

Circular No-CHO/PMG/26/2023-24

Date:-08.09.2023

To All Branches and Offices in the Indian Union

Sub: - Initiation of Staff Family Pension- Submission of Documents in timely manner

Attention of Branches and Offices is drawn towards Head Office Circular No-CHO/PMG/14/96 dated 06.08.1996, CHO/PMG/7/97 dated 20.05.1997, CHO/PMG/11/2000 dated 05.09.2000, CHO/PMG/39/2014-15 dated 06.02.2015 and CHO/PMG/60/2021-22 dated 04.02.2022 for detailed guidelines regarding Settlement of Terminal Benefits- Gratuity, Provident Fund and Pension.

Inspite of strict directions, as conveyed from time to time, it is regretted that instances have come to the notice of the Bank that, Branches are either holding/delaying the Family Pension application papers even after timely submission of the same by the Staff Family Pensioners or submitting incomplete application for sanction to Head Office, resulting in undue delay in sanction/ initiation of family pension due to which family pensioners face financial hardship. It also increases the complaints at various levels/ forums and tarnishes the image of the Bank.

Further, improvement is needed for faster disposal of Staff Family Pension applications.

We reproduce herewith steps to be taken by the branches for quick disposal of Family Pension applications:

- a) Soon after getting information of demise of a staff pensioner, branch should immediately intimate through Mail along with Death Certificate to Staff Pension cell, Head Office for stoppage of pension and recovery of excess pension (if any).
- b) Branch should coordinate with the family of deceased employee and assist them to complete the formalities for initiation of family pension (if otherwise eligible) as detailed in Annexure-A.
- c) Family pension application and relevant papers should be clear and properly attested by Branch Head/Official and are to be sent directly to Staff Pension Cell, PSD, Head Office.
- d) Needless to mention here that many Branches are inviting affidavit from the applicant for Family Pension which is not required. Hence, Branches are advised not to force the applicant for Family Pension to submit the same.
- e) In case the spouse (family pension applicant) opts for the existing joint account for family pension, branches should not insist on opening a new



account. However branches are advised to properly update the KYC and PAN details of survivor and deletion of deceased holder in the account.

Please note that any communication related to Staff Family Pension should be sent to ucohopension@ucobank.co.in only and hard copy should be submitted to---

**"Staff Pension Cell
Personnel Services Department,
UCO Bank, Head Office-2,
2nd Floor, 3 & 4, DD Block, Sector-1,
Salt Lake, Kolkata
West Bengal-700064
Tel- 033-44559333/34/35"**

Branches should display this circular to the notice board for the information to all Staff Pensioners.

(Handwritten signature)

**(Manish Kumar)
General Manager
HRM, PSD, OL & Training**



**Enclosures: i) Annexure-A- Complete Instruction
ii) Annexure- B- Family Pension Application Form
iii) Life Certificate Format**

**REQUIREMENTS TO BE COMPLETED FOR INITIATION OF STAFF FAMILY PENSION****(1) Form Annexure-B (As attached herewith)**

- It should be completely filled in all respects.
- Signature/Thumb Impression of the spouse of deceased employee, as the case may be, must be obtained on it.
- Annexure-B must be attested by the Branch Head with appropriate seal and signature.
- Photograph to be pasted on appropriate spot on Annexure B and the same should be attested by the authorized branch official.
- Right/Left Thumb Impression of the applicant, if obtained, must be duly verified by the authorized branch official.
- Proposed Pension Account number of the applicant must be SINGLE OPERATIVE account only.

(2) The following documents must also be sent along with Annexure-B Form:

- Copy of the Death Certificate of Deceased Employee- Duly verified with original by the authorized Branch Official.
- Forwarding letter from the Branch with recommendation by the Branch Head/ Asst. Branch Head.
- KYC Documents of the applicant (Aadhaar Card, Driving License, Passport etc.)- Duly verified with original by the authorized branch official.
- Life Certificate, Certificate of Non-Employment/Re-Employment and Certificate of Re-marriage/Marriage (As attached herewith).

The complete set of all the documents, as explained above, is to be sent to:

**UCO BANK, HEAD OFFICE - 2
STAFF PENSION CELL, 2nd FLOOR, 3 & 4 DD BLOCK, SALT LAKE, SECTOR-1,
KOLKATA – 700064, WEST BENGAL.**

Any other query in this matter may be intimated to the Staff Pension Cell at:

ucohopension@ucobank.co.in

(033) 44559333/34/35

=====

I. LIFE CERTIFICATE OF STAFF PENSIONER

Certified that I have seen the pensioner Sri / Smt

(Name of the Pensioner) holder of **Pension Payment Order No** and that **he / she is alive on this date**. His/Her present address is:.....

..... Phone No.....

Place: Name

Date: UCObankbranch

Seal of the Chief Manager/Senior Manager/Manager



II . NON-EMPLOYMENT CERTIFICATE

I declare that I have not received any remuneration for serving in any capacity in an establishment of the Central Government or a State government or a Union Territory of a Government Undertaking of a local Fund during the period November to April...../ May to October.....

I declare that I have not been employed / re-employed

I have been employed /re-employed in the Office of.....and received the following emoluments during the period.....within the said year.

I declare that I have accepted Commercial employment after obtaining / without obtaining sanction of the Bank.

I declare that I have / have not accepted any employment under the Government outside India after obtaining / without obtaining sanction of the Bank. (**Delete whichever of the above is Not Applicable**)

Place: Name of the Pensioner:.....

Date: On the left column please Mark **X** or **✓** where applicable

Signature

III. CERTIFICATE OF RE-MARRIAGE / NON MARRIAGE:

I hereby declare that I have not been married / remarried during the past six months.

Place: Name of the Pensioner

Date:

Signature

I CERTIFY that to the Best of my Knowledge and Belief that the above declaration is correct.

Place: Name of the Pensioner

Date:

Signature

ACKNOWLEDGEMENT

We hereby acknowldge receipt of Life Certificate of Sri.....Staff Pensioner Smt / Sri..... Family Pensioner holding Pension Payment Order No on(Date)

Signature of authorised Bank Officer.....

Name of the Branch with Seal.....

Date:.....

