

 <p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b></p>	<p><b>मानव संसाधन प्रबंधन विभाग</b> <b>Human Resources Management Department</b> प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 टेलीफोन/TELE-020 : 25614270-74 ई/मेल-e-mail : <a href="mailto:bomcoper@mahabank.co.in">bomcoper@mahabank.co.in</a></p>	 <p>एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की सफलता हेतु हम प्रतिबद्ध हैं</p>
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AX1/HRM/ST-PEN/CIR-67/2019-20

DT: 05/11/2019

ALL BRANCHES/OFFICES OF THE BANK

Dear Sir,

**Reg:- Staff pension Payment:- Submission of Life Certificate**

This has reference to our Circular No. AX1/HRM/ST-PEN/CIR-67/2018-19 Dated 05/11/2018 on obtaining life Certificate from staff pensioners in the month of November every year.

It is mandatory on the part of the staff pensioners to submit Life Certificate in the month of November every year. To facilitate the Pensioners / Branches to keep track on submitting / obtaining life certificate from staff pensioners, we have provided utility under ULC=> ROSW and online administrative office MIS System => Staff pension => Life Certificate entry for Home and Non-home Branch, for monitoring timely completion of this work. The screen description after entering into the system using the above path is given below

- 1) **List of staff Pensioners** : Which shows list of staff pensioners who are drawing the pension at Home Branch

Staff Pension Option
<u>List of Pensioners</u>
<u>Pension Slip Printing</u>
<u>Investment Details</u>
<u>Life Certificate Entry For Home &amp; Non Home Branch</u>
<u>Life Certificate Submission List</u>
<u>Tax Projection</u>

- 2) **Life certificate entry for Home and Non Home Branch:** After receipt of life certificate from the pensioner Branches should punch life certificate entry by inserting the account no of the staff pensioner in the field meant for Account No for Home Branch and then click on submit button. On next screen the branches should punch the Mobile No & Pan No then click on the submit button. This will complete the process of obtaining and recording Life Certificate at Home Branches.

For Non-Home Branch account the branches should first select Non Home Branch then punch branch code of the Non Home branch & Account No of staff pensioner in Account no field- Click on submit button. On next screen the branches should punch the Mobile No & Pan No then click on the submit button. This will complete the process of obtaining and recording Life Certificate of the staff pensioner who are drawing staff pension at Non Home Branches. The screen description after entering into the system using the above path is given below

Cont.....2

O&M	532	2019-20
Date	07/11/2019	



First Screen:-

### Life Certificate Entry For Home / Non Home Branch

Select Home/Non Home Branch	Home
Pensioner Home Branch Code	9999 (Only for non-Home Branch pensioners)
Account Number	
Submit	

Next screen:-

### Data Entry Of Life Certificate In Home/Non Home Branch

Home/Non Home Branch Code	1482	PF Number	14055
Pensioner Name		Account Number	
Mobile No.		PAN No.	
Certificate For the Year YYYY	2019-2020	Life Certificate Submitted On	

**3. Life Certificate Submission List:** The branches can get report of staff pensioners who have submitted the Life Certificate and who have not submitted the Life Certificate through this menu.

All the Staff Pensioners are requested to submit the life certificate to the branches in the month of November. The Branches are advised to take necessary steps to record the life certificate received from staff pensioners. Branches are further advised to make discreet enquires about such pensioners, who have not submitted life Certificate. Branches are requested to confirm that **only live pensioners** are drawing monthly pension from their staff pension account. Branches are requested to inform the names of staff pensioners whose Life Certificate is not punched in the system due to technical reason if any via e-mail "bomcopension@mahabank.co.in".

**Pension of the Staff pensioner who have not submitted the Life Certificate will be stopped w.e.f. Dec 2019. The Pension will be paid only after receipt of Life Certificate. Branches are instructed to update the vital information as Pan No, Aadhar No, Contact No and E-mail address and Residential Address in CIF of Core Banking Solution.**

This is for the information of all Staff Pensioners and Branches for their doing needful.

Yours Faithfully,

  
(Sujit Kumar Nayak)  
Asstt. Gen. Manager (HRM)



  
(K Rajeshkumar)  
Asstt. General Manager (HRM)