

स्टाफ पेंशन अनुभाग

STAFF PENSION CELL

यूको बँक UCO BANK

कामका सेवा विभाग Personnel Services Department

REQUIREMENTS TO BE COMPLETED FOR INITIATION OF STAFF FAMILY PENSION:**(1) Form Annexure-B (As attached herewith)**

- It should be completely filled in all respects.
- Signature/Thumb Impression of the spouse of deceased employee, as the case may be, must be obtained on it.
- Annexure-B must be attested by the Branch Head with appropriate seal and signature.
- Photograph to be pasted on appropriate spot on Annexure B and the same should be attested by the authorized branch official.
- Right/Left Thumb Impression of the applicant, if obtained, must be duly verified by the authorized branch official.
- Proposed Pension Account number of the applicant must be SINGLE OPERATIVE account only.

(2) The following documents must also be sent alongwith Annexure B Form:

- Copy of the Death Certificate of Deceased Employee- Duly verified with original by the authorized Branch Official.
- Forwarding letter from the Branch with recommendation by the Branch Head/ Asst. Branch Head.
- KYC Documents of the applicant (Aadhaar Card, Driving License, Passport etc.)- Duly verified with original by the authorized branch official.
- Life Certificate, Certificate of Non-Employment/Re-Employment and Certificate of Re-Marriage/Marriage (As attached herewith).

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The complete set of all the documents, as explained above, is to be sent to:

**UCO BANK, HEAD OFFICE - 2
STAFF PENSION CELL, 3RD FLOOR, 3 & 4 DD BLOCK, SALT LAKE, SECTOR-1,
KOLKATA – 700064, WEST BENGAL.**

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Any other query in this matter may be intimated to the Staff Pension Cell at:

ucohopension@ucobank.co.in

(033) 4455 9335

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**AFFIDAVIT****(To be typed on a Non Judicial Stamp of Rs. 50/-)****FORM II****UCO Bank****Branch****Sir,**

In consideration to your agreeing at my request and on the declaration made by me to pay Shri/Smt. _____ (Claimant) the pensioner benefits payable to Shri/Smt. _____ since deceased, without production of legal representation to the estate of said deceased, I, _____ (Name of all legal heirs to be mentioned) do hereby jointly and severally indemnity and agree at all times to keep indemnify you from and against all claims that may be preferred against you and all actions, proceedings, claims and demands which may be brought or made against you by any person or persons whomsoever in respect of the said pensionary benefits or any portion thereof and against all losses, damages, costs, charges and expenses that you may incur or pay in consequence of your paying the said representation from a competent court of law.

Yours faithfully,

Claimants and all Legal Heirs	1.
	2.
	3.
	4.
	5.

Note: Please strike out whichever is not applicable.

**LIFE CERTIFICATE**

Certified that I have seen the Pensioner Shri/Smt. _____
 _____ (Name of the Pensioner) holder of the Pension Disbursement Order
 (PDO) No. _____ and that he/she is alive on date.

 (Full Signature with official seal & Designation of the Authorized Officer)

_____ Branch

Date: _____

FORM OF CERTIFICATE OF NON-EMPLOYMENT/RE-EMPLOYMENT

(i) I declare that I have not been serving in any capacity either in a Government department /office Company, Corporation, autonomous body or Society of Central or State Government or Union Territory or a Local Fund during that half-year ended May/November, 20.....

OR

I declare that I have been employed/re-employed in the office of _____
 which is a part of/ financed by _____ Government and was in receipt of the
 following monthly rates of emoluments during the half-year ended May / November, 20..... or / during the
 months of _____ falling within the said half year.

(a) Pay _____
 Special Pay/Allowance _____
 (Including D.A., A.D.A. etc.)

OR

(b) Honorarium
 Further that the orders of my re-employment do/do not stipulate my pension being held in abeyance during
 the re-employment period.

(ii) I declare that I have not accepted any commercial employment in India.

OR

I declare that I have accepted commercial employment in India after obtaining previous sanction of the
 Central Government and none of the conditions, if any, attached thereto by Government has been violated.

Note : This declaration is required to be given for a period of two years from the date of retirement.

(iii) I declare that I have not accepted employment under a Government outside India/an International
 Organisation of which Government of India is not a member after obtaining the previous sanction of the
 Central Government and none of the conditions attached thereto by the Government has been deviated from.

Place: _____

Signature of Pensioner: _____

CERTIFICATE OF RE-MARRIAGE/MARRIAGE

I hereby declare that I have not got re-married and I undertake to report such an event promptly to the
 pension Disbursing Authority / bank. (Applicable only for widow recipient of family pension and to be
 furnished only once)

OR

I hereby declare that I am not married / I have not got married during the past six months. (To be Submitted
 by widowers and unmarried daughters once every six months in May and November)

Place : _____

Signature: _____

I certify to the best of my knowledge and belief that the above declarations are CORRECT in all respects.

Name of the Pensioner : _____; PDO No. _____

Signature of Pensioner :