

Madam/ Dear Sir

**STAFF PENSIONERS / FAMILY PENSIONERS**

**EXTENSION OF PERIOD FOR SUBMISSION OF LIFE CERTIFICATE / NON-REMARRIAGE/ NON-EMPLOYMENT CERTIFICATE**

In terms of extant provisions of SBI Pension Fund Regulation 2014, submission of Life Certificate is mandatory for continuation of pension payment to both staff pensioners and family pensioners. In this connection, instructions have been issued vide e-Circular No CDO/P&HRD-PPFG/9/2011-12 dated 03.06.2011 for submission of Life certificate by staff pensioners and family pensioners in the month of November each year on the prescribed format, failing which pension will be stopped two months thereafter i.e. from the month of January. In addition to Life Certificate, family pensioners are also required to submit non-Remarriage/ non-Employment Certificate in the month of November.

2. In view of ongoing Covid-19 pandemic and the vulnerability of our elderly Staff/ Family Pensioners to Corona Virus, it has been decided as one-time measure, to extend timelines to the staff pensioners/family pensioners for submission of life certificate/ Non remarriage / Non employment Certificate as furnished hereunder:-

(i) The senior pensioners and family pensioners who are in the age group of 80 years and above as on 1<sup>st</sup> October 2020 should be allowed to submit their Life Certificate from 1<sup>st</sup> October,2020 till 31<sup>st</sup> December 2020.

(ii) Other pensioners and family pensioners to be permitted to submit their Life Certificate from 1<sup>st</sup> November 2020 till 31<sup>st</sup> December 2020.

(iii) One-time permission to submit scanned copy of Life Certificate by staff pensioner and family pensioner along with Non remarriage and Non employment certificate.

3. While ensuring the above arrangements, the Pension Paying Branch will follow the process and guidelines as enumerated below:

(i) Staff pensioner will duly sign the usual format of the Life Certificate and send the scanned copy of the same to the official email id of Pension Paying Branch as per the timeline given above.

(ii) The family pensioner will also sign the Life Certificate along with Non remarriage / Non employment Certificate as usual and send the scanned copy of the same to the pension paying Branch as per the timeline given above.

(iii) The Branch Manager of the pension paying Branch will download the Life Certificate and will duly verify the signature of the pensioner / family pensioner on the form with signatures in CBS as per the pension Account.

(iv) He will also carry out ordinary diligence measures like taking confirmatory SMS from registered mobile number of pensioner/ family pensioner to establish the authenticity of Life certificate along with Non remarriage/ Non-Employment Certificate.

(v) In case debits have not happened for more than 6 months in the pension/ family pension account, additional precaution to be taken by the Branch like calling on phone to obtain confirmation thereof.

(vi) The Branch will get it uploaded through existing maker – checker system in HRMS. On approval SMS and email is generated for the pensioner/ family pensioner acknowledging the updation of Life Certificate.

4. These measures are aimed to help reducing unavoidable rush at branches and also meet the requirement of social distancing while obtaining Life Certificates from our staff pensioners/ family pensioners

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