

 <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 <b>Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</b> टेलीफोन/TELE-020 : 25614270-74 ई/मेल-e-mail :</p>	 <p>स्वच्छ भारत एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की सफलता हेतु हम प्रतिबद्ध हैं</p>
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AX1/HRM/ST-PEN/CIR-112/2021-22

30/09/2021

**ALL BRANCHES/OFFICES OF THE BANK**

Dear Sir,

**Subject :- Submission of Annual Life Certificate by Staff Pensioners and Compliance of Covid protocols while obtaining Life Certificates.**

**Ref:- Department of Pension and Pensioners' Welfare's O.M.- No. 1(8)/2021-P&PW(H)-7468 dated 20/09/2021 and No. 1(9)/2021-P&PW(H)-7472 dated 22/09/2021.**

This has reference to our earlier Circular No. AX1/HRM/ST-PEN/CIR-104/2020-21 dated 29/10/2020 regarding submission of life Certificate by staff pensioners in the month of November every year.

Every Staff pensioner has to submit Annual Life Certificate in the month of November for further continuation of pension. It has been observed that a large number of pensioners physically visit bank branches for this purpose.

So as a measure to enable an exclusive window to every Senior Pensioner, GOI issued notification allowing the Pensioners in the age group of 80 years and above to submit Annual Life Certificate from 1<sup>st</sup> October, instead of 1<sup>st</sup> November onwards every year.

As per the GOI notification from Pension and Pensioners' Welfare Department, **Senior Pensioners (aged 80 years and above) are scheduled to submit Life Certificate from 1<sup>st</sup> October 2021.**

**The other Staff Pensioners should submit their Annual Life certificate from 1<sup>st</sup> November 2021.**

*The different modes available to Staff Pensioners for submission of Annual Life Certificate are once again summarized below for pensioner's awareness.*

1. Life certificate can be recorded by any home & non home branches if the pensioner physically appears before the branch.
2. Pensioners can submit Life Certificate online from home through Jeevan Pramaan Portal . The process of submission of Digital Life Certificate through "Jeevan Pramaan may be seen at <https://youtu.be/nNMikTYqTF8>. UIDAI has provided details of all biometric devices which are permissible for capturing biometrics of person. Pensioners may visit the site [www.uidai.gov.in](http://www.uidai.gov.in) to get information of all such devices.
3. DoPPW was instrumental in roping in an Alliance comprising 12 Public Sector Banks which do "Doorstep Banking" for its customers in 100 major cities of the country under Ease of banking reforms. PSB Alliance has introduced the service for collection of Life Certificate under the umbrella of Doorstep Banking. DSB Agent shall visit the doorstep of Pensioner to render the service. Service can be booked by the pensioner through any of the 3 channels i.e. Mobile App, Website or Toll Free Number.

- Mobile App i.e. Doorstep Banking (DSB) can be downloaded from Google Play store.
- Pensioners can access through Web Browser i.e. <https://doorstepbanks.com/> & <https://dsb.imfast.co.in/doorstep/login>
- Through Toll free Number – 18001213721, 18001037188

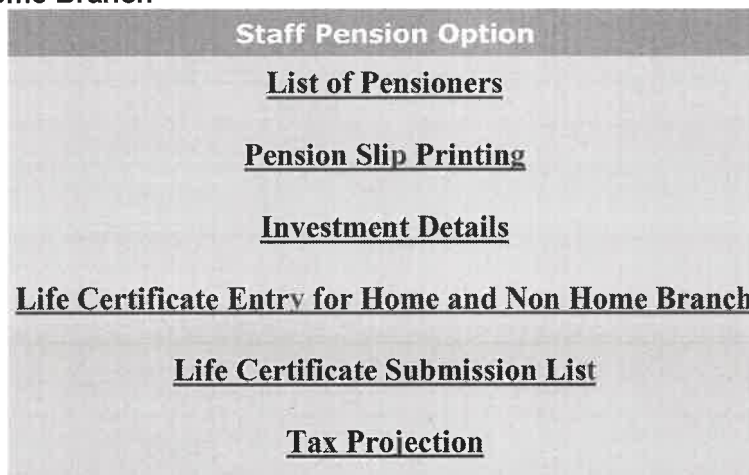


Doorstep Banking service which also includes collection of Digital Life Certificate from the home of pensioners, caters to a very vulnerable group. w.r.t. the pandemic. It may be ensured that **all representatives of the Banks who visit the homes of the pensioners to obtain Life Certificates should be fully vaccinated**. They should be equipped with a proper mask and sanitizer and should be advised to follow the highest possible care while obtaining the Life Certificate

Procedure of punching Annual Life certificate of Staff Pensioners is once again retrieved as below:

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**



- 2) **Life certificate entry for Home and Non Home Branch:**

After receipt of life certificate from the pensioner, Branch should punch life certificate entry by inserting the Account Number of the staff pensioner in the field meant for Account Number for Home Branch and then click on submit button. On next screen, the branch should punch the Mobile Number & PAN Number, 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 branch should first select Non Home Branch, then punch Branch code of the Non Home branch & Account Number of staff pensioner in Account number field, Click on submit button. On next screen, the branch should punch the Mobile Number & PAN Number, 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:

**First Screen:-**

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

<b>Select Home/Non Home Branch</b>	Home
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<b>Pensioner Home Branch Code</b>	9999 (Only for non Home Branch pensioners)
<b>Account Number</b>	
<input type="button" value="Submit"/>	

Next screen:-

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

<b>Home/Non Home Branch Code</b>	1482	<b>PF Number</b>	14055
<b>Pensioner Name</b>		<b>Account Number</b>	
<b>Mobile No.</b>		<b>PAN No.</b>	
<b>Certificate For the Year YYYY</b>	2021-22	<b>Life Certificate Submitted On</b>	01/11/2021

**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.

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. **The pension of the Staff Pensioners who have not submitted the annual Life Certificate will be stopped w.e.f December 2021.**

**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".**

In view of the covid pandemic, all Pension Disbursing Branches are advised to ensure proper social distancing measures, as well as compliance of Covid appropriate behavior, while obtaining life certificates from pensioners/family pensioners who physically visit the branches. Officials deployed for this task should be fully vaccinated and should take the highest possible care while attending to Pensioners. Branches are also requested to devise the own innovative mechanisms to avoid rush at the branches during submission of life certificates.

**This is for the information of all Staff pensioners and Branches for doing the needful.**

Yours faithfully,



Dhananjay Biswas  
Asst. General Manager  
HRM




Mrudul Joglekar  
Dy. General Manager  
HRM