



Circular No-CHO/PMG/28/2023-24

दिनांक: 20.09.2023

TO ALL BRANCHES AND OFFICES IN INDIA

Reg: Issuance of Identity Cards to retired employees/officers of our Bank

An identity card for retired employees is an important document for verifying the retired employee's identity, accessing array of services provided by the Bank through its branches, availing Holiday Home facility, receiving other govt. benefits and also in case of medical emergency.

Attention of all branches/offices is drawn to Head Office Circular no- CHO/PMG/09/2006 dated 25.08.2006 and CHO/PMG/40/2011-2012 dated 09.12.2011 regarding issuance of Identity Cards to retired staff of our Bank. We are receiving various queries/grievances from retired staff/ retiree associations regarding non-issuance/delay in issuance of Identity cards to retired staff, mainly due to unawareness/lack of clarity with respect to Competent Authority.

In order to sensitise our field functionaries and remove the ambiguity, it has been decided to issue a Standard Operating Procedure (SOP) for issuance of Identity cards to the retired staff.

Standard Operating Procedure (SOP) is as follows:-

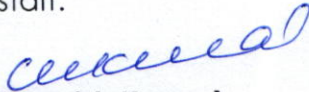
- 1) Request for issuance of Identity Card/Duplicate Identity Card will be submitted by the retired staff to the nearest Branch/Zonal Office as per given format in Annexure-I.
- 2) The application will be forwarded by the branch to the Competent Authority for Issuance of Identity Card.
- 3) Competent Authority for issuance of Identity Card to retired staff will be as given below—

Retired from Head Office/Central Staff College /Executive Training Centre	AGM-PSD
Retired from Branch/Zonal Office/Staff Training College/Field Inspectorate/ LDM Office etc.	Dy. Zonal Head/Zonal Head of the respective Zone

- 4) In case of issuance of Duplicate Identity Card actual cost must be recovered from the Ex-staff.

This Circular will supersede all previous circular issued in this regard.

Branches should display this circular to the notice board for the information to all retired staff.

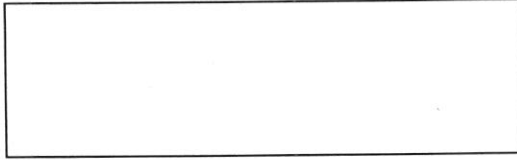
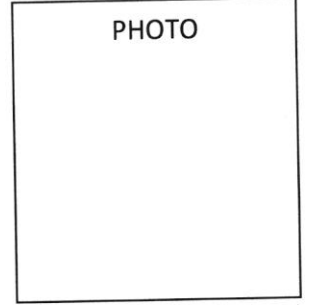

(Manish Kumar)
General Manager
HRM,PSD,Training & OL



Annexure-I

Request for Issuance of Identity Card (Retired Staff)

Name :
EMP No. :
Retired as (Designation) :
Date of Retirement :
Retired from (Branch/Office) :
Blood Group :
Residential Address :
Phone No./Mobile No. :



Signature of Retired Staff



Signature of Verifying Authority