

CHO/PMG/40/2011-2012.

DATE: 09.12.2011

ALL THE BRANCHES/OFFICES IN INDIA

Sub: Staff Welfare measure – Issuance of Photo Identity Cards to the retired employees/ officers-
Reimbursement of cost of Photograph.

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1. Photo Identity Card shall be issued to all the retired employees/officers.
2. Cost of Photograph for the Identity Card shall be reimbursed to the retired employees/officers.

Attention of all branches / offices is drawn to Head Office Circular No. CHO/PMG/09/2006 dated 25.08.2006 wherein it was advised that the Identity Cards can be issued to all the retired employees/ officers **by the branch** where he/she is maintaining account/drawing pension and the cost of Photograph is to be borne by the retired employee/officer or a Photo as per bank's specimen is to be provided by the retired employees/officers.

The matter has been reviewed by the Bank and the Competent Authority has now decided that the Photo Identity Card shall be issued to all the retired employees/officers and the cost of photograph incurred by the retired employees/officers shall be reimbursed to them.

Accordingly, all Branches/Offices are advised that,

- Photo Identity Card shall be issued to all retired employees/officers.
- The cost of Photograph for Identity Card shall be reimbursed to the employees/officers by the branch/office upon production of Photo and its relevant money receipt or bill.
- The Identity card, duly filled in, with a Photograph affixed thereon and attested by the Head of Branch/Office may be submitted by the branch/office along with the terminal benefit claim papers / pension forms to Head Office, Personnel Services Dept., Terminal Benefit Cell, in advance.
- The Date of Retirement of the retired employee/officer must be clearly mentioned in the Identity Card.
- The Identity Card duly counter-signed by the officer, authorizing the PPO at Head Office, shall be forwarded to the branch/office from where the employee/officer is retiring, along with terminal benefit cheques/papers for handing over the same to retiring employees/ officers on the date of retirement itself.

All branches/offices are advised to make a note of the above for compliance.

(G.N. Shukla)
General Manager
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