

 <p>बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक</p>	<p>मानव संसाधन प्रबंधन विभाग Human Resources Management Department प्रधान कार्यालय: लोकमंगल, १५०१, शिवाजीनगर, पुणे-५ Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 टेलीफोन /Tel: 020-25614271-74 ई-मेल /E-Mail: bomcoper@mahabank.co.in</p>	 <p>समृद्धि 2023 INDIA वसुधैव कुटुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE</p>
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AX1/ST/PPG/FAM/Cir.55 /2023-24

Date: 07/07/2023

ALL BRANCHES/ OFFICES OF THE BANK

Dear Sir / Madam,

Sub: - Procedure of commencement of Staff Family Pension (Conversion of Staff Pensioner to Family Pensioner)

The delay in submission of Staff family pension conversion form by Branches along with death certificate leads to exorbitant delay in commencement of Staff family pension. This leads to various grievances of family pensioners from the field.

We retrieve herewith the procedure to be followed by Branches for commencement of Staff Family pension.

1. Completely filled the Staff Family Pension Application (as per given format)
2. Branch Manager has to forward application with recommendation.
3. Copy of Death Certificate
4. Copy of Pension Payment Order

Please forward the duly filled form and other documents to
Staff Pension Cell,
HRM Department,
Head Office Pune.

Soft copy to be forwarded to our e-mail id - bomcopension@mahabank.co.in.
For any queries, please contact 020-25614299

Yours faithfully,

(D Biswas)
Asst General Manager
HRM

(PROFORMA OF APPLICATION FOR CONVERSION TO FAMILY PENSION ON THE DEATH OF BOM STAFF PENSIONER)

**THE CHIEF MANGER
BANK OF MAHARASHTRA
HRM, STAFF PENSION SECTION, H.O. PUNE.**

DULY
ATTESTED
PASSPORT
SIZE
PHOTOGRAPH

Dear Sir,

Reg :- Application for Conversion To Family Pension.

- 01 **NAME OF THE DECEASESD PENSIONER** : _____
- a) **PF NO.** :
- b) **PENSION BRANCH & A/C NO.** :
- c) **DATE OF RETIREMENT** :
- d) **DATE OF DEATH** :
- 02 **NAME OF THE APPLICANT (FAMILY MEMBER)** : _____
- a) **FULL ADDRESS OF APPLICANT** :
- CITY _____ PINCODE _____
- b) **RALATIONSHIP WITH PENSIONER** :
- c) **DATE OF BIRTH (Applicant)** :
- d) **LANDLINE / MOBILE** :
- e) **FAMILY PENSION** : **ACCOUNT No. :**
(Newly opened in the name of nominee operated singly)
BRANCH NO. : **BRANCH NAME :**

I hereby apply for Family Pension as per provisions of the Bank of Maharashtra (Employees') Pension Regulations 1995 Scheme.

Yours faithfully,

Date :

(Signature)

Recommendations of the Branch Head

We confirm that the above information is verified and found to be correct and it is recommended that the claim to be settled.

Date :

BRANCH MANAGER

- * i) Photograph of the applicant duly attested by Branch Manager with signature Code No.
ii) L.H.T. impression duly attested by Branch Manager,

Enclosures :

- i) Copy of death certificate attested by Branch Manager with signature Code
ii) Copy of PPO.