

## **SBI STAFF PENSIONERS/FAMILY PENSIONERS** **STANDARDIZATION OF IDENTITY CARDS**

As per extant instructions the Staff pensioners /Family pensioners are issued Identity cards as per standard format by the Circle PPG Departments/Office Administration Department of CC establishments since June 2020. It is observed that there is no uniformity/standardization of its size, shape or contents and Identity cards issued are at great variance in design and content. We are also receiving feedback from various quarters, regarding Pensioner's Identity Card and Identity card for Pensioner with special Child.

2. With a view to enhance and safeguard the corporate brand image of the bank, the competent authority has decided to standardize the Identity Card being issued to Staff Pensioners /Family pensioners. This will bring uniformity for all the identity cards issued before/after June 2020. The QR code embedded ID card will have the required relevant details of the Staff Pensioners/Family Pensioners like designation at the time of retirement, retired from branch, mobile number, blood group etc. Further a provision has also been made to issue a separate ID Card for the special child which will carry his/her joint photograph along with the Staff Pensioner and Family Pensioner.

3.The detailed instruction for issuance of standardized ID Cards for Pensioners/Staff Pensioners are listed as under:

- i. Standard Operating procedure (SOP) & Guidelines to be followed by the Circle PPG Departments and Pensioners for issuance of ID Card is as placed at **Annexure - I.**
- ii. The Specimen Format of ID Card to be issued to Pensioner/Family Pensioner is placed at **Annexure II.**
- iii. The Specimen Format of ID Card to be issued to Pensioners having Special Child **Annexure III.**
- iv. Two ID cards are to be generated for pensioners with disabled child - one with joint photograph with the spouse and the other with joint photograph with the special child (wherever applicable). and both the ID cards to be delivered to the pensioner.
- v. The ID card issued to the special child will not entitle the child to any rights and will be for identification purpose only. A suitable disclaimer in this regard is put in the ID card format.
- vi. Circle PPG Departments to ensure that the branches contact the pensioners for updation of all required fields so that ID card generation is available for all pensioners.
- vii. Circle PPG Departments/Office Administration Department of CC establishments to generate a list of retiring officials well in advance, update missing details, if any, and arrange for printing of the Identity Cards so that Identity card is delivered to retiring officials on the day of retirement, as hitherto.
- viii. The HRMS Department has developed the facility for this purpose.



**Standard Operating Procedure**

**Circle PPG Departments:**



1. Circle PPG Departments will generate ID cards for all pensioners where all required details are fetched, and ID cards are generated.
2. The ID cards generated will be printed on plastic cards through the local vendor arranged for printing of staff ID cards.
3. Circle PPG Departments will arrange for delivery of the ID cards printed and will keep record of the cards issued.
4. Circle PPG Departments to contact the pensioners whose ID cards is not generated for want of details.
5. Two ID cards are to be generated for pensioners with disabled child - one with joint photograph with the spouse and the other with joint photograph with the special child and both the ID cards to be delivered to the pensioner.
6. Whenever a lost card is received at a Branch, the Branch will arrange to forward the lost card to the pension paying branch. Pension paying branch will arrange to send the lost card to the respective pensioner.

**Pensioners:**

1. Pensioners will contact their pension paying branch/ Circle PPG Department for issuance of the new QR code embedded ID card.
2. Alternatively, they can also generate their ID card by logging in to HRMS portal/ myHRMS app with their credentials and get it printed themselves on plastic card or get it laminated at their own cost.
3. Pensioners with special child will be able to upload a joint photograph of the pensioner with the special child.
4. Pensioners will be able to generate two ID cards, one bearing the joint photograph of the pensioner with the spouse and the other bearing the joint photograph of the pensioner with the special child (wherever applicable).
5. In cases where the ID card is not generated for want of details, the same may be updated by the pensioner on HRMS portal/ myHRMS app and get the same approved by the pension paying branch. Alternatively, they can visit the branch to get the details updated through the Branch.

पेंशनर आईडी कार्ड		Pensioner ID Card
<div style="border: 1px solid black; padding: 5px;">           Colour Photograph of Pensioner with Spouse Size: 2x4cm         </div>		
पी.एफ. नं.: _____ P.F. Index Number: _____		
नाम/ Name: _____		
सेवानिवृत्त / Retired From: _____ (एसबीआई/आईबीआई / इ-एबी/SBI/IBI/e-AB)		
पदनाम (सेवानिवृत्ति के समय): _____ Designation (at Retirement) : _____		
जन्म की तारीख/Date of Birth: _____		
सेवानिवृत्ति/ Date of Retirement. _____		
रक्त समूह/ Blood Group: _____		
<b>5.4x8.5 cm</b>		

पति/ पत्नी का नाम : _____ Name of the Spouse : _____
पति /पत्नी की जन्म तिथि Spouse Date of Birth : _____
रक्त समूह/ Blood Group : _____
पता/Address : _____ _____ _____
आपातकालीन मोबाइल नं./: Mobile No.(In Case of Emergency)
पेंशन भुगतान शाखा : _____ Pension Paying Branch
शाखा क्रमांक./Branch : Code
यह एक कंप्यूटर आईडी कार्ड है और किसी हस्ताक्षर की आवश्यकता नहीं है This is a computer generated ID card and does not require any signature
(मिलने पर कृपया नज़दीकी एसबीआई शाखा में सौंप दें) (If found please return to nearest SBI Branch)

पेंशनर आईडी कार्ड		Pensioner ID Card
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           Colour Photograph of Pensioner with Special Child Size: 2x4cm         </div>		
पी.एफ. नं.: _____ P.F. Index Number: _____		
नाम/Name: _____		
सेवानिवृत्ति/ Retired from:____ (एसबीआई/आईबीआई / इ-एबी/SBI/IBI/e-AB)		
पदनाम (सेवानिवृत्ति के समय): _____ Designation (at Retirement) : _____		
जन्म की तारीख/Date of Birth: _____		
सेवानिवृत्ति/ Date of Retirement. _____		
रक्त समूह/ Blood Group: _____		
5.4x85.cm		
विशेष बच्चे का नाम/: _____ Special Child Name: _____		
बच्चे की जन्म तिथि /Child date of Birth: _____		
बच्चे का रक्त समूह/ Child Blood Group: _____		
पता/Address: _____ _____ _____		
आपातकालीन मोबाइल नं./ Mobile No.(In Case of Emergency)		
पेंशन भुगतान शाखा Pension Paying Branch _____		
शाखा क्रमांक/Branch: _____		
<b>Code</b> ID Card issued only for Identification and does not, per se, entitle the special child to any benefits यह एक कंप्यूटर आईडी कार्ड है और किसी हस्ताक्षर की आवश्यकता नहीं है This is a computer generated ID card and does not require any signature		
(मिलने पर कृपया नजदीकी एसबीआई शाखा में सौंप दें) (If found please return to nearest SBI Branch)		