

**SyndicateBank
Personnel Department
Staff Welfare Division
HO.Manipal**

KNOW YOUR RETIREMENT BENEFITS

(For Personal use only)

PREFACE

The benefits that would accrue on cessation from service are spread over circulars, regulations and administrative instructions issued from time to time. In most of the cases, the employees on cessation of service are in doubt as to whether all the benefits that should accrue to them have been received or not and if received correctly received or not. An effort is therefore made to enumerate the various benefits on cessation from service so that the employees, on cessation from service, would be confident to check and satisfy that all the benefits for which they are eligible, have been correctly granted to them.

The entire effort has now come in a capsule and we are sure that our employees on cessation of service will find this booklet very useful.

It is however made clear that what is presented in this booklet is only a brief and in case of any doubt and requirement of complete details, one has to refer to the relevant rules/circulars.

For any clarification/details etc. one may contact Head Office: Staff Welfare Division; Manipal.

Place : Manipal
Date : 19.11.2011

(K P MURALIDHARN)
GENERAL MANAGER (P)

01. PL Encashment :

Eligible components of Pay and allowances are Basic Pay, Dearness Allowance, HRA, CCA, Split Duty allowance, Special Area Allowance, Project Area Allowance, Hill and Fuel Allowance, PQP, Deputation allowance, Personal allowance, Fixed Pay Allowances and Notional HRA applicable to the place of posting (if quarters provided) is to be included. The pro-rata PL earned during the year till the date of retirement is to be credited to the PL account. Payments are made at the Branch/Office where the employee has retired from service. Maximum of 240 days of PL can be encashed.

Encashment of privilege leave on retirement is exempt upto a maximum of ₹3,00,000/- which is to be calculated on the basis of Average Salary (BP + D.A + Other Allowances ranking for EPF) drawn during the last 10 months immediately preceding cessation of service.

02. Gratuity:

With effect from 24.05.2010 maximum amount of gratuity payable is increased to Rs 10 lakhs under Gratuity Act and there is no ceiling under SBOSR/BPS. Amount of gratuity payable is calculated as below:

(a) Under Payment of Gratuity Act:

Gratuity Amount = Salary* x 15 x No. of years of service ÷ 26

*Salary = gross pay as on the date of last attending the duty minus HRA, CCA, Washing allowance, Conveyance Allowance. Out of FPP only increment component to be taken (Period of service beyond six months shall be rounded off to next higher year. EOL on LOP beyond 360 days and Unauthorised absence should not be taken into a/c for the purpose of service)

(b) Under SBOSR/BPS :

- (i) For service upto 15 years = Pay x Number of years of service
- (ii) For service of above 15 years upto 30 years = Pay x 15
- (iii) For service of above 30 years = (Pay x 15) + (Pay x No. of years of service beyond 30 ÷ 2)

Pay = Basic pay + stagnation increment + other allowances (ranking for PF only)

For officers, last drawn pay as on the date of cessation to be taken into a/c. For service of six months and above, in the case of more than 30 years of service, gratuity shall be calculated on pro rata basis.

For workmen, average of the Pay components for last 12 months immediately preceding the cessation of service shall be taken into a/c. Service of six months and above shall be rounded off to next higher year.

Service of less than six months should not be taken into a/c in both the cases.

The higher of the two in (a) i.e Gratuity as per Act or (b) i.e. Gratuity as per SBOSR / BPS will be paid.

Gratuity Paid upto ₹10.00 lakhs is exempt from income tax with effect from 24th May 2010.

03. Pension:

- (i) To be eligible for pension, an employee has to render a minimum of ten years of service on the date of retirement on superannuation. Broken period of service of more than six months shall be treated as one year.
- (ii) An employee who has opted for pension, on completion of 20 years of qualifying service, may voluntarily retire from the services, by giving a notice of not less than 3 months.
- (iii) An employee who has rendered minimum service of 10 years and retires on a/c of any bodily or mental infirmity which permanently incapacitates him for the service, is eligible for invalid pension.
- (iv) An employee whose qualifying service is 33 years or more is eligible for full pension i.e. 50% of the pay. Pay means, average pay (EPF ranking) drawn during the last 10 months of service. If the qualifying service is less than 33 years, basic pension is equal to $\text{Pay} \times \text{Qualifying service} \div 66$.
- (v) Total pension receivable per month is equal to Basic pension + applicable DA on basic pension. DA rate will be as applicable to regular employees, but will be varied only in February and August every year.

Commutation:

A pensioner, if he so desires, can commute a maximum of 1/3 of basic pension at any time. However, in case the commutation is requested after one year of cessation of service, medical examination is compulsory. The amount payable on commutation is $\text{Commutated basic pension} \times 12 \times \text{Commutation value}$. Commutation value for different age from 17 years to 85 years is given in Cir.226/95/BC and for ready reference the same for age group from 55 to 64 years is given below:

Age on next birthday	55	56	57	58	59	60	61	62	63	64
Commutation value	11.73	11.42	11.10	10.78	10.46	10.13	9.81	9.48	9.15	8.82

Commutation amount is fully exempt from income tax. After commutation, a pensioner will get total pension equal to residual basic pension (basic pension minus commuted portion) + DA on basic pension before commutation. Commuted portion of pension will be restored after 180 months from the date of commutation. Commutation date, amount etc will be informed to the pensioner in the pension sanction letter issued to him.

Pension is treated as salary for the purpose of Tax calculations. TDS on pension payment has to be made as applicable and Form 16 to be issued by the branches.

Family Pension:

On death of an employee who had opted for pension or an ex-employee who was in receipt of pension, his family becomes eligible for family pension. The rate of family pension for those who ceased to be in service on different dates is given in Annexure 1. The rate of family pension shall be equal to fifty percent of the pay last drawn or twice the family pension admissible whichever is less, for a period of 7 years from the date of death or for a period upto the date on which the deceased employee would have attained the age of 65 years, whichever is earlier, provided the employee had rendered not less than 7 years continuous service. The family pension is payable upto the date of death or re-marriage in the case of

spouse, till the age of 25 years or upto the date of marriage/remarriage whichever is earlier in the case of son or daughter provided they are dependent.

Life Certificate:

All the Pensioner have to submit Life certificate as per Annexure 2 during November every year. The Family pensioners have to submit Non Marriage/remarriage certificate as per Annexure 3 in addition to the life certificate

04. Additional Gratuity to employees dying in harness.

The scheme was instituted by the Bank during the year 1981 to provide financial assistance to the family members of the employees dying while in service.

The Additional Gratuity is the difference between the normal gratuity and the gratuity that would have become payable to the employee, either under the Gratuity Act or under the Bipartite Settlement/Officers' Service Regulations, had the employee survived till superannuation. This is a staff welfare measure and the amount is paid out of staff welfare fund.

05. Scheme for writing off liabilities of employees dying in harness:

The scheme was introduced in the Bank with effect from 01.06.1999 to write off the outstanding Bank liabilities of the employee dying in harness to the extent of specified limits. W.e.f. 01.03.2011 the outstanding liabilities not exceeding ₹4.00 lakh in case of officer employees and ₹3.00 lakh in case of award staff are being written off.

The liabilities are to be written off **in the following order only:** (not exceeding the limits mentioned above)

- a. Festival Advance
- b. Sundry Advance outstanding
- c. Unsecured loans such as DL and ODC
- d. Vehicle Loan
- e. Additional Housing loan @ PLR
- f. Employees Housing Loan
- g. Balance of OSL/SOD on LIC/NSC& Jewel Loan.

It must be ensured that other than Festival and Sundry advance, only direct liabilities under staff loan scheme, in the individual name of the staff are written off and ineligible/indirect liabilities like advance rent, education loan with children, general HL, credit card dues, Society dues, etc are not eligible for write off.

06. Scheme for Reimbursement of Educational Expenses of the children of deceased employees:

The scheme is being implemented with effect from 1.12.2001 to mitigate the hardships of the families of the deceased employees in providing higher education to their children.

The reimbursement of tuition fee mentioned hereunder is restricted to first two children up to graduation level including Medical/engineering course to those who secure the admission on merit.

Course	Reimbursement per child
Unto XII Standard	₹200/- per month
Graduation	Full tuition fee or ₹3000/- per academic year whichever is less
Engineering	50% of tuition fee or ₹50000/- (₹12,500/- per academic year) whichever is less.
Medicine	25% of tuition fees or ₹80,000/- (₹20,000/- per academic year) whichever is less.

Relevant bills and certificate from Educational Institution that he is a bonafide regular student of the school/college confirming admission of the student, is to be furnished to the branch by the family of the deceased employee.

7. Payment of funeral expenses to the dependents of employees dying in harness :

Funeral expenses of ₹10,000/- to the dependents of the employees dying in harness is being paid immediately on receipt of the information regarding death of the employee. This is in addition to the amount payable under Death Relief Scheme to those who are members of the scheme.

8. Death Relief Scheme:

At present, an amount of ₹2.05 lakh is being paid to the family members of the employee dying in harness by deducting the amount of contribution from the salary of the member employees (Officer employee – ₹10/-, Non subordinate workmen ₹8/- Subordinate cadre – workmen – ₹6/-) in relation to the number of deaths during the month.

9. Holiday Home Facility:

At present Bank has established Holiday Home facility at Mumbai, Munnar, Kodaikanal and Goa- for the benefit of employees/superannuated employees. The details of Holiday homes are furnished hereunder.

PLACE	JURISDICTION RO	HOLIDAY HOME ADDRESS
KODAIKANAL	COIMBATORE Ph 0422-2545954	STONY CRAFT APARTMENTS, Convent Road, Kodaikanal
MUNNAR	ERNAKULAM Ph 0484 2369090	AYUR COUNTRY RESORTS, Chinnakanal village Udumbanshala, Idukki District
MUMBAI	MUMBAI ph 022 22186664	SYNDICATEBANK HOUSE, Umanagar, Irla Road Vileparle (W), Mumbai
GOA	PANAJI Ph 0832 2222235	Le MAGNIFIQUE Nova cidade, Alto Parvorim, Bardez, Goa

A rent of ₹200/- per day is charged for a suite and ₹100/- per day for a deluxe room at all the holiday homes except at Mumbai where ₹400/- and ₹200/- per day is charged respectively for Executives and Others..

15 days prior intimation is to be given to the respective RO by the employees who wish to avail this facility but not earlier than 60 days, as per proforma given in Annexure 4.

They are allowed to use the room for 2 nights and 3 days only.

10. Mediclaim Insurance cover for superannuated employees:

This Scheme is in operation since 2004. Under this scheme, the insurance cover is made available to superannuated employees/spouse of deceased superannuated employees, to meet the hospitalization expenses in respect of treatment for diseases and injury due to accidents. .

Under this scheme the Bank is contributing 50% of the premium amount which comes to ₹3399/- at present, up to a cover of ₹1.00 lakh.

The scheme envisages cover for the spouse of superannuated employees also, but only as second insured .

The insurance provider is M/s United India Insurance Co.Ltd. and the Third Party Administrator (TPA) is 'The Medi Assist India Pvt. Ltd.' licensed by IRDA.

The premium is to be paid before the due date stipulated by HO:SWD every year during December.

Treatment can be availed from any hospital with adequate infrastructure having at least 15 beds.

Claim is admissible only if there is at least 24 hours hospitalisation.

30 days pre hospitalisation and 60 days post hospitalisation expenses are also allowed.

The TPA (The Medi Assist India Pvt Ltd.) will process all the claims. TPA will have toll free number accessible 24 hours from all over the country.(**1800 425 9449**)

Notice of claim to TPA is to be made before 7 days from hospitalisation. All the original bills/ prescriptions/discharge summary, etc, should be given before 30 days from the date of discharge from the hospital.

Telephone No of United India Insurance Co; Udupi is **0820 2521383 & 2521462**.

Cashless facility is available at more than 500 listed hospitals.

11. Reimbursement of Medical Expenses to Superannuated employee/spouse of deceased superannuated employees:

The Bank is reimbursing the Medical Expenses of ₹3000/-pa to all superannuated employees/spouse of deceased superannuated employees on **calendar year** basis and against declaration as per proforma given in Annexure 5. This is w e f 01.03.2011 onwards.

The claim can be lodged with the Branch from where they are drawing their Pension. If they are not pensioners, claim can be submitted to the Branch from where they are having their operative account. They have to submit the declaration along with a copy of their relieving order or a copy of the photo ID card, if already having.

12. Photo I D cards to superannuated employees /pensioners:

Such of those superannuated employees/pensioners who wish to have the laminated I D cards may apply by submitting the application as per proforma given in Annexure 7 through the Branch/Office and the said branch/office has to forward the application to HO: SWD. Forwarding branch/office has to confirm the correctness of the information furnished.

13. Reimbursement of premium on SyndArogya Policy to all superannuated employees / spouse of deceased superannuated employee/spouse of employee dying in harness.

Reimbursement of 50% of premium upto a cover of ₹1.00 lakh on SyndArogya Policy taken or renewed on or after 01.02.2011 will be made by the branches against claim as per Annexure 6. Even if the Policy is taken for a higher amount 50% of Premium payable for policy cover upto ₹1.00 lakh will be reimbursed.

14. Grant of Ex-Gratia to Pre 01.01.1986 retirees:

All Superannuated/VRS opted employees who have completed 20 years of active service and left the bank prior to 01.01.1986 are eligible for grant of monthly Ex-Gratia of ₹300/- plus DA.

A fixed amount of Rs 1000/ (No DA) per month may be granted as Ex-Gratia relief to the surviving spouse of the employees who died while in service prior to 01.01.1986 irrespective of the period of service rendered by him/her before his/her death.

EXGRATIA amount payable (inclusive of DA) from Feb 2009

Period	Aug 2009 to Jan. 2010	Feb 2010 to July 2010	Aug 2009 to Jan. 2011	Feb 2011 to July 2011	August 2011 to Jan. 2012
Ex gratia amount	₹1734	₹1916	₹1970	₹2093	₹2147

15. Reimbursement of Medical Expenses to Pre 01.01.1986 superannuated employees/ spouse of deceased superannuated employees:

Pre 01.01.1986 superannuated employees/spouse of superannuated deceased employees are eligible for reimbursement of Medical Expenses of ₹3000/- pa on declaration basis and on **financial year basis**.

16. Employees, on superannuation, will be presented with a memento of their choice costing not more than the limit fixed in this regard under the scheme. The revised limit which is effective from 01.03.2011 is as under:

(Amount in rupees)

Cadre	Executives	Officers	Non Sub. Staff	Sub. Staff
Amount	12500	10000	7000	5000

17. Commercial Employment:

Pension optee officers

As per SBEPR 1995, Pensioners have to seek prior permission from the Bank (HO:SWD) for accepting commercial employment within a period of 2 years after retirement. The proforma of the application is furnished in Annexure 9. The application should be forwarded through PD:PAD:HO:Manipal in the case of executives and respective ROs in the case of other officers.

Non - Pension optee officers

Non-Pension optees have to take prior permission from the Bank (HO:SWD) for accepting commercial employment within a period of 2 years after retirement. The proforma of the application is furnished in Annexure 8. The application should be forwarded through PD:PAD:HO:Manipal in the case of executives and respective ROs in the case of other officers.

18. Services Charges to ex-staff members :(chapter 15 of Hand book on Service Charges)

- (a) All terminal benefits of retired staff can be remitted at par to a branch where the retired staff desires/to a branch nearer to the place where he desires to settle, after recovering all direct and indirect liabilities.
- (b) At par remittance facilities may be granted in respect of RETIRED staff members of our Bank and also of other Banks who are not gainfully employed and maintain their accounts with us, upto ₹10,000/- per month. The branches have to ensure that this facility is used by the retired staff for their genuine requirements only i.e., remittance of the amount of matured LIC policies, gratuity or other remittance in the normal course etc. and this facility should not be used for business purposes or to assist the other family members or friends to remit their funds.
- (c) At par collection of cheques/drafts/dividend and interest warrants be permitted to ex-staff members of the Banks who are not gainfully employed, upto 5,000/- per month provided they maintain their accounts with us and the instruments are drawn in their favour.

Note:

- (a) For ex-staff of other Banks, these facilities may be extended provided there is no branch of the Bank with whom he had served at the station/centre where facilities are asked for.
- (b) Ex-staff members should identify himself to the satisfaction of the concerned Head of Branch to the extent that he is a retired employee of a particular Public Sector Bank.
- (d) Immediate credit of outstation cheque/draft upto 15,000/- may be permitted and collection charges need not be collected from the retired staff.
- (e) Ledger folio charges are waived to retired staff members provided the accounts are operated for personal purposes only and not for any commercial purposes.
- (f) No charges need be collected for standing instructions issued by the retired staff.
- (g) Postage and out of pocket expenses should be collected in all the cases (Staff and Ex-staff members).
- (h) Free/concessional remittance facilities, at par collection of instruments under speed clearing available to customers of the Bank are applicable to Ex-Staff also.

19. SB Account with or without cheque book :

No minimum balance stipulation for senior citizen/ex-staff account holders (198/2008/BC)

20. Benefit of additional interest :

Additional interest of 1% is admissible on deposits of ex-staff. Spouse of the deceased staff is also eligible for this additional interest.

Senior citizen ex-staff are eligible for additional interest of 0.50% applicable to Senior Citizens on term deposit in addition to 1% additional interest applicable to the Ex-staff (2/2010/BC).

Clarification if any, required by the retirees in respect of Sl.No.18 to 20 may be sought from Planning & Development Dept., Corporate Office, Bangalore.

21. Loan against pension : Ex-staff members drawing pension are eligible for loan against pension under SyndSenior scheme as applicable to General Public/customers.

22. Copy of this booklet is also displayed in Bank's website www.syndicatebank.in (go to homepage>>left menu>for SyndicateBank ex-staff)

RATES OF FAMILY PENSION.

Workmen retired 01.11.1992, Officers before 01.07.1993			DA-A
PAY PER MONTH	PAY PER MONTH	PAY PER MONTH	
Upto ₹ 1500/-	₹1501 to ₹ 3000	Above ₹ 3000/-	
30%	20%	15%	
(Min ₹ 375)	(Min ₹ 450)	(Min ₹ 600, Max ₹ 1250)	
Workmen retired on or after 01.11.1992, Officers after 01.07.1993.			DA-B
PAY PER MONTH	PAY PER MONTH	PAY PER MONTH	
Upto 2870/-	2871-5740	Above 5740-	
30%	20%	15%	
(Min 720)	(Min 860)	(Min 1150, Max: 2400)	
Employees retired from 01.04.1998 upto 31.10.2002			DA-D
PAY PER MONTH	PAY PER MONTH	PAY PER MONTH	
Upto 4210	4211-8420	Above 8420-	
30%	20%	15%	
(Min 1060)	(Min 1262)	(Min 1687 Max: 3521)	
Wef 01.05.2005	Wef 01.05.2005	Wef 01.05.2005	
PTS: Min.1/3rd...355, 1/2....Min.530, and 3/4th.....Min.795/- and full...1060/-			
Employees retired from 01.11.2002 upto 31.10.2007			DA-E
PAY PER MONTH	PAY PER MONTH	PAY PER MONTH	
Upto 5720-	5721-11440	Above 11440/-	
30%	20%	15%	
(Min 1435)	(Min 1715)	(Min 2292- Max: 4784)	
PTS: Min: 1/3rd....480/-, 1/2....720/-, 3/4th.....1080/- and full.....1435/-			
Employees retired on or after 01.11.2007			DA - F
PAY PER MONTH	PAY PER MONTH	PAY PER MONTH	
Upto 7090/-	7091-14180	Above 14180/-	
30%	20%	15%	
(Min 1779)	(Min 2186)	(Min 2841/- Max 5930/-)	
MINIMUM PENSION:			
General Rule: Minimum Pension: Employees other than PTS: 1779			
Min.Pension for PTS: 1/3: Rs 595, 1/2 Rs 892/-, 3/4 th Rs 1339/-			

Note:For PTS, Maximum and Minimum of FP is in proportion of the rate of scale wages.

SYNDICATEBANK
----- **BRANCH**

EX-STAFF PENSIONER'S LIFE CERTIFICATE

Name and address of the Pensioner :

Pension Number :

Pension A/c No :

Date of Birth :

PAN Number :

I hereby certify that Sri/Smt.
is alive as on this date.

Place:

Date :

Signature of Pensioner

Signature of Authorised Officer

(to be filed in pensioners file in the branch)

Annexure 3

DECLARATION OF MARRIAGE/RE-MARRIAGE (FOR FAMILY PENSIONER)

I declare that I have not married/re-married.

Place :

Date :

SIGNATURE OF FAMILY PENSIONER

(to be filed in pensioners file in the branch)

Application for advance reservation of Holiday Home

1	Name of the Ex- Employee and employee no.	
2	Pension No	
3	SB a/c no	
4	Designation at the time of retirement	
5	Branch/Office last worked	
6	Place where the accommodation is required	
7	Proposed date of visit	From: To
8	Alternate dates in case of non-availability of accommodation	From To
9	Number of persons who require the accommodation (not more than 5)	
10	Relationship of persons accompanying the Ex-employee Name Relationship 1 2 3 4	
11	Residential Address with Phone No:	

The information furnished is true and to the best of my knowledge and belief.

Place :

Date :

Signature of the Ex employee

CERTIFICATE

Sri/Smtis a superannuated employee of our Bank and is having his SB a/c no with us. We recommend that his/her request for reservation of Holiday Home may be considered.

Branch:

Date:

Branch Head

SPECIMEN OF DECLARATION

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DECLARATION FOR CLAIMING REIMBURSEMENT OF MEDICAL EXPENSES FOR THE YEAR _____ BY THE SUPERANNUATED EMPLOYEE/SPOUSE OF THE DECEASED SUPERANNUATED EMPLOYEE.

=====

Name: _____ Emp.No: _____ Pension No: _____

Date of Birth: _____ Date of joining Bank: _____ Date of superannuation _____

I, _____, superannuated employee/spouse of superannuated employee do hereby solemnly declare that I have truly and honestly incurred a sum of `..... during the calendar year _____, as medical expenses for myself and I request that the eligible amount may be reimbursed to me in terms of the rules of the Bank now in force and credited to my SB A/c No..... at Branch.

Place:
Date:

Signature of the superannuated employee/
spouse of the superannuated employee

Annexure 6

Claim for reimbursement of SyndArogya Insurance Premium paid

(Superannuated employees/spouse of deceased superannuated employees/spouse of employees dying in harness)

1	Name of the ex-employee	
2	Employee Number	
3	Date of Birth	
4	Date of joining the Bank	
5	Date of superannuation	
6	Branch/Office where last worked (BIC)	
7	SyndArogya Policy Number	
8	Policy valid upto	
9	Insurance Premium paid	
10	Claim for reimbursement (50% of SyndArogya premium paid or the ceiling whichever is less)	

I hereby declare that the above details submitted by me are true. I am enclosing the original premium paid receipt under SyndArogya along with attested copy of SyndArogya policy and the attested copy of relieving order issued at the time of superannuation. The eligible amount may please be credited to my account No. _____ with you.

Place :

Date :

Signature of the Ex-Employee

APPLICATION FORM FOR PHOTO IDENTITY CARD

Place:

Date:

The General Manager(P)
Staff Welfare Division
Head Office
MANIPAL 576 104



SUB: ISSUE OF PHOTO IDENTITY CARD

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I am a pensioner/superannuated employee and I request you to issue me a Photo Identify Card. I am aware that the Photo Identity Card will be issued for the purpose of identification only and does not authorise me to represent the Bank or to commit the bank in any manner whatsoever. I am furnishing my full details as under:

1.	Branch/office from where retired	
2	Name (in block letters)	
3	Employee Number	
4	Designation	
5	Date of birth	
6	Date of joining the service	
7	Date of Retirement	
8	Blood Group	
9	Pension File no., if any	
10.	Address (in block letters)	
	Phone/Mobile	
	E-mail address, if any	
12.	Name of the spouse, if living	

Note: Signature should be made in Black ink without touching the border.



Branch confirmation:

We confirm the correctness of the particulars stated above.

HEAD OF THE BRANCH/OFFICE WITH SEAL

Application to seek permission for accepting commercial employment by Non-Pensioners within a period of two years after retirement (cir.39/02/BC)

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1.	Name of the Officer (in Block letters)	
2.	Date of retirement	
3.	Name of the Branch/Office where the officer served during the last 5 years preceding retirement (with duration)	
	Sl. No.	Name of branch/office
		Post held
		Duration From To
4.	Post held at the time of retirement and period for which held	
5.	Pay drawn by the officer at the time of retirement	B.P. D.A. Others TOTAL
6.	Terminal benefits	EPF (Self) Management (EPF) Gratuity PL Encashment
7.	Details of proposed employment to be taken up	
	Name of the firm/ company/Co-operative Society, etc.	
	Nature of business line of facility	
	Products being manufactured by the firm/type of business carried out by the firm, etc.	
	Whether the official had any dealings with the firm, etc. during his official career,	
	Nature and duration of the official dealings with the firm	
	Nature of duties and designation	
	Whether post was advertised, if not, how was the offer made (attach newspaper cutting of the advertisement and a copy of the offer of appointment, if any)	
	Whether copy of employment offer letter enclosed.	
	Remuneration offered by the Organisation	
	In case of independent practice, indicate – a) Professional qualifications in the field of practice b) Nature of proposed practice	

8.	Any information which the applicant desires to furnish in support of his request	
9.	Are there any exceptional circumstances or any other relevant factor which would make the refusal of consent a real hardship? If yes, give reasons	

10. Declaration:

I hereby declare that :

- i) the employment which I propose to take up will not bring me into conflict with Bank;
- ii) my commercial duties will not be such that my previous official position or knowledge or experience in the Bank could be used to give my proposed employer an unfair advantage;
- iii) my commercial duties will not involve liaison or contact with the Bank.

Date:

Signature of the applicant:
Address:

To

The General Manager (P)
Syndicate Bank
Head Office
MANIPAL

Phone/Mobile No.
e-mail ID:

Annexure 9

Application from Pensioners to seek permission for accepting commercial employment within a period of two years after retirement (cir.248 /95/BC)

1.	Name of the Officer (in Block letters)			
2.	Date of retirement			
3.	Name of the Branch/Office where the officer served during the last 5 years preceding retirement (with duration)			
	Sl. No.	Name of branch/office	Post held	Duration From To
4	Pay drawn by the officer at the time of retirement		B.P. D.A. Others TOTAL	
5	Terminal benefits		Basic Pension Commutation Net Pension TOTAL PENSION	
	Pension sanctioned (commutation if any should be mentioned)		Amount of commutation	Gratuity if any
6	Details of proposed employment to be taken up			
	Name of the firm/company/Co-operative Society, etc.			
	Nature of business line of facility			
	Products being manufactured by the firm/type of business carried out by the firm, etc.			
	Whether the official had any dealings with the firm, etc. during his official career,			
	Nature and duration of the official dealings with the firm			
	Nature of duties and designation			
	Whether post was advertised, if not, how was the offer made (attach newspaper cutting of the advertisement and a copy of the offer of appointment, if any)			
	Whether copy of employment offer letter enclosed.			
	Remuneration offered by the Organisation			

	j) In case of independent practice, indicate – a) Professional qualifications in the field of practice b) Nature of proposed practice	
8.	Any information which the applicant desires to furnish in support of his request	
9.	Are there any exceptional circumstances or any other relevant factor which would make the refusal of consent a real hardship? If yes, give reasons	

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- i) the employment which I propose to take up will not bring me into conflict with Bank;
- ii) my commercial duties will not be such that my previous official position or knowledge or experience in the Bank could be used to give my proposed employer an unfair advantage;
- iii) my commercial duties will not involve liaison or contact with the Bank.

Date:

Signature of the applicant

Address:

To
The General Manager (P)
Syndicate Bank
Head Office
MANIPAL

Phone/Mobile No.
