

PREREQUISITE FOR RETIRING EMPLOYEE

Dated : 01.11.2013

For the benefit of retiring colleague we are giving below some steps to be taken care before retirement for smooth retirement and to avoid any last minute hassle.

HRMS

i) **Salary**

Ensure that your fitment is not pending, if pending expedite the process. Also get it recorded in the HRMS system before submission of retirement papers as it will affect PF, Gratuity, Pension and Leave encashment amount.

Please don't close your salary account immediately after retirement as all reimbursement etc. which is payable through HRMS will be credited in the Salary Account.

ii) **Reimbursements**

Ensure that you have claimed all the re-imbursments available through HRMS as your HRMS id will be deactivated after 60 days.

The medical reimbursement supported by bills can be paid through HRMS system only if they are applied and approved on/before 20 of the month of your retirement. Any unclaimed/unapplied pending bills have to be claimed/paid manually, thereafter.

You can claim entertainment allowance for full year if already not claimed during financial year. Circular No. : CDO/P&HRD-PM/55/2011 -12

You can buy brief-case before retirement, subject to approval of competent authority, If you have not availed brief-case in last three years.

iii) **Leave**

Please peruse your leave record in HRMS and get satisfied that the data is factual and correct. If there are errors, please get it rectified well in advance as it will affect leave encashment on retirement.

Please note that retiring employee will have 12 causal leaves irrespective of date of retirement. Circular No. : CDO/PM/16/CIR/32 Dt.06.08.2001

iv) **AARF**

Please ensure that you have submitted self appraisal. If you are reporting or reviewing authority please ensure that you have completed the task before retirement.

v) **Others**

Please also ensure that all the requests submitted to you by staff working under your administrative control in HRMS Managerial Self "Service (MSS) (if applicable) are approved by you pertaining to the relevant period prior to the cessation of your service in the Bank.

PROVIDENT FUND & GRATUITY

i) **Nominations**

Ensure that nominations recorded in the PF and Gratuity are correct.

ii) **Liens**

Please check liens noted on your P F Statement. If your loan accounts are closed and lien still appears or because of transfers, multiple branches have created liens for same loans, please apply for lien cancellation through HRMS and keep watch

on status. If observed extra-ordinary detail than arrange to connect(respective Branch/PPG Department where it is pending.

- iii) **Application for PF refund**
Apply through HRMS for PF refund; you can apply three months prior to date of retirement. Complete the set of application for Provident Fund generated through HRiM; Submit duly completed application to your controller well in advance. Circular No. : CDO/P&HRD-PM/46/2012 - 13.
- iv) **Application for Gratuity refund**
Complete the set of application for Gratuity well in advance. Submit duly completed application to your controller at least three months in advance.

PENSION

- i) **Pension Account & Other Accounts**
Open a joint "SBI Staff Pension Account" with zero balance at a branch from where you want to draw pension. Also ensure that your PF Index number mapped in your CIF of all the accounts otherwise you will not get interest benefit available for staff/pensioners. Please also ensure to update the Address Mobile Number, E-mail etc. in all the Bank Accounts.

Not Necessary as per current instructions existing Joing Account will be eligible for credit of Pension - e-circular No. CDO/POHRD-DPFG 15/2014-15 Dated 2nd June, 2014.
- ii) **Dependents**
Please also ensure to incorporate the name of disabled child, if any, at the time of submission of pension papers along with disability certificate issued by Civil Surgeon. As disabled children (son or daughter) are entitled for pension for life time after demise of pensioner and family pensioner. The request for noting such cases along with disability certificate must be recorded with respective PPG Department before your retirement.
- iii) **Application for Pension**
Complete the set of application for Pension and commutation option well advance. Submit duly completed application to your controller at least three months in advance.

OTHERS

- i) **Leave Encashment**
Submit formal request to appropriate authority for encashment of privilege leave on retirement.
- i) **LFC**
If you want to avail your LFC after your retirement, please get it approved before retirement. You can avail LFC within two months after retirement subject to prior approval.

Please also note that you can avail one month leave encashment with LFC, if you proceed for LFC before retirement, subject to eligibility. This is in addition to eight month leave encashment on retirement.
- ii) **Furniture Details**
Please check your furniture account. If there are discrepancies, please get the records corrected and be in readiness to pay (to be deducted from terminal benefits payable to you) as per balance in furniture account, as per Rules -
 - a) Furniture with age more than 5 years - free of cost
 - b) Items with more than 4 years of age - at 20% of the original cost.
 - c) Items with more than 3 years of age - at 40% of the original cost.

- d) Items with more than 2 years of age - at 60% of the original cost.
- e) Items with more than 1 year of age - at 80% of the original cost.
- f) Items with less than 1 year of age - at 100% of the original cost. CDO/P&HRD-PM/6/2010 - 11 dated, April 28.2010

If you have not bought curtains in last three years, you can buy curtain irrespective of your remaining service. For officers retired/retiring before the month of January it is clarified the lump sum amount for the year in which the officer retires may be paid on pro-rata basis for the no. of month(s) officer was in service during the year (February to January taken as 12 month Corporate Centre letter NO. CDO/PM/16/SPL/1625 DATED 26.03.2008

iii) **Mobile Set**

All officers on superannuation at the age of 60 years will be eligible to retain mobile handset at no extra cost provided the mobile handset has been in use with the official for at least one year. If the mobile phone is old for less than one year and the officer wants to retain the handset with him on superannuation, he can retain the same after paying the book value of the handset. Circular No. CDO/P&HRD-PM/82/2011 -12

In case of voluntary retirement/resignation/dismissal etc, if the officer wants to retain the handset, he can retain the same after paying the book value of the handset.

iv) **Permission to retain leased accommodation**

If you are staying in leased accommodation or Bank's quarters, you can retain the same for a maximum period of two months.

i) **Continuity of Housing Loan**

If you want to continue Individual Housing Loan after retirement, please send application to the Branch Manager where loan account is maintained; for seeking permission for continuation of loan. If your housing loan instalment is within 60% of your pension then no deposit is required to be kept with the bank with special lien. However if deductions are more than 60%, you will have to maintain specific fixed deposit.

ii) **SBI Life/LIC**

If you are subscribing to SBI Life Group Insurance for SBI Staff, you can apply for discontinuation of the same and you will get some refund. However there is option to continue the insurance till you attain the age of 65 years by converting your monthly premium into annual premium on which you get a discount. You have to apply in specific format with the help of your SBI life representative. there is deduction of LIC premium from Salary, after retirement you have to take care of the premium.

iii) **Credit Societies**

If you are member of the Credit Society and do not have any loans, you can apply to the Society for refund of Share Capital and MRBF amount. Even if you are not having any loan from Credit Society outstanding but if you are guarantor to other colleague, please request Society to take another guarantor and get yourself free of this liability, else you may not get your funds back.

iv) **Disciplinary/Vigilance case**

If any disciplinary case or vigilance case or any contemplated case is pending against you please comply with all the formalities sought by the bank through your controllers, well in time.

v) **E-mail & Mobile Number**

Your e-mail Id of SBI domain will not be available to you after retirement However, before retirement you can apply to EMS for e-mail id of thistle domain Therefore, it is suggested that prior to your retirement you must have your e-mail. address other than SBI-email domain and register the same with the bank branch and with other institutions/establishment where you have registered your e- mail id. Same is the case with your official mobile number. Unless you register your new mobile number with your branch you will not be able to do internet banking transactions and will also not get SMS alerts of your transactions.

vi) **Miscellaneous**

An officer, on retirement, will be eligible to claim travelling expenses, cost of transportation of baggage and other expenses for himself and his family as if on transfer from the last station at which he is posted to the place where he proposes to settle down on retirement. (OSR:43)

Bank provide memento on retirement to all employees as per their eligibility. Circular No.: CDO/P&HRD-CM/91/2010 - 11.

Please also ensure that you have got Silver Jubilee Award, if eligible, which is given on completion of 25 years of service in the Bank. Circular No. : CDO/P&HRD-CM/92/2010 - 11.

Please deposit library books before retirement, issued from library maintained by staff welfare section. Also return you ID card to bank

Please also refer e-circular no. CDO/P&HRD-PM/74/2010-11 dt 17.02.2011 for check-list for retirement on superannuation and arrange to submit requisite information well in time. This is comprehensive checklist which will help you in deactivation of user ID in CBS, SBI mail, deactivation of your pay roll in HRMS, presentation of memento, etc.

POST RETIREMENT

- i) Please obtain your "Pensioners ID card" from Pension Paying Branch.
- ii) The Bank has started special services for pensioners by launching a new website <https://www.sbi.co.in/sbipension/user.htm> wherein you can create yourself as user and avail services like pension slip, investment declaration.
- iii) Verify the correctness of your PAN details on the pension slip. If PAN is wrong, please get it rectified at Pension Paying Branch.
- iv) You can use your e-mail id of thistle domain made available by Bank.
- v) You can take the benefit of Bank's Dispensaries, where these are available.
- vi) Bank also reimburses cost of some pathology test in approved labs which are prescribed by Bank's Doctor.
- vii) Remember to submit Life Certificate at pension paying branch in the month of November every year.
- viii) Remember to submit proofs of Investment at pension paying branch effecting calculation of Income Tax.
- ix) Remember to collect Form-16 from pension paying branch.
- x) Retain a copy of Pension Payment Order(PPO) which is sent by Circle PPG department/Pension paying branch to you. Also remember that your PF number is PPO number.
- xi) You can subscribe to "State Bank of India Retired Employees Medical Benefit Scheme' before retirement but not earlier than 15 days of retirement at the branch / office from where you are retiring or within 90 days from the date of receipt of 1st pension through your pension paying branch. Please refer Circular No. Cir/CDO/P7HRD-PM/4572009-10 of 14.10.2009.