

भविष्य निधि एवं पेंशन प्रभाग, प्रधान कार्यालय
प्लॉट सं. 4, सेक्टर 10, द्वारका, नई दिल्ली- 110075
PF & PENSION DIVISION, HEAD OFFICE
PLOT NO: 4, SECTOR-10, DWARKA, NEW DELHI-110075

Date: 24-12-2024

TO ALL OFFICES / STAFF PENSIONERS

HRMS NOTICE

SUBMISSION OF ANNUAL LIFE CERTIFICATE OF STAFF PENSIONERS

This is in continuation to PF & Pension Division circular No 11/2024 and 13/2024 dated 23.09.2024 & 16.10.2024 respectively and subsequent HRMS Notice dated 14.11.2024 & 09.12.2024 vide which guidelines for submission of annual Life Certificate by Staff Pensioners for continuation of pension was circulated. Further, Life Certificate can be submitted by the pensioners in physical or through digital modes.

Presently, total number of PNB staff pensioners (self / family) are more than 89,000 and out of which approximate 82,000 Life certificates have been received / obtained from the pensioners, however a large number of life certificates are still to be received.

As advised in the earlier HRMS Notice dated 09.12.2024, all Pension Paying Branches / Circle Offices / Zonal Offices are once again advised to generate the pending list by using the following navigation and contact the concerned self / family pensioners for obtaining their pending life certificates and submit the same in HRMS immediately to avoid **discontinuation of pension from December 2024 onwards.**

**Reporting Tool → Query → Query Viewer → Query Name
(PNB_PENSION_PENDING_LC)**

Field functionaries are also **Strictly Advised** to adhere the bank guidelines along with **DUE DILIGENCE / IDENTITY VERIFICATION**, while accepting the life certificates, specially wherein life certificates are being submitted after a long time and life certificate must also be marked against correct PF No / Emp ID in HRMS.

All Offices are advised to ensure meticulous compliance and bring the content of this notice to staff pensioners.

**SUMESH KUMAR
(GENERAL MANAGER)**