



Inter-Office Memorandum

From The Asst. General Manager Head Office Terminal Benefits Division, Human Resources Dept.	To The Zonal Manager, All Zones, The General Manager, All NBGs.
Ref. No.HO/TBD/377	Date : 16.12.2019

Generation of Pension Slip

In our Bank, staff pension is being processed, calculated and credited centrally by Terminal Benefits Division, Head Office. As per the existing procedure, we forward Pension advice, Pension Passbook along with forwarding letter giving details of basic pension, commutation etc. Now, it has been decided to provide Pension Slip every month giving details of monthly pension/TDS for the particular month.

2. The said Pension slip will be generated every month at our end after credit of pension and will be automatically send through email to the pensioners whose email IDs are updated in HRMS. We will be generating the Pension Slip from the month of November, 2019 onwards.

3. We have captured email IDs of the pensioners from their pension account in Finacle. The pensioners who retired on superannuation from January, 2019 and applied for PF/Gratuity thru HRMS, their email IDs are captured from HRMS. Also the employees who will be retiring henceforth on superannuation, their Email IDs will be captured from HRMS which were given by employees while applying for PF/Gratuity online.

4. Pensioners are advised to update their email IDs in their Pension Account in Finacle, to enable us to capture the same.

5. We have also given rights at Branch level i.e. Branch Manager, Manager (A&S) for generating Pension slip individually/Branch wise. Branch may generate the same at their end, if any pensioner requests for the same. The navigation for the same is as under –



Bank's Pension – New Reports – Pension Slip – Pension Slip Generation.

6. The Branch will be able to generate the pension slip only after 7th of succeeding month of the pension, for e.g. after 7th December, 2019 they can generate pension slip for November, 2019.

7. Please circulate the contents of this to the Branches under your Zone.



(Arvind Verma)
General Manager
(HR – Alternate)

d:\pmv data\drive\pension\pension slip - circular iom.docx

