension application, it is to be noted that application received during the given time period will only be processed and further extension of time shall not be allowed.

SOP (Standard Operating Procedure) and Documents to be submitted for joining the pension scheme are enclosed as annexures.

All Branches / offices are requested to display the circular on the Notice Board of the Branch/office. For any further clarification please contact EBD, HR, CO in mail id ebd.co@unionbankofindia.bank and / or IP phone No. 116239,116246,116233,116268, 116242 and land line No 022-22896246.


Chief General Manager (HR)

Encl: SOP (standard operating procedure), Annexures.



STANDARD OPERATING PROCEDURE

1. STEPS TO BE TAKEN BY THE RESIGNEES' / ELIGIBLE FAMILY MEMBERS OF THE DECEASED RESIGNEE.

a) The Resignees' / Eligible Family members in case of death of the Resignee to visit any Union Bank of India Branch and submit the **Undertaking for exercising Pension Option** along with all the mandatory documents (mentioned below), as the case may be i.e. self-pension / family pension.

b) Documents for availing Pension option are:

In case of Self Pension:

- i. Undertaking cum Pension option (ANNEXURE-1)
- ii. Pensioner's Profile (ANNEXURE-2)
- iii. Pension Application (Form-3) (ANNEXURE-3)
- iv. Nomination (Form-8) (ANNEXURE-4)
- v. Letter of undertaking (ANNEXURE-5)
- vi. Pay Details (ANNEXURE-6) (If available)
- vii. Copy of Aadhar card and PAN Card of the applicant (KYC)
- viii. Copy of Aadhar Card and PAN Card of Spouse (KYC)
- ix. Supporting documents i.e. salary slip/relieving letter/PF slips/PF settlement letter/PF statements etc.

In case of family Pension:

- i. Undertaking cum Pension option (ANNEXURE-1)
- ii. Family Pensioner's Profile (ANNEXURE-7)
- iii. Pay Details (ANNEXURE-6) (If available)
- iv. Application for Family Pension (Form-4) (ANNEXURE-8)
- v. Declaration regarding non-marriage/remarriage/Non-Employment (ANNEXURE-9)
- vi. Letter of undertaking (ANNEXURE-5)
- vii. Death Certificate of Employee.
- viii. Copy of Aadhar Card and PAN Card of family pensioner.
- ix. Supporting documents i.e. salary slip/relieving letter/PF slips/PF settlement letter/PF statements etc.

c) The Resignees'/eligible family members to submit **2 copies (original)** of duly filled signed documents to the Branches. Branches to acknowledge and return the first copy while keeping the second one for their records.

2. STEPS TO BE TAKEN BY BRANCHES/ EBD, HR, CENTRAL OFFICE WHERE PENSION OPTION IS SUBMITTED.

a) After receiving Pension option along with all the mandatory documents from the Resignees'/eligible family members, branches to submit pension option in HRMS by using the following navigation:

Manager Self Service → Pension Option for Resignee



- b) Each and every page of the Pension option forms and other documents received from the applicant should be certified by the BM/DBM with his/her Name/PF No/ Signature and Branch Seal and the Scanned copies of the documents should be uploaded in UNION PARIVAR. The original documents should be kept in branch record. **NO HARD / ORIGINAL COPIES** of the Pension option forms as above are to be sent to EBD, HR, Central Office.
- c) On entering the PF No of a Resignee in UNION PARIVAR, basic information will be auto populated where data is available in UNION PARIVAR. If the qualifying service is less than 20 years than the system will not allow to click "SUBMIT" button.
- d) However, in other cases where data of the Resignee is not available in UNION PARIVAR branches to enter the details in the relevant fields and submit pension option in UNION PARIVAR for onward processing at EBD, HR, Central Office.
- e) At EBD, HR, Central Office, all applications will be analyzed/ scrutinized/processed. On approval by the competent authority, the application shall be either accepted or rejected in UNION PARIVAR.
- f) On acceptance by EBD, HR, Central Office the Banks contribution to Provident Fund Amount that is to be refunded by the applicant shall be entered by EBD and the same shall reflect in the application (UNION PARIVAR). Branches to check the status of Pension option application in UNION PARIVAR and convey the same to the applicant.
- g) Branches to inform the Banks contribution to Provident Fund Amount displayed in the accepted applications to the applicant and ensure to collect the same from the applicant and remit to digital authority cheque **Account No 800108090001000**. Branches to ensure proper details to be entered (Name/ PF No) while remitting the amount.
- h) After receipt of the Banks contribution to Provident Fund Amount, EBD, HR, CO will release monthly Pension prospectively from the month following(along with accrued interest thereon).

The CGM (HR),
Union Bank of India,
Central Office, Mumbai.

UNDERTAKING

Exercise of Option for Pension as provided by the Bi-partite settlement/Joint Note dated 08-03-2024.

1. In accordance with the provisions of the captioned Bi-partite settlement/joint note dated 08-03-2024, an announcement for exercising an option has been made by the Bank on _____ and I am eligible for exercising the option for pension as I satisfy all the conditions stipulated in the above mentioned Bi-partite settlement/joint note dated 08-03-2024, which also require that I have to submit an undertaking for exercising the option and hence I am submitting the undertaking as under:
2. I hereby unequivocally and unconditionally agree to withdraw any pending legal proceedings initiated by me either individually or along with others where in my right, to opt for pension, though I had resigned from the services of the Bank , is directly or indirectly one of the issues for consideration by the concerned court or Authority, having jurisdiction and powers to adjudicate or decide any issue and take necessary steps to ensure that I cease to be party to such pending proceedings and my right, to opt for pension is no longer Res Integra in such proceedings and also agree not to initiate any proceedings concerning such right in future.
3. In the event of the breach of the undertaking on my part the Bank shall be entitled to suspend payment of pension until I submit necessary evidence to establish that I have complied with the undertaking.

Yours faithfully,

Signature

Name:

Full:

Staff ID/ PF No:

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

(ANNEXURE-2)

Space for affixing attested photo of
employee with spouse

PENSIONER'S PROFILE (PLEASE FILL UP IN BLOCK LETTERS)

Section A: Employee Details		
1.	Employee ID / PF No.	
2.	Full Name	
3.	Father's/ Husband's Name	
4.	Gender	
5.	Grade/ Cadre/ Scale/ Designation at the time of Resignation	
6.	Date of Birth	
7.	Date of Joining Bank's Service	
8.	Date of Resignation.	
9.	Branch/ Office, from where resigned	
10.	Amount of Bank contribution to PF (including accrued interest) received at the time of Resignation	Amount in Rs:- Date of Receipt:-
11.	Pension Paying Branch (Branch from where pension is to be paid)	Branch Name: Branch Code:
12.	Saving Bank A/C No. (15 digit account No)	
13.	Mobile No.	
14.	Email ID	
15.	PAN Number	
16.	AADHAAR Number	
17.	Address	
		PIN

18.	Correspondence / Present Address	
		PIN

Section B: Details of Spouse

Full Name	
Date of Birth	
Permanent Address	

Section B: Details of Family Members other than Spouse (Family as defined under Regulation of Union Bank of India (Employee') Pension Regulations, 1995

Sl.	Full Name	Date of Birth	Relationship
1.			
2.			
3.			

I hereby declare that information furnished above is true to the best of my knowledge and I shall give any other information as and when required by the Bank. Documentary evidence, if required shall be produced on demand.

Date:

Signature

(ANNEXURE-3)

UNION BANK OF INDIA, CENTRAL OFFICE, MUMBAI
FOR PENSION OPTEE ONLY
FORM NO.3
APPLICATION FOR GRANT OF PENSION

To
The General Manager (HR)
Department of Personnel
Union Bank of India
239, Vidhan Bhawan Marg

Passport size Photograph
Along with spouse duly attested
by
Branch Manager/Departmental
Head

I desire to draw my pension from _____ Branch and request you to credit the monthly pension to my SB A/c No. _____ with _____ Branch, _____ Zone.

The necessary details are as under:

1. Name in Full :
2. PF Number :
3. Date of Birth :
4. Date of Joining :
5. Designation at the time of joining :
6. Branch/Department last worked :
7. Designation at the time of cessation of service :
8. Date of Resignation :
9. Addition to qualifying service in terms of Pension Regulations : NA
(applicable for the employees joined as specialists)
10. Name of the spouse :
11. Date of birth of spouse :
12. Data of family members :

Sr.No.	Name	Relationship	Date of Birth
i			
ii			
iii			

I hereby declare that information furnished above is true to the best of my knowledge and I shall give any other information as and when required by the Bank.

Place :
Date :

Signature :
Address :

UNION BANK OF INDIA, CENTRAL OFFICE, MUMBAI
FORM NO. 8
NOMINATION FORM FOR PENSION/ARREARS OF PENSION

From: Shri/Smt/Kum _____ Resigned as _____ PF No. _____ Address _____ _____	To The General Manager (HR) Department of Personnel Union Bank of India Central Office 239, Vidhan Bhavan Marg Mumbai 400 021
--	---

Dear Sir,

I, _____, hereby nominate the person/persons mentioned below who is/are members of my family to receive to the extent specified against their names, the amount of Pension/arrears of Pension in the event of my death, which has become payable and remained unpaid.

Sr. No.	Full Name and Address of the Nominee	Relationship with Pensioner	Age	Share/Proportion in which /arrears payable to each nominee

(In case of nominee being minor, please give date of birth, name and address of the guardian who may receive his share)

_____ dated at _____ this _____ day of _____ 20____

Signature/Thumb impression
of the pensioner

Witnessed by

1. Signature
Full Name:
Address:
2. Signature
Full Name:
Address:

(ANNEXURE-5)

LETTER OF UNDERTAKING FOR RECOVERY OF EXCESS PAYMENTS
MADE ON ACCOUNT OF PENSION SETTLEMENT

To
The General Manager (HR)
UNION BANK OF INDIA
Department of Personnel
Terminal Benefits Division
Pension Fund Section
Central Office
Mumbai 400 021

Dear Sir,

I have been sanctioned Pension/ Family Pensions under Union Bank of India Employees' Pension Regulation, 1995. As per the said circular, I am eligible to get the arrears on my pension. I understand that you are agreeable to release such arrears of pension subject to my furnishing letter of authority / undertaking authorizing you to make recoveries of excess payments made if any to me while giving the arrears of pension.

Accordingly, I hereby irrevocably authorize you to make any recoveries/ adjustments out of my future pension. If it is revealed at any time that I have been paid pension wrongly, I undertake to repay the amount immediately on demand in lump sum. This undertaking/ authority is irrevocable and binding upon me/ my legal heirs/ nominees as well.

Yours faithfully

Place :
Date :

Signature

Name of the pensioner/
Family pensioner.....

Pension Payment Order No.....

Employee's PF No.....

Telephone/ Mobile No.

PAY DETAILS

NAME:

EMP / PF NO:

Sr no	Year	Month	Basic Pay	PQP	FPP	Sp. Pay (award staff)	Off Allow. (if any)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL							
AVERAGE OF 10 MONTH							

Space for affixing attested
passport size photograph of family
pensioners

FAMILY PENSIONER'S PROFILE (PLEASE FILL UP IN BLOCK LETTERS)

Section A: Personal Data of the Deceased Resignee		
1.	Employee ID / PF No.	
2.	Full Name	
3.	Father's/ Husband's Name	
4.	Gender	
5.	Grade/ Cadre/ Scale/ Designation at the time resignation	
6.	Date of Birth	
7.	Date of Joining Bank's Service	
8.	Date of Resignation / Exit from Bank service	
9.	Date of Death of employee	
10.	Branch/ Office, from where Resigned	
11.	Amount of Bank contribution to PF (including accrued interest) received at the time of Resignation	Amount in Rs: - Date of Receipt: -
Section B: Family Pensioner Details		
1.	Full Name of Applicant: Mr. / Mrs. / Ms.	
2.	Relationship with the Deceased (Widow/ Widower/ Son / Daughter)	

3.	Marital Status of the Applicant	
4.	Gender	
5.	Date of Birth	
6.	Mobile No	
7	Email ID	
8.	PAN Number	
9.	AADHAAR Number	
10	Permanent Address	PIN
11.	Correspondence / Present Address	PIN

Section C: Details of Family Members (only for Son/ Daughter)

Sl No.	Full Name	DOB	Relation	Disability (if any)
1				
2				
3				

I hereby declare that information furnished above is true to the best of my knowledge and I shall give any other information as and when required by the Bank. Documentary evidence, if required shall be produced on demand.

Date:

Signature / Thumb Impression of family pension applicant.

FORM -4

**(Application for grant of Family Pension
On the death of the Employee / Pensioner)**

The General Manager(HR),
Human Resources Department
Union Bank of India,
Central Office.
Mumbai 400 021.

Recent Passport Size
Photograph of the
Applicant to be
affixed

Sir,
I regret very much to inform you of the said demise of my husband / wife
Shri/Smt. _____ on _____. The relative
death certificate is enclosed.

1. Details of the Applicant

A. Full.Name

- i) Widow / Widower
- ii) Son / Daughter
- iii) Guardian if the deceased person is
survived by minor child or children

B. S.B. A/c No.(Individual): _____ Branch: _____

2. Name & age of the surviving widow / widower and children of the deceased employee
/ pensioner.

Sr. No.	Name	Relationship with the deceased person	Date of birth by Christian era	Occupation, if any
1				
2				
3				
4				

3. Details of the deceased employee.

- i) Full Name :
- ii) PF Number :
- iii) Designation :
- iv) Branch/Dept. last worked & Zone:
- v) Date of death :
- vi) Pension payment order number:

4. Enclosures

1. Passport size photographs of the applicant duly attested.
2. Certificate(s) of age (attested copies) showing the date of birth of the children. The certificate should be from the Municipal Authorities or from the head of the recognized school, if the child is studying in such school.
5. Indicate whether family pension is admissible from any other source Military or State Government and / or a public sector undertaking / autonomous body / local fund under the Central or State Government.

Signature Attested

Signature OR Left / Right hand thumb
impression of the applicant in case of
illiterate

Branch Manager / Department Head

Full Residential Address:

Date:

Witness:

1. Name: _____

Address: _____

Signature: _____

2. Name: _____

Address: _____

Signature: _____

(ANNEXURE-9)

यूनियन बैंक
ऑफ इंडिया
भारत सरकार का उपक्रम



Union Bank
of India
A Government of India Undertaking

CERTIFICATE OF NON-MARRIAGE / RE-MARRIAGE

(TO BE SUBMITTED BY WIDOW/WIDOWERS/UNMARRIED DAUGHTERS/WIDOWERS WHO ARE RECIPIENT OF FAMILY PENSION)

I hereby declare that I have not got married / re-married and I undertake to report such an event promptly to the pension disbursing authority / Union Bank of India.

SIGNATURE OF THE FAMILY PENSIONER _____

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

Signature of the Bank Officer
Name:

यूनियन बैंक
ऑफ इंडिया
भारत सरकार का उपक्रम



Union Bank
of India
A Government of India Undertaking

CERTIFICATE OF NON-EMPLOYMENT

(TO BE SUBMITTED BY SON/DAUGHTER WHO ARE RECIPIENT OF FAMILY PENSION)

I hereby declare that I am not self-employed / employed in any private/government organization and I undertake to report such an event promptly to the pension disbursing authority / Union Bank of India.

SIGNATURE OF THE FAMILY PENSIONER _____

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

Signature of the Bank Officer
Name: