

CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA

Issued by Human Resource Mgmt Deptt Baroda Corporate Centre
Sub./Pers. File No.

Re: Pension Option – Bank of Baroda Employees’ (Pension) Regulation 1995 – Implementing Pension Settlement pending amendment to Pension Regulations-issuance of option letters to existing Employees/Officers.

In terms of the Agreement/Joint note dated 27.4.2010 entered into / agreed between IBA and the Workmen Unions/ Officers’ Organisations, it has been advised by Indian Banks Association vide their communication under reference no. CIR/HR&IR/G2/665/90/2010-11/999 dated 10.8.2010 that option to join captioned Pension Scheme is to be extended to those employees /Officers :-

A. Who were in the service of the bank prior to 29th September 1995 and continue in the service of the bank on the date of Bipartite Settlement/ Joint Note i.e.27th April, 2010.

- I. Such employees shall exercise an option in writing within 60 days from the date of the offer, to become a member of the Pension Fund and
- II. Shall authorise the Trust of the Provident Fund of the bank to transfer the entire contribution of the bank along with interest accrued thereon to the credit of the Pension Fund alongwith the pension cost equivalent to 2.8 times of the revised pay for the month of November 2007 recovered from the arrears paid on account of Bipartite Settlement/Joint Note dated 27.4.2010 towards estimated individual funding gap.

B. Who were in service of the bank prior to 29th September 1995 and retired after that date and prior to the date of this Bipartite Settlement/ Joint Note i.e.27th April,2010

- I. Such employees shall exercise an option in writing within 60 days from the date of offer to become a member of the Pension Fund and
- II. Shall refund within 30 days after expiry of the said period of 60 days, the entire amount of the banks contribution to the Provident Fund and interest accrued thereon received by the employee/ officer on retirement together with his/her share in contribution towards meeting 30% of Rs.3115 crores which is estimated and reckoned as the funding gap. On an individual basis, the payment over and above the bank’s contribution to Provident Fund and interest thereon has been worked out at 56% of the said amount of bank’s contribution to Provident Fund and interest thereon received by the employee/ officer on retirement.

C. The family of those employees/ officers who were in the service of the bank prior to 29th September 1995 retired after that date and had died will be eligible for family pension, provided

- I. the family of the deceased employee/ officer exercises option in writing within 60 days of the offer to become a member of the Pension Fund and;
- II. refund within 30 days after expiry of the said period of 60 days, the entire amount of the bank’s contribution to the Provident Fund and interest accrued thereon received by the deceased officer/employee on retirement together with his/her share in contribution towards meeting 30% of Rs.3115 crores which is estimated and reckoned as the funding gap. On an individual basis, the payment over and above the bank’s contribution to Provident Fund and interest thereon has been worked out at 56% of the said amount of bank’s contribution to Provident Fund and interest thereon received by the employee/officer on retirement.

D. **The family of those employee/officer who were in the service of the bank prior 29th September 1995, but have died while in service of the bank after that date will be eligible for family pension, provided :-**

- I. the family of the deceased employee/officer exercises an option in writing within 60 days of the offer to become a member of the Pension Fund and
- II. refund within 30 days after expiry of the said period of 60 days, the entire amount of the bank's contribution to the Provident Fund and interest accrued thereon received upon death of the employee/ officer together with his/her share in contribution towards meeting 30% of Rs.3115 crores which is estimated and reckoned as the funding gap. On an individual basis, the payment over and above the bank's contribution to Provident Fund and interest thereon has been worked out at 56% of the said amount of bank's contribution to Provident Fund and interest thereon received on death of the employee/ officer.

E. **The existing pension scheme will not be applicable to those who join/joining the services of bank on or after 1st April 2010.**

Employee/Officer joining services of the Bank on or after 1.4.2010 shall be eligible for Defined Contributory Pension Scheme on the lines of New Pension Scheme introduced for employees of Central Government. The Employee/Officer joined/joining service on or after 1.4.2010 shall contribute 10% of Pay and DA towards the Defined Contributory Pension Scheme and the Bank shall make a matching contribution. The Scheme shall be regulated and administered by the Pension Fund Regulatory and Development Authority (PFRDA).

There shall be no separate Provident Fund for employees joining services of bank on or after 1st April 2010.

F. Employees/Officers, who ceased to be in service on or after 29th September 1995 on account of voluntary retirement under special scheme after rendering service for a minimum period of 15 years, shall be eligible to exercise an option to join the Pension Scheme subject to the terms and conditions mentioned for retiring employees/officers opting for joining the Scheme. **Such Voluntary Retirement Scheme in Bank of Baroda would mean BOBEVRS-2001.**

The Settlement dated 27.4.2010 and Joint Note dated 27.4.2010 signed between IBA and the Workmen Unions and Officer Associations respectively do not envisage for extension of another option for pension to those who ceased to be in service by way of RESIGNATION/ OFFICERS VOLUNTARILY RETIRED UNDER BANK OF BARODA OFFICER'S SERVICE REGULATIONS /ON ACCOUNT OF PUNISHMENT IMPOSED UPON THEM etc. Hence they are not eligible to opt for joining the Pension Scheme. Also existing Pension Optees cannot revoke their option from Pension to CPF.

G. Pension/ Family Pension to those who opt to join the pension scheme complying with the terms of the Settlement/Joint Note dated 27.04.2010, **shall be payable with effect from 27th November 2009**, provided that employees/officers who retired after that date shall get pension from the respective dates of their retirement.

H. All the Regulations of the Bank Employees' Pension Regulations, 1995 / 1996 shall be applicable to those who opt for the Pension Scheme in terms of the Settlement/Joint Note dated 27.4.2010 except to the extent mentioned in the foregoing Clauses of the said Bipartite Settlement/Joint Note.

The terms of the Settlement/Joint Note dated 27.4.2010 shall be incorporated in the Bank of Baroda (Employees') Pension Regulations, 1995/1996 by complying with the procedure for amendment.

The option to join pension scheme can be exercised during 13.09.2010 to 11.11.2010 (both days inclusive) i.e. 60 days.

The ex-employees who have completed one year from their date of cessation from service and desirous to commute a fraction of pension (maximum 1/3rd) are required to undergo medical examination and produce fitness certificate in the proforma attached to this circular. Please note that only surviving ex-employee can commute the pension and dependents applying for family pension are not eligible to commute the pension. Please note that to avoid any loss on account of any sort of delay, if option for commutation is submitted within the above period of 60 days, the date of commutation is fixed as 01.09.2010 for those who have retired prior to 01.9.2010. This will mean that they will be paid full pension from 27.11.2009 provided that employees/ officers who retired after that date shall get pension from the respective dates of their retirement till above date and from aforesaid date, reduced pension will be payable. The period of 15 years for restoration of the commutation will also start from aforesaid date.

As regards remittance of the Pension Cost recovered from the employees at the time of making payment of arrears to existing employees and that of refunding bank's contribution and interest thereon along with 56% of the Bank's contribution from retired employees, separate instructions will follow. Till such instructions are received, the same should not be remitted to Head Office and be retained at branch.

SUBMISSION OF OPTION LETTERS:

Copies of Option letters and Family Detail Forms uploaded on the Bank's intranet along with this circular are as under:

Option form for serving employees/officers	- Annexure A
Option form to be filled in by employees/Officers retired on or after 29.9.1995	- Annexure B
Option form to be filled in by family of those employees who are eligible for family pension	- Annexure C
Family details form for family pension	- Annexure D
Option /Undertaking from employee not willing to opt for Pension Scheme	- Annexure E
Additional Information (In lieu of Pension Application)	- Annexure F
Application for commutation of pension without medical examination (within one year)	- Annexure G
Application for commutation of pension subject to medical examination (after one year)	- Annexure H
Draft of letter to Bank's Medical Officer/ Doctor	- Annexure I
Declaration of Pensioner/ Proforma of Bank's Medical Officer/ Doctor's Certificate	- Annexure J
Proforma of List I – Statement of Employees/ Officers who have opted for Pension Scheme	- Annexure K
Proforma of List II – Statement of employees/ officers who do not desire to opt for Pension Scheme	- Annexure L

We request you to take out the required number of option letters and Family Detail forms and take the following course of action.

ISSUANCE OF FORMS TO EXISTING EMPLOYEES IN SERVICE (ANNEXURE A & D)

We request you to arrange to issue the option letters and Family Details forms against acknowledgement to:

- a) Each of the permanent FULL TIME employees who is on the muster roll and who had joined the Bank prior to 29.9.1995 AND IS PF OPTEE AS ON DATE;
- b) Each of the PART TIME employees on scale wages who had joined the Bank's service prior to 29.9.1995 AND IS PF OPTEE AS ON DATE.

The employees/officers who have joined the Bank's service on or after 29th September 1995 should not be issued such letter / form as they are covered under Bank of Baroda (Employees') Pension Regulations, 1995/96.

Similarly, the employees/officers who have joined the Bank's service on or after 1st April 2010 should not be issued such letters/ form as they are covered under Defined Contributory Pension Scheme.

EMPLOYEES ON LEAVE, SUSPENSION INCLUDING THOSE ON SABBATICAL LEAVE, UNAUTHORISEDLY ABSENT, DEPUTATION ETC.

In the cases of employees/officers who are on deputation to RRB etc., on long leave, unauthorized absence, under suspension etc. may please be issued the offer letters / forms at their last known address on Bank's records by Regd. A.D. post specifying the last date by which they are required to submit their letters / forms. **PLEASE NOTE THAT OFFICE COPIES OF SUCH LETTERS ISSUED ALONGWITH THE REGISTERED AD SLIP WILL HAVE TO BE PRESERVED AT THE BRANCHES TILL FURTHER INSTRUCTIONS. IN CASE ANY OF THE LETTERS IS RECEIVED BACK UNDELIVERED FROM THE POSTAL AUTHORITIES, THE SAME IS ALSO TO BE PRESERVED AND KEPT INTACT WITHOUT OPENING THE SAME IN THE SAFE CUSTODY.**

While issuing the aforesaid letters/forms to the employees/officers posted in the branch / office, please ensure that:

- a) all eligible employees/officers who are on the muster roll of the branch / office are issued these option letters / forms against acknowledgement and ensure that no one is left out.
- b) **Please note that all the employees/officers are clearly advised that option exercised in any form other than as stated above, will not be accepted.**
- c) Please arrange to obtain proper acknowledgement from each eligible employee/officer for issuance of said option letter / form and should keep a record of the same.
- d) When the employees/officers submit the option letters/forms, Branch Head/Office Manager should arrange to **attest** their option letter/family details forms as stated in the said letter / form.

It has also been decided to make one more mode of submitting the Option available to existing employees through self service of HRnes-HRMS. The Modalities would be as under:

- New Application Form would be made available for ALL employees through Self-Service.
- The employees' details would be shown on the TOP
- The existing data "Covered by Pension Regulation "would also be displayed.
- A Notice would appear on the Form as under:
- "I refer to the Bank's Circular Letter No.....dated and submit my irrevocable option in terms of the circular as under.
- The employee would be given an option to choose as under:
- Option for Pension === YES / NO
- Upon Choosing YES, the system would generate a Reference Number and a message
- "Your Option has been registered with reference number ____ Your Option has been reset to YES. Please proceed to Print the following documents and submit to your Regional Office through Branch Head"
- The employee would be prompted to print out the following ;:
- Form A
- Form D
- Upon Choosing NO, the system would generate a Reference Number and a message "Your Option has been registered with reference number ____ . Your Option has been reset to NO. Please proceed to Print the following documents and submit to your Regional Office"
- The employee would be prompted to print out the following::
- FORM E
- The forms after printing should be signed by the employee, witness and branch head and forwarded to Head Office, Baroda alongwith List I/II as the case may be as advised below.
- The employees will be allowed to exercise the on line option only once and therefore, before submitting the option all due precaution should be taken.
- Since Substaff members are not having the Employee Self Service in HRMS, they should submit the relevant forms as per the choice selected by them and submit the same to Regional Office through Branch. The RO HR will be given a link for submitting the option on behalf of such employees.

AS SOON AS THE EXISTING EMPLOYEE SUBMIT THE IRREVOCABLE UNDERTAKING AND OPTION STATING THAT HE/SHE DOES NOT WANT TO JOIN PENSION SCHEME AND WOULD LIKE TO CONTINUE IN EXISTING CONTRIBUTORY PROVIDENT FUND SCHEME AND SUBMIT THE SAME IN ANNEXURE 'E', PENSION COST RECOVERED FROM HIM/HER FROM ARREARS SHOULD BE PAID BACK TO HIM/HER TO THE CREDIT OF HIS/HER SAVINGS/OVERDRAFT ACCOUNT.

FORWARDING OF OPTION LETTERS / FORMS TO HEAD OFFICE IN CASE OF EXISTING EMPLOYEES/OFFICERS:

Branch / Office should arrange to send the option letter / family details forms received from the employees/officers to their respective Regional Office in one lot along with -2- separate lists of employees/officers with their EC Nos. as under:

- a) **List-I** :- of those employees/officers with EC No. and designation **who have opted** for pension scheme along with their option letter / forms in enclosed sheet (**Annexure K**).
- b) **List-II** :-of those employees/ officer with EC No. and designation **who have not opted** for pension scheme in enclosed sheet / format showing name, EC No., designation and also obtain the signature of each such employees/officers (in the last column) indicating that they do not desire to opt for pension scheme. In other words, they are not submitting option forms and continuing in Contributory Provident Fund (**Annexure L**).

ISSUANCE OF FORMS TO EMPLOYEES/ OFFICERS WHO RETIRED FROM SERVICE/FAMILY MEMBERS ON OR AFTER 29TH SEPTEMBER 1995.

IBA has published an advertisement in English in a national daily and other newspapers in regional languages advising the retirees to approach the banks in this regard.

Eligible ex-Employees/ Officers, Family of ex-employees who want to give pension option may collect relevant option form from any convenient branch. However, they are required to submit the duly filled in option forms and refund the amount of Provident Fund and interest thereon along with their contribution, to the branch/ office where the employee was last posted/ worked.

Branches are requested to cooperate with the ex-employees/ officers approaching them, issue them an option letter and family details form as per stated above and immediately advise the following details of such employees/ officers by email to pension.ho@bankofbaroda.com with a copy to rettemp.helpdesk@bankofbaroda.com.

- ❖ EC No.,
- ❖ Name of the Employee/ Officer,
- ❖ Branch/Office from which retired,
- ❖ Date of Birth,
- ❖ Date of Joining
- ❖ Date of Retirement
- ❖ Postal Address of the employee;

On receipt of the above details, Head Office Baroda will arrange to issue a letter to such retired employees/ officers /family of the ex-employee giving following details:

- (i) The amount of bank's contribution to Provident Fund with interest paid to them at the time of retirement.
- (ii) 56% of the above amount representing his/her share in funding gap

Once the ex-employee/family member receives above mentioned letter and decides to submit the option, the option in **Annexure B, C & D should be forwarded to Head Office. We may add that from surviving retirees only Annexure B & D should be obtained whereas from dependants requesting family pension Annexure C & D should be obtained.**

As regards the employees already retired, the branches / offices are hereby advised to ensure :-

- a) Providing necessary assistance to the retired employees, when they come to submit their option letters and other forms and for attestation of their photos and signatures.
- b) Keeping their -10- months' salary particulars ready and giving these particulars in the form F and certify the same.
- c) In case any retired employee/ officer approaches for getting himself/herself medically examined for the purpose of commutation of pension they may be advised to get themselves examined by the Bank's Doctor (wherever posted) irrespective of his/her last place of posting or by the Civil Surgeon, If they so desire. Please note that Doctor's fees, investigation charges, if any, etc. for such medical examination are to be borne by the retired employee/ officer himself/ herself.
- d) Forwarding the option forms by the retired employees etc. directly to Head Office as soon as all formalities are completed.

If you need any clarifications/ guidance in the matter, please contact AGM (HRM), HO, Baroda for the same.

Please note to exhibit a copy of this circular on the Bank's notice board for information of all concerned. All employees be requested to disseminate this vital information to their friends/Ex-employees/Family members of Ex-employees who did not opt for pension earlier but are eligible in terms of Settlement/Joint Note dated 27.04.2010.

We request you to take necessary action in the matter at the earliest.

Yours faithfully,

ULHAS SANGEKAR
GENERAL MANAGER (HRM & MARKETING)

Encl: a/a

circular_pension_ltr



ANNEXURE – A

BANK OF BARODA

**Option form to be filled in by the employees
who are in the service of the bank**

To,
Asst General Manager (HRM & HRnes)
Bank of Baroda,
Head Office, Baroda House, 1st Floor,
Mandvi, Baroda

I hereby declare that I have read and understood the terms of Settlement / Joint Note dated 27.4.2010 for extending another option to join Pension Scheme. I have understood the terms of the Settlement / Joint Note have been arrived at on the basis of the Unions / Associations offering to contribute 30% of the initial funding gap assessed for extending another option for joining the Pension Scheme. I am agreeable to the said contribution of 30% towards the initial funding gap and hereby voluntarily opt to become a member of the Bank's Pension Scheme as per the provisions of the said Settlement / Joint Note and to cease to be a member of Contributory Provident Fund Scheme and irrevocable authorize the Bank / Trustees of the Contributory Provident Fund to transfer the entire contribution of the Bank along with entire interest accrued thereon to the Pension Fund an amount equal to 2.8 times of my revised pay for the month of November 2007 representing my share in the 30% contribution mentioned above from the arrears payable to me on account of wage revision in terms of Bipartite Settlement / Joint Note dated 27.4.2010.

Signature : _____

Name in Full : _____

Designation : _____

P F Account No.(EC Number) : _____

Present Residential Address : _____

(Signature Attested)

Note: Additions / Alteration in the text of the above form will render the option invalid.

FOR OFFICE USE ONLY

Option noted in the HRMS/ Provident Fund Sheet at _____

Folio No. _____ and Service Sheet at Folio No. _____

(Designation of Authority designated by the Bank)



BANK OF BARODA
Option form to be filled in by the employees Retired on or after
29th September 1995

To,
 Asst General Manager (HRM & HRnes)
 Bank of Baroda,
 Head Office, Baroda House, 1st Floor,
 Mandvi, Baroda

I hereby declare that I have read and understood the terms of Settlement / Joint Note dated 27.4.2010 for extending another option to join Pension Scheme. I have understood that the terms of the Settlement / Joint Note have been arrived at on the basis of the Unions / Associations offering to contribute 30% of the initial funding gap assessed for extending another option for joining the Pension Scheme. I am agreeable to the said contribution of 30% towards the funding gap and hereby voluntarily opt for Bank's Pension Scheme as per the provisions of the said Settlement / Joint Note. I undertake to refund the Bank's contribution to Provident Fund together with accrued interest thereon paid to me on my retirement plus an amount equal to 56% of the Bank's contribution to Provident Fund with interest received at the time of retirement being 30% contribution towards the initial funding gap in terms of Joint Note dated 27.4.2010 and the Settlement dated 27.4.2010.

Signature : _____

Name in Full : _____

Designation : _____

P F Account No.(EC Number) : _____

Present Residential Address : _____

(Signature Attested)*

Note: Additions / Alteration in the text of the above form will render the option invalid.

FOR OFFICE USE ONLY

Option noted in the HRMS/ Provident Fund Sheet at
 _____ Folio No. _____ and Service

Sheet at Folio No. _____

 (Designation of Authority designated by the bank)

 *(To be attested by an Officer designated by the bank)



BANK OF BARODA
Option form to be filled in by the
Family of those employees who are eligible for family pension

To,

Asst General Manager (HRM & HRnes)
Bank of Baroda,
Head Office, Baroda House, 1st Floor,
Mandvi, Baroda

I hereby declare that I have read and understood the terms of Settlement / Joint Note dated 27.4.2010 for extending another option to join Pension Scheme. I have understood that the terms of the Settlement / Joint Note have been arrived at on the basis of the Unions / Associations offering to contribute 30% of the initial funding gap assessed for extending another option for joining the Pension Scheme. I am agreeable to the said contribution of 30% towards the funding gap and hereby voluntarily opt for Bank's Pension Scheme as per the provisions of the said Settlement / Joint Note. I undertake to refund the Bank's contribution to Provident Fund together with accrued interest thereon paid to my husband/wife/father/mother/son/daughter (delete whichever is not applicable) on his / her death while in service / retirement from bank's service on my retirement plus an amount equal to 56% of the Bank's contribution to Provident Fund with interest received at the time of death/retirement being 30% contribution towards the initial funding gap in terms of Joint Note dated 27.4.2010 and the Settlement dated 27.4.2010.

Signature : _____
Name in Full : _____
Designation : _____
P F Account No.(EC Number) : _____
Present Residential Address : _____

(Signature Attested)*

Note: Additions / Alteration in the text of the above form will render the option invalid.

FOR OFFICE USE ONLY

Option noted in the HRMS/ Provident Fund Sheet at
Folio No. _____ and Service
Sheet at Folio No. _____

(Designation of Authority designated by the bank)

(To be attested by an Officer designated by the bank)



**BANK OF BARODA
FAMILY DETAILS FORM**

ANNEXURE – D

EC No : _____

Name of the Employee :

(Surname First)

Residential Tele No. : STD Code _____ Tele.No. _____ Mobile: _____

Designation : _____

Branch / Office : Alpha: _____ Name: _____

Date Of Birth: _____ Dt. Of Appointment: _____ Due Dt. Of Retirement _____

TO BE FILLED IN BY BRANCH IN CASE OF EXISTING EMPLOYEES: Account No. from which Amount of Pension Cost is to be recovered: (SB/CA/OD A/cs ONLY)															
				----			----								

Details of the Members of the Family* : as on _____

I hereby give below the details of the members of my family for the purpose of Family Pension payable under the "Bank of Baroda Pension Regulations 1995," in the event of my death.

Details of the Spouse

Sr No	Name of the Spouse (Surname First)	Date Of Birth	Remarks

Details of Other Family Members

SN	Name of the Members of the Family	Dt. of Birth	Relationship with the employee	Remarks
1				
2				
3				
4				
5				
6				

I hereby undertake to keep above particulars updated by notifying to the Branch / Office Manager for any addition or alterations.

Witnessed By _____
(Signature of the Br Mgr/ Acctt/ Any Officer)

Signature of the Employee

Name & EC No of the witness

Name & Seal of the Branch

Place: _____

Date: _____

Family for this purpose means family as defined in "Bank of Baroda (Employees') Pension Regulation, 1995"



ANNEXURE E

(OPTION/ UNDERTAKING FORM TO BE FILLED IN BY THE EMPLOYEES WHO ARE IN THE SERVICE OF THE BANK AS ON 27.04.2010 AND DO NOT WISH TO CHANGE OPTION FROM CONTRIBUTORY PROVIDENT FUND TO PENSION)

EC No. : _____
Name : _____
Date of joining : _____
Designation : _____
Date : _____

To,
The Dy. General / Asst General/ Chief/ Senior/ Manager
_____ Branch/ Office
_____ Zone

Dear Sir,

I hereby, advise that I do NOT wish to opt for Bank's Pension Scheme circulated vide Circular No. BCC:BR:102_____ dated _____.

Accordingly, I exercise my option/ undertaking to continue with the Contributory Provident Fund, which please note.

Yours faithfully,

(Name)

(Signature attested*)

Note : additions/ alterations in the text of the above form will render the option invalid (to be attested by DGM/ AGM/ CM/ Manager of the Branch/ Office, as the case may be, under his full signature and PF No.)



Annexure G

APPLICATION FOR COMMUTATION OF PENSION (WITHIN ONE YEAR) WITHOUT MEDICAL EXAMINATION

(To be submitted within one year from the date of retirement)

SPACE FOR
AFFIXING
ATTESTED
PASSPORT
SIZE
PHOTOGRAPH

To
Asst. Gen. Manager (HRM & HRnes)
Bank of Baroda, Head office,
Baroda House, Mandvi, Baroda

Dear Sir,

I retired/will retire from the Bank's service with effect from _____ and have opted for Bank's Pension Scheme. I desire to commute a fraction of my pension in accordance with the _____ Bank (Employee's) Pension Regulations, 1995. The necessary particulars are furnished below:

1. Name in fill (in block letters) : _____
2. Designation at the time of retirement : _____
3. Name of Office/Department from which retired : _____
4. Date of birth (as per Bank's Service Record) : _____
5. Date of Retirement : _____
6. Class of Pension : _____
7. Fraction of Pension proposed to be
Commutated not exceeding 1/3rd thereof : _____

Place:

Date:

(Signature)

Address: _____

Acknowledgement (Form No. G)

Received from
Shri/Smt./Kum. _____
_____ application for commutation of Pension.
(Former Designation)

Place :

Date :

(Signature of Designated Authority)



Annexure H

APPLICATION FOR COMMUTATION OF PENSION (AFTER ONE YEAR) SUBJECT TO MEDICAL EXAMINATION

(To be submitted in duplicate)

PART – I

SPACE FOR
AFFIXING
ATTESTED
PASSPORT
SIZE
PHOTOGRAPH

To
Asst. Gen. Manager (HRM & HRnes)
Bank of Baroda, Head office,
Baroda House, Mandvi, Baroda

Dear Sir,

I desire to commute a fraction of my pension in accordance with Bank (Employee's) Pension Regulations, 1995. An attested copy of my photograph is affixed on the application and an unattested copy is enclosed. The necessary particulars are furnished below:

1. Name in fill (in block letters) : _____
2. Designation at the time of retirement : _____
3. Name of Office/Department from which Retired : _____
4. Date of birth (as per Bank's Service Record) : _____
5. Date of Retirement : _____
6. Class of Pension : _____
7. Fraction of Pension proposed to be Commuted not exceeding 1/3rd thereof : _____
8. Preference for station where medical examination is desired to take place : _____

Place:

Date:

(Signature)
Address: _____

Acknowledgement (Form No.2)

Received from Shri/Smt./Kum. _____

_____ application for commutation of Pension.
(Former Designation)

Place:

Date:

(Signature of Designated Authority)



ANNEXURE H

PART – II
(To be completed by the Designated Authority)

1. Name of the Applicant : _____
2. Date of birth (as per Bank's Record): _____
3. Date of Retirement : _____
4. Class of Pension : _____
5. Amount of Pension : _____
6. Amount of Pension desired to be Commuted : _____

On the basis of Added Years

Normal Age 1 Year 2 Years

Rs. Rs. Rs.

- 7.(i) Sum payable if commutation becomes Absolute before the applicant's next Birthday which falls on _____ : _____
- (ii) Sum payable if commutation becomes Absolute after the applicant's next Birthday which falls on _____ : _____
8. Number of enclosures, if any (See note below)

Place :

Date :

(Signature of Designated Authority)

Note : The Designated Authority should enclose with the form, a copy of the receipt or statement of the applicant's case if the applicant has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to actual age, or has been refused (commutation) on medical grounds.



ANNEXURE H

PART – II (contd.)

Copy forwarded to Shri/Smt./Kum. _____

(Give complete postal address)

With the remarks that subject to the Bank's Medical Officer's recommendation he/she will, on the basis of the report of the Designated Authority be eligible for the lump sum payment in lieu of the amount of pension to be commuted as follows:

On the basis of added Years

	<u>Normal Age</u> -----		
	<u>1 Year</u>	<u>2 Years</u>	
	<u>Rs.</u>	<u>Rs.</u>	<u>Rs.</u>
(i) Sum payable if commutation becomes Absolute before the applicant's next Birthday which falls on _____	:	_____	_____
(ii) Sum payable if commutation becomes Absolute after the applicant's next Birthday which falls on _____	:	_____	_____

The table of the present value, on the basis of which calculation by the Designated Authority has been made, is subject to alteration at any time without notice and consequently the basis is liable to revision before payment is made. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute or if the medical authority directs that years will be added to that age, to the consequent assumed age.

Shri/Smt./Kum. _____ should report for medical examination to the Bank's Medical Officer at Bank's Dispensary between _____ a.m. and _____ p.m. on _____. He/She should take with him/her the enclosed Form No. 4 with the particulars required in Part-I completed except the signature or thumb impressions.

Place :

Date :

(Signature of Designated Authority)



ANNEXURE I

**(Draft of Letter to Bank's Medical Officer
Referring the Pensioner for Medical Examination)**

Ref. No. :

Date :

To

Dr. _____
(Bank's Medical Officer)

Sir/Madam,

Medical Examination – Commutation of Pension

Shri/Smt./Kum. _____ who retired from the service on _____ as _____ (Designation) has applied for commuting a fraction of his/her pension for a lump sum payment. The following documents are forwarded herewith.

- (a) Application in Form No. H (Part I, Part II & Part II-contd) in original.
- (b) Form No. J (Part I, II and III).
- (c)* Report or statement of the applicant's case if he has been granted invalid pension or has previously commuted a fraction of his pension or declined to accept commutation on the basis of addition of years to his actual age or has been refused commutation on medical grounds.

In terms of regulation _____ of Bank (Employee's) Pension Regulations, 1995 (commutation of pension) Shri/Smt./Kum. _____ should be examined by a Bank's Medical Officer. It is requested that arrangement may be made to get Shri/Smt./Kum. _____ examined as expeditiously as possible preferably within four weeks.

A copy of this letter is being endorsed to him/her so that he/she may appear for medical examination before you at the earliest.

The receipt of this letter may please be acknowledged.

Yours faithfully,

(Designated Authority)

* Strike off whichever not applicable.



ANNEXURE J

Part I

**Declaration by the Pensioner for facilitating
Medical Examination by the Bank's Medical Officer**

**SPACE FOR
AFFIXING
ATTESTED
PASSPORT SIZE
PHOTOGRAPH**

The applicant must complete this statement prior to his examination by the Bank's Medical Officer and must sign the declaration appended thereto in the presence of Bank's Medical Officer.

1. Name in full (in block letters) : _____
2. Date of birth (as per Bank's Service Record) : _____
3. Particulars regarding parents.
 - Father's age, if living and state of health. : _____
 - Father's age at death and cause of death. : _____
 - Mother's age, if living and state of health. : _____
 - Mother's age at death and cause of death. : _____
4. Have you been considered for grant of invalid Pension?
If so, state the ground thereof. : _____
5. Have you been granted leave on medical certificate during the
Last three years of your service? If so, state periods of leave
and nature of illness. : _____
6. Have you during the last three years period
 - (a) suffered from any major illness requiring hospitalization?
If so, the nature of illness and period of hospitalization may please be indicated; or
 - (b) undergone any major surgical operation
 - (c) lost or gained weight markedly

**Declaration by Applicant
(To be signed in the presence of the Bank's Medical Officer)**

I declare all the above answers to be, to the most of my belief, true and correct.

I am fully aware that by willfully making a false statement or concealing a relevant fact, I shall incur the risk of losing the commutation.

Applicant's signature or thumb-impression in case of illiterate applicant

(Signature of Bank's Medical Officer)



ANNEXURE J

PART II

Medical Details of the Pensioner
(To be filled by the examining Medical Officer)

1. Apparent age
2. Height
3. Weight
4. Describe any scars or identifying Marks of the applicant
5. Pulse rate –
 - a) Sitting
 - b) StandingWhat is the character of pulse?
6. Blood pressure –
 - a) Systolic
 - b) Diastolic
7. Is there any evidence of disease of the main organs
 - a) Heart
 - b) Lungs
 - c) Liver
 - d) Spleen
 - e) Kidney
8. Investigations (wherever considered necessary by the Bank's Medical Officer)
 - (i) Urine (State Specific Gravity)
 - (ii) Blood
 - (iii) X-ray Chest
 - (iv) E.C.G.
9. Any additional finding.



ANNEXURE J

PART III

Certificate of Fitness for Payment of Commutation of Pension
(To be filled by the examining Medical Officer)

I / We have carefully examined Shri/Smt/Kum. _____ and am / are of opinion that –

He/She is in good bodily health and has the prospect of an average duration of life.

OR

He / She is not in good bodily health and is not a fit subject for commutation.

OR

Although he/she is suffering from

_____ he/she is considered fit subject for commutation but his/her age for the purpose of commutation , i.e. the age next birthday should be taken to be _____ (in words year more than his/ her actual age.)

Place :

Date :

(Signature and Designation of
examining Medical Officer)



ANNEXURE K

LIST NO. - I

STATEMENT SHOWING NAMES OF THE EMPLOYEES/OFFICERS WHO HAVE OPTED FOR PENSION SCHEME IN RESPECT OF BIPARTITE SETTLEMENT/JOINT NOTE DATED 27.4.2010

TO,
THE ASST GENERAL MANAGER (HRM),
BANK OF BARODA
HEAD OFFICE
BARODA

SR NO	NAME	EC NO	DESIGNATION	REVISED BASIC NOVEMEBR 07	PENSION COST
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THE OPTION LETTERS / FAMILY DETAILS FORMS OF
AFORESAID EMPLOYEES ARE ENCLOSED HEREWITH

SIGNATURE OF BRANCH MANAGER

DATE:
NAME & SEAL OF THE BRANCH

ENCL: AS ABOVE



ANNEXURE L

LIST NO.-II

STATEMENT SHOWING NAMES OF THE EMPLOYEES/OFFICERS WHO DO NOT DESIRE TO OPT FOR PENSION SCHEME (I.E. WHO DO NOT WANT TO GIVE OPTION LETTER AND WANT TO CONTINUE IN THE EXISTING CONTRIBUTORY PROVIDENT FUND SCHEME IN RESPECT OF BIPARTITE SETTLEMENT/JOINT NOTE DATED 27.4.2010

TO,
THE ASST GENERAL MANAGER (HRM),
BANK OF BARODA
HEAD OFFICE
BARODA

<u>SR.NO</u>	<u>NAME</u>	<u>EC NO.</u>	<u>DESIGNATION</u>	<u>SIGNATURE OF THE EMPLOYEE</u>
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SIGNATURE OF BRANCH MANAGER

DATE:
NAME & SEAL OF THE BRANCH