

CHECK-LIST OF DOCUMENTS ENCLOSED

A Superannuation and Voluntarily Retired/Invalid Pension Claim

- 1) Annexure S-1 Pensioner's Profile in duplicate with Joint Photograph/Single Photograph
- 2) Annexure S-2 Specific comments to be given, if Last 10 months/300days emoluments drawn, does not tally with actual PF remitted for that period
- 3) Annexure S-3 Application for Commutation/Nomination for Commutation/Pension
- 4) Annexure S-4,5,6,7 Medical Certificate by Bank's Approved Doctor in case of Invalid Pension
- 5) Penalty order during service if any /20(iii) Order/ invoke order, if any
- 6) Copy of acceptance of VRS/Invalid Retirement, by HO /reliving letter

B Family Pension / Spouse or Child Claim

- 1) Annexure F-2 Family Pensioner's Profile in duplicate with photograph
- 2) Annexure F-3 Duly signed by Branch/Zonal Official
- 3) Annexure F-4 Non-marriage/re-marriage Declaration
- 4) Annexure F-5 Non-marriage certificate by Daughter/son
- 5) Annexure F-6 Non-employment/re-employment certificate
- 6) Death certificate/Death certificate of deceased Staff and his/her spouse, if family applicant is child/Guardian of child if any
- 7) KYC Documents/Date of Birth Proof, of all other children including applicant is Child
- 8) Guardianship Certificate/Affidavit-duly notaries along with Bank's panel Advocate's opinion certificate stating if certificate's contents are sufficient to protect Bank's interest
- 9) Medical certificate by Bank's approved Doctor, if child applicant is more than 25 years Age and physically disabled
- 10) Branch Manager should satisfy and certify that such disabled child is not able to earn his live hood and unmarried
- 11) Legal heir certificate, in case of deceased employee, who has not nominated spouse/child, during his lifetime for PF/Gratuity
- 12) In case of Civil Death-Certificate issued by Hon'ble Court in case of Absconding Employee

C CRS/Suspension/Removal/Dismiss Claim

- 1) Annexure S-1
- 2) Annexure S-2
- 3) Annexure S-3
- 4) Annexure S/9 (Specific recommendation/Justification/comments to be given for recommending Pension /Compassionate Allowance)
- 5) 20(iii) Order/invoke order if any
- 6) Suspension Order/suspension invoke order
- 7) Charge Sheet issued by Bank including previous if any /charge
- 8) sheet by CBI/Judgment of CBI if applicable
- 9) Penalty Order including previous Penalty order if any
- 10) Copy of Write Petition/appeal filed by employee/Bank if any, with present status
- 11) Present status of financial loss-recovery/Write Off/compromise, if any

Chief Manager/Manager
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