


Pandyan Grama Bank Administrative Office 2-70-1 Collectorate Complex Virudhunagar- 626 002.		Circular No : PAD /42/ 2018-19 Date : 03.01.2019 Issuing Dept : Personnel Administration
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TO ALL BRANCHES / REGIONAL OFFICES / DEPARTMENTS:

PANDYAN GRAMA BANK (EMPLOYEES') PENSION REGULATIONS, 2018

Pursuant to Department of Financial Services, Ministry of Finance, Government of India Letter no. 8/20/2010-RRB dated 23rd October 2018 and NABARD letter No. NB.IDD/344/316 (Pension)/2018-19 dated 23.10.2018, our Board of directors in their meeting dated 01.11.2018 approved Pandyan Grama Bank (Employees) Pension Regulation, 2018. The Regulation has been published in Official Gazette of India, Extraordinary, Part III, Section - 4 on 18th December 2018 both in Hindi and English. The extracts of the English version of the Pandyan Grama Bank (Employees') Pension regulation, 2018 is enclosed herewith for reference of all concerned. Branches/Regional Offices are advised to be guided by under mentioned operational instructions.

Operational Instructions

1. As per regulation 3 of Pandyan Grama Bank (Employees) Pension regulation, 2018, the eligible existing staff members, retired staff members and the family of deceased staff members who were on roll as on 31.03.2010 are required to exercise their option in writing in the prescribed format enclosed herewith within 120 days from the date of publication of notification in Gazette of India (18th December 2018) to become a member of the Pandyan Grama Bank (Employees') Pension Fund.
2. Staff members who have joined Bank on or before 31.03.2010 and are continuing in the Bank's service as on date are required to exercise their option in writing in Format-1 in quadruplicate (i.e 4 copies) to become a member of Pandyan Grama Bank (Employees') Pension Fund.
3. Staff members who have joined Bank between 01.04.2010 and 31.03.2018 and are continuing in the Bank's service as on date are to



exercise their option in writing in the Format-2 either to remain covered under EPF scheme 1995 or to become a member of National Pension System (NPS).

4. Staff members who have joined Bank on or after 01.04.2018 and are continuing in the Bank's service as on date shall be covered by the National Pension System (NPS) automatically and there is no need to exercise any option in this regard.
5. Branches/Regional Offices are advised to contact immediately all the retired staff members/family of the deceased staff members who were last attached to their Branches/Regional Offices and advise them to submit option letter in the following Format in quadruplicate (i.e 4 copies) at their Branches/Regional Offices within the stipulated time of 120 days from the date of publication of notification in Gazette of India (18th December 2018) to become a member of the Pandyan Grama Bank (Employees') Pension Fund.

Retired staff members	Option to be exercised in Format-3
Family of the deceased staff members	Option to be exercised in Format-4

6. The retired employees are also required to submit a certificate in Format-5 as to acceptance/non-acceptance of commercial employment. Branches/Regional Offices are advised to obtain Format-5 in duplicate along with the option letter as said above from all the retired employees.
7. Also a certificate of non-remarriage/non-marriage in Format-6 and application for grant of family pension in Format-7 are to be obtained in duplicate from the family pensioners (in case of deceased employee)
8. Branches/Regional Offices are advised to contact all retired staff members and the family of deceased staff members either in person or over telephone and convey them the provisions of the pension regulation adopted by the Bank. They should put a notice in their



Notice Board for information of all concerned. Branches may also resort to any other mode of communication at their convenience to bring to the notice of all retired staff members and the family of deceased staff member about this pension regulation.


9. Branches/Regional Offices should ensure filling up of all columns of annexure and may assist the applicants wherever necessary in filling up the same neatly without any alterations/cutting/overwriting to avoid any future inconvenience to the pensioners.
10. Signature of the applicants on the option letter should be attested by concerned Branch Manager/ Regional Manager/Department Heads at HO with office seal, as the case may be.
11. All Format along with the relevant documents/papers received at Branch level should be sent to respective Regional Office in bunch through special messenger to avoid any loss in transit.
12. Branches/Regional Offices are also required to submit the salary particulars of retired/deceased staff members of their Branches/Regional Offices for last ten months of their service in Bank in Format-8 after verification of available records with them. Loss of pay, if any, during the service period should also be mentioned in Format -8.
13. Branches/Regional Offices are also advised to verify their records and incorporate in Format-9 the particulars of outstanding liabilities, if any, in the name of any of the retired staff members / deceased staff members at their Branches/Regional Offices. In case there is no outstanding liabilities in their name a NIL report in Format-9 should be submitted.
14. Regional Offices are advised to follow up with the branches under their control and guide them on importance of timely submission of different Format as detailed below preferably in A4 size paper. The Format should be legible and filled in all respect.

Existing Employees	Retired Employees	Deceased Employees	Branch/RO
Format- 1 & 2	Format-3 & 5	Format-4,6 & 7	Format- 8 & 9



15. All Format received at Regional Offices should be promptly submitted to PAD, Administrative Office for early disposal of pension matter.

Bank will advise in due course, the amount of Bank's contribution to EPF to be refunded by the retired employees/family of deceased employees and further papers/ documents required, if any, for smooth and quick disposal of pension matter. In case of any doubt or apparent contradiction, Branches/ Regional Offices should feel free to contact Personnel Administration Department, Head Office for further clarification.



(S.Karupiah)

General Manager

