


<p>प्रेषक From</p> <p>इण्डियन ओवरसीज़ बैंक  <b>Indian Overseas Bank</b>  मानव संसाधन प्रबन्धन विभाग-पेंशन कक्ष  HRMD - Pension Cell  केंद्रीय कार्यालय Central Office</p>		<p>सेवा में To</p> <p>सभी अंचल लेखा परीक्षा कार्यालय, सभी क्षेत्रीय कार्यालय, सभी भारतीय शाखाएँ एवं अन्य कार्यालय</p> <p>All Zonal Audit Offices, All Regional Offices,  All Indian Branches &amp; Other Offices</p>
<p>अल्पकालिक श्रृंखला (फाइल 7(एफ)) परिपत्र संख्या / 2024-25  <b>Transient series (File:7(F)) Circular No. 36 of 2024-25</b></p>		<p>दिनांक : 07.06.2024  <b>Date : 07.06.2024</b></p>

**Extending an Option for Pension to the Resignees, who were otherwise eligible to join the Pension Scheme Under Bank Employees' Pension Regulations, 1995**

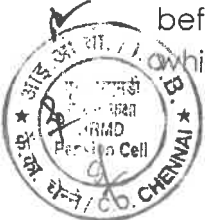
In terms of Para 37 of 12<sup>th</sup> Bipartite Settlement and para 14 of 9<sup>th</sup> Joint Note dated 08.03.2024, "Option for Resigned Employees to join Pension Scheme", the Memorandum of Understanding dated 07.11.2023 arrived at between the parties, it is agreed, subject to the approval by the Government of India, that the employees, who were in service of the Bank on or after 01.01.1986 and had joined the Bank 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 in the pension scheme, while in service will be give an option to join the pension scheme on the terms and conditions mentioned in 12<sup>th</sup> Bipartite Settlement and 9<sup>th</sup> Joint Note dated 08.03.2024.

IBA vide their letter ref. No.CIR/HR&IR/G2/2023-24/0913 dated 16.03.2024 has advised that DFS, GOI vide their letter Ef.No.4/8/1/2023-IR dated 16.03.2024 has conveyed their 'No Objection' for extending an option of pension to 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 Employees' Pension Regulations, 1995.

Accordingly, the Top Management has accorded approval to extend an option for pension to eligible Employees (Award Staff/Officers), who were resigned from the Bank and their surviving spouse or eligible family members in terms of the 12<sup>th</sup> Bipartite Settlement/9<sup>th</sup> Joint Note dated 08.03.2024.

The pension option shall be extended to the resignees (Award Staff/Officers),

- (a) Who were in service of the Bank on or after 01.01.1986 and had joined in the Bank before 01.04.2010 and 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



- (b) 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
- (c) who agree to execute an Undertaking as per the format prescribed by IBA (enclosed as Annexure - A)

**The said option will be provided to the resignees who have completed 20 (Twenty) years of qualifying service in the Bank at the time of resignation.**

All such eligible resignees (Award Staff/Officers) 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 that:

- (a) 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 accumulated interest thereon) received by the resignee from the Bank, at the time of resignation or later.
- (b) The commutation of pension will not be extended to them and they will not demand and
- (c) Pension shall be computed as per the applicable provisions of the Pension Regulations, as applicable to the relevant Bipartite Settlement/Joint Notes, in which he/she resigned

**The option to join the pension scheme can be exercised within 90 days from the date of the circular i.e., from 07.06.2024 to 04.09.2024 (both days inclusive)**

The resignees (Award Staff/Officers) and their surviving spouse or eligible family members, who satisfy all the conditions stated in this circular will be eligible for exercising an option to join the pension scheme within 90 (ninety) days from the date of this circular, i.e., from 07.06.2024 to 04.09.2024, as one time measure only, if they exercise the option.

The Associations/Unions of employees or former employees / former officers, who have initiated any pending legal proceedings for and on behalf of the former employees / officers 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.



The process of sanction of pension will be initiated on receipt of proper application form along with requisite documents duly signed by the resignee and in case of family pension, their surviving spouse or eligible family members.

After scrutiny of the documents if it is found eligible, Staff Pension Cell, Central Office, will advise the amount of Bank's contribution towards Provident Fund (along with accumulated accrued interest thereon) received by the resignee, at the time of his/her resignation or later, to be refunded to the Bank. The pension/family pension will be paid prospectively from following month in which the Bank receives the Bank's contribution to Provident Fund (along with the accumulated interest thereon) received by the resignee, at the time of resignation or later with all other requisite documents as mentioned in the circular.

The Bank shall make payment of pension/family pension to the resignees and their surviving spouse or eligible family members, who opt for pension scheme, in terms of Indian Overseas Bank Employees' Pension Regulations, 1995. The Commutation of pension will not be extended to them, and they will not demand at any time.

The Standard Operating Procedure (SOP) (Annexure – B) and the documents to be submitted for Pension Option (Regular Pension – Annexure – C & Family Pension – Annexure – D) have been enclosed with this circular.

All Branches/Offices to bring the contents of the circular to the notice of concerned Resignees/their surviving spouse or eligible family members and display the circular on the notice Board.

  
(दिलीप कुमार बारिक Dillip Kumar Barik)  
महा प्रबन्धक General Manager

Annexures: A, B, C & D



To

The Trustees  
Indian Overseas Bank (Employees') Pension Fund Trust  
Chennai

**UNDERTAKING**

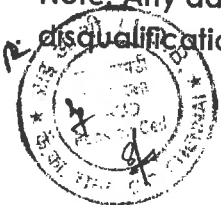
**Exercise of Option for Pension as provided by the 12<sup>th</sup> Bipartite Settlement/  
9<sup>th</sup> Joint Note dated 08.03.2024**

1. In accordance with the provisions of the captioned Bipartite Settlement/Joint Note dated 08.03.2024, an announcement for exercising an option has been made by the Bank on 07.06.2024 and I am eligible for exercising the option for pension as I satisfy all the conditions stipulated in the above mentioned Bipartite 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 pension legal proceedings initiated by me either individually or along with others wherein 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 power to adjudicate or decide such issue and take necessary steps to ensure that I cease to be a 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 in Full :  
Roll No. :  
Designation :  
Mobile :  
Email ID :

**Note: Any additions/alternations in the text of the above form will render the disqualification of the pension option.**



**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 IOB branch in India and submit the undertaking for exercising the Pension Option along with all requisite documents (mentioned below), as the case may be, i.e., for self-pension or family pension.

b) Documents for availing Pension option are:

In case of Self Pension:

- i. Undertaking cum pension option form
- ii. Pension Application Form
- iii. Pensioner's profile
- iv. Nomination for Pension dues
- v. Identification Form
- vi. Pay Details (if available)
- vii. Copy of Aadhaar Card and PAN Card of the application (KYC)
- viii. PF Paid sheet/amount received at the time of resignation (if available)

In case of Family Pension:

- i. Undertaking cum Pension Option
- ii. Pay details (if available)
- iii. Application for Family Pension
- iv. Family Pensioner's profile
- v. Declaration regarding Non-marriage/remarriage
- vi. Declaration for non-employment
- vii. Death Certificate/Legalheir Certificate of the resignee
- viii. Copy of Aadhaar Card and PAN Card of the application (KYC)
- ix. PF Paid sheet/amount received at the time of resignation (if available)

c. The resignees/eligible family members to submit 2 copies (original) of duly filled and signed documents at the Branch and Branch to give the acknowledgement for having received the documents at their end.



d. The Branch will inform the resignees/eligible family pensioner to refund the Bank's contribution to Provident Fund (along with the accumulated interest thereon) received by them at the time of their resignation, after getting details from Staff Pension Cell, Central Office.

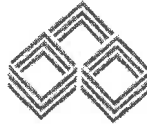
**2. STEPS TO BE TAKEN BY BRANCHES WHERE PENSION OPTION IS SUBMITTED:**

After receiving the pension application along with the other mandatory documents from the resignees/eligible family members, branch to forward the same with their attestation in the documents to Staff Pension Cell, Central Office.

**3. STEPS TO BE TAKEN AT STAFF PENSION CELL, CENTRAL OFFICE**

On receipt of the pension application submitted by the resignees/ eligible family members, from the branches, Staff Pension Cell, Central Office, will process the application and if found, eligible, will advise the amount (Bank Contribution to Provident Fund along with accumulated interest thereon) to the Branch, to be remitted by the resignee/ eligible family pensioner to join in the pension.





## Indian Overseas Bank

HRMD – Staff Pension Cell  
Central Office, Chennai 600002

Form No -6  
Part-1

### APPLICATION FORM FOR PENSION

Joint Photograph to be Attested by the Branch Manager

Joint Photograph to  
be attested by  
Branch Manager

1. Name.....PAN No.....  
(Attach Photocopy)

Roll No.....Designation.....Date of Birth.....

Date of appointment.....Date of Exit.....

2.(a) Present Address :  
.....  
.....  
.....  
.....

(b) Phone No.....

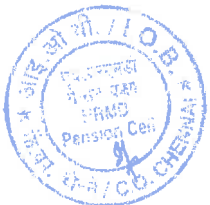
(c) Mobile No.....

(d) E Mail address : .....

3. Name of the branch with code Where desire to draw pension With SB account number	Branch.....Code.....
	SB 15 Digit No.....

4. Type of Exit :

5. Nomination submitted for  
Lifetime Arrears : YES / NO



6. Whether Ex-Serviceman Yes / No

7. Indicate whether the employee is drawing pension from any other source (Military/ State / Central Govt. / Public Sector undertaking / Autonomous body) If so,

a. Service No./ Rank

b. Pension Payment Order Number

c. Particulars of Pension sanctioning authority :

d. Date of Retirement

e. Amount of Pension

f. Whether commuted, if so, give details

8. Worked in foreign service, if so

a. Place

b. Period

c. PF Particulars

d. Whether PF received back/ recredited to C.O. Account

9. Enclosures sent with the application form (see Note Column below)

Signature

Name of the Employee

Roll No.

Place

Date

Note : 1. Three copies of the passport size recent joint photographs with spouse (one should be pasted/ attested on the form and the rest of the two should be sent along with the application form)





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**INDIAN OVERSEAS BANK (EMPLOYEES') PENSION REGULATIONS 1995**

**LETTER OF UNDERTAKING**  
(To be obtained from all the Pensioners)

To  
The Manager  
**Indian Overseas Bank**  
.....Branch

Dear Sir,

**PAYMENT OF PENSION UNDER PPO NO.....**

In consideration of your having at my request agreed to make payment of pension due to me every month by credit to my account 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 and also irrevocably authorise the bank to recover the amount due by debit to said account or any other account/deposits belonging to me in the possession of the Bank.

Yours faithfully,

Signature  
(Name & Address)

Witnesses :-

1. Signature  
(Name & Address)
  
2. Signature  
(Name & Address)

(4)

**INDIAN OVERSEAS BANK (EMPLOYEES') PENSION REGULATIONS 1995**

Specimen Signature of Shri. / Smt. \_\_\_\_\_

Signature : 1.

2.

Attesting Official's  
Signature :  
S.S. No. :  
Name :  
Roll No. :  
Designation :  
Dept./Branch :

Seal :

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**INDIAN OVERSEAS BANK (EMPLOYEES') PENSION REGULATIONS 1995**

Personal Identification Marks of Shri. / Smt. \_\_\_\_\_

Height :

Personal Identification Marks :

Attesting Official's  
Signature :  
S.S. No. :  
Name :  
Roll No. :  
Designation :  
Dept./Branch :

Seal :

6

## NOMINATION FORM TO RECEIVE COMMUTED VALUE PENSION/ LIFE TIME ARREARS IN CASE OF DEATH OF A RETIREE

The Chief Officer  
**Indian Overseas Bank**  
 Pension Cell, P.A.D.,  
 Central Office, Chennai - 2.

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Roll No.) hereby nominate the person named below, under IOB Employees' Pension Regulations 1995, to receive commuted value of pension/Life time arrears.

Name & Address of the Nominee	Date of Birth	Name & Address of Person who may receive the said value during the Nominee's minority (if nominee is minor)	Name & Address of other nominee in case the nominee in col.1 pre-deceased the pensioner	Relation-ship	Date of Birth if the other Nominee is minor	Name & Address of person who may receive the said value during the other nominee's Minority	Remark
1	3	4	5	6	7	8	9

Place :

Date :

Witness Signature :

Name & Address :

Roll Number :

Signature or Thumb Impression of the pensioner

(7)

# SALARY PARTICULARS OF RETIRED EMPLOYEE

PART III

1. Name of the retiring employee :
2. Roll Number :
3. Designation at the time of retirement :
4. Date of Birth :
5. Date of appointment in the Bank :
6. Date of retirement :
7. Mode of retirement : Super annuation/Premature/Invalid/Compulsory/Voluntary
8. In case the Member is on loss of pay for any period during last 12 months please advise the salary particulars for corresponding earlier period for which he has drawn salary in a separate sheet. :

9. Details of Salary drawn during the last 12 months of Service :

Sl. No.	Year & Month	B.P.	Stagnation Increment	D.A.	FPA/PPA*	PQA/Special pay*	Graduation allowance*	Special* allowance	Remarks
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

\* ONLY THE AMOUNT RANKING FOR P.F. SHOULD BE MENTIONED IN THE COLUMN 6,7,8 & 9.

FORM NO. 7 PART I

**FORM OF APPLICATION FOR THE GRANT OF FAMILY PENSION ON DEATH OF AN EMPLOYEE / PENSIONER**

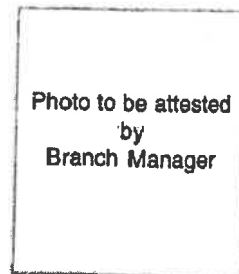


PHOTO TO BE ATTESTED BY  
BRANCH MANAGER

- 1. Name of the applicant :  
CONTACT NO :
- 2. Relationship with the deceased employee / pensioner :  
PAN NO :
- 3. Name and age of surviving widow / widower and children of the deceased employee / pensioner :

S.No.	Name	Relationship	Date of Birth
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- 4. Name and Roll No. of the deceased employee / pensioner :
- 5. P.P.O. No. if any :
- 6. Full address of the applicant :

7. If the applicant is the guardian of the minor beneficiary, the date of birth of the minor and relationship with the deceased employee / pensioner ] :

8. Enclosures to be sent with the application (see below) :

9. Indicate whether family pension is admissible from any other source (Military or State Government and / or public sector undertaking / autonomous body / local fund under the Central or a State Government ] :

Service :  
Basic Pension :  
Period from :

Sanctioning Authority ] :



( SB A/c SHOULD BE IN SINGLE  
NAME OF THE FAMILY PENSIONER )

10. Name of the branch and SB (Single) account No. at which pension payment is desired

11. Signature or left hand thumb impression\* of the applicant

12. Attested by Branch Officials

Name	Address	Signature
------	---------	-----------

i)

ii)

13. Witnesses (2 persons)

Name	Address	Signature
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i)

ii)

Note : Attestation should be done by two officers of the Bank.

- Enclosures :
- Two specimen signatures of the applicant, duly attested (in two separate sheet).
  - Three copies of passport size photographs of the applicant, out of which **one should be pasted and attested** on the application and the **rest two photos** should be sent along with the application form.
  - Certificate(s) of age (in original with two attested copies showing the date of birth of the children.

(The certificate should be from the Municipal authorities or from the head of a recognised school, if the child is studying in such school. This information should be furnished in respect of such children or child, the particulars of whose date of birth are not available with the office).

- Copy of Legal Heir Certificate and Death Certificate are to be forwarded alongwith Form 7 Part 1.

\* To be furnished in case the applicant is not literate enough to sign his name.

इण्डियन ओवरसीज़ बैंक ( कर्मचारी) INDIAN OVERSEAS BANK (EMPLOYEES')

पेंशन विनियम 1995 PENSION REGULATIONS, 1995

गैर पुर्नविवाह / गैर विवाह का प्रमाणपत्र

**CERTIFICATE OF NON-REMARriage/NON-MARRIAGE**

मैं एतद्वारा घोषणा करती हूँ कि मैंने दोबारा शादी नहीं की और वचन देती हूँ कि ऐसा होने की सूरत में तुरंत ही बैंक को रिपोर्ट करूंगी। I hereby declare that I have not remarried and I undertake to report such an event promptly to the Bank.

(परिवार पेंशन गृहीता विधवा के लिए ही यह लागू है और सिर्फ एक बार प्रस्तुत किया जाना है।) (Applicable only for widow recipient of family pension and to be furnished only once)

या OR

मैं एतद्वारा घोषणा करता/करती हूँ कि मैंने दोबारा शादी नहीं की / मैंने आज की तिथि तक शादी नहीं की। I hereby declare that I am not remarried/ I have not got married as on date.

(विधुरों और अविवाहित बेटियों (क्रमशः विधवा/तलाकशुदा बेटियों/ विधुर /तलाकशुदा बेटों सहित) द्वारा प्रस्तुत किया जाना चाहिए। [To be submitted by widowers and unmarried daughters(including widowed/divorced daughters /sons ])

स्थान Place :

पेंशनकर्ता के हस्ताक्षर Signature of pensioner

तिथि Date :

पेंशनकर्ता का नाम Name of pensioner :

पी पी ओ सं. PPO No.:

मैं प्रमाणित करता हूँ कि मेर विश्वास और जानकारी के अनुसार उपरोक्त घोषण सत्य है ।  
I certify to the best of my knowledge and belief that the above declaration is correct.

मुहर Seal:

हस्ताक्षर Signature:

एस एस सं. S.S.No.:

प्रबंधक का नाम

Name of the Manager :

रोल न. Roll No.:

शाखा Branch:

दिनांक Date :

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**INDIAN OVERSEAS BANK (EMPLOYEES') PENSION REGULATIONS 1995**

**LETTER OF UNDERTAKING**  
(To be obtained from all the Pensioners)

To

The Manager  
**Indian Overseas Bank**

.....Branch

Dear Sir,

**PAYMENT OF PENSION UNDER PPO NO.....**

In consideration of your having at my request agreed to make payment of pension due to me every month by credit to my account 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 and also irrevocably authorise the bank to recover the amount due by debit to said account or any other account/deposits belonging to me in the possession of the Bank.

Yours faithfully,

Signature  
(Name & Address)

Witnesses :-

1. Signature  
(Name & Address)

2. Signature  
(Name & Address)

**INDIAN OVERSEAS BANK (EMPLOYEES') PENSION REGULATIONS 1995**

**Specimen Signature of Shri. / Smt.** \_\_\_\_\_

Signature : 1.

2.

Seal :

Attesting Official's

Signature :

S.S. No. :

Name :

Roll No. :

Designation :

Dept./Branch :

**INDIAN OVERSEAS BANK (EMPLOYEES') PENSION REGULATIONS 1995**

**Personal Identification Marks of Shri. / Smt.** \_\_\_\_\_

Height :

Personal Identification Marks :

Seal :

Attesting Official's

Signature :

S.S. No. :

Name :

Roll No. :

Designation :

Dept./Branch :

**Indian Overseas Bank (Employees')  
Pension Regulations 1995**

**LIFE CERTIFICATE**

Certified that I have seen the Pensioner Mr./Ms.....  
(Name of the Pensioner) holder of Pension Payment Order No.....and  
that he/she is alive of this date.

**Signature of the Pensioner**

Name :

Mobile No. :

Place :

Date :

**Attested by**

S.S. No.

Name :

Designation :

Branch Seal :

⑥