

	<p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b></p>	<p><b>मानव संसाधन प्रबंधन विभाग</b> <b>Human Resources Management Department</b> प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 <b>Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</b> टेलीफोन/TELE-020 : 25614270-74 / 25614299 ई/मेल-e-mail : <a href="mailto:bomcoper@mahabank.co.in">bomcoper@mahabank.co.in</a> <a href="mailto:bomcopension@mahabank.co.in">bomcopension@mahabank.co.in</a></p>	 <p>एक कदम स्वच्छता की ओर 'स्वच्छ भारत' की सफलता हेतु हम प्रतिबद्ध हैं</p>
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No. AX1/HRM/ST-PEN/CIR-67/2018-19

Dated 05.11.2018

**ALL BRANCHES/OFFICES OF THE BANK**

Dear Sir,

**Reg:- Staff pension - Obtaining Life Certificate – Punching in ULC**

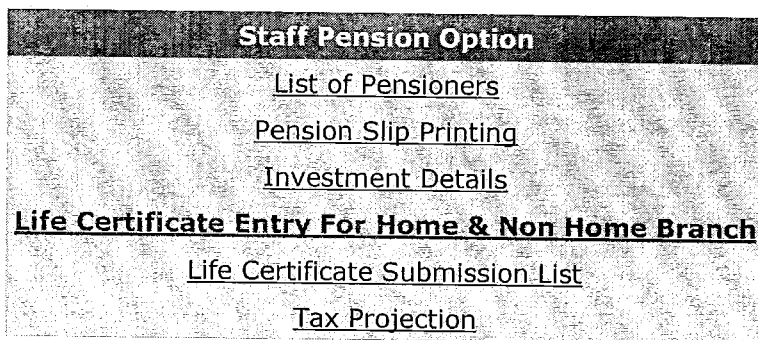
This has reference to our Circular No. AX/HRM/PEN-55/2017 Dated 28/10/2017 on obtaining life Certificate from staff pensioners in the month of November every year.

It is mandatory on the part of the Branch to obtain Life Certificate from staff pensioners in the month of November every year and keep it on the record. The guidelines in this respect is already in place.

To facilitate the Branches / pensioners to keep track on obtaining life certificate from staff pensioners, it has been decided to punch the life certificate on line through branches in the following utility ULC=> ROSW and online administrative office MIS System => Staff pension => Life Certificate entry for Home and Non-home Branch,

There are two menu in ULC=> ROSW and online administrative office MIS System => Staff pension . The Illustrative screen shots with description is mentioned below.

- 1) **List of staff Pensioners** : Which shows list of staff pensioners who are drawing the pension at Home Branch



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- 2) **Life certificate entry for Home and Non Home Branch** : Branches should punch life certificate entry by inserting the account no of the staff pensioner in the field meant for Account No for Home Branch and then click on submit button. On next screen the branches should punch the Mobile No & Pan No then click on the submit button. This will complete the process of obtaining and recording Life Certificate at Home Branches.
- 3) For Non Home Branch account the braches should first select Non Home Branch then punch branch code of the Non Home branch & Account No of staff pensioner in Account no field- Click on submit button. On next screen the branches should punch the Mobile No & Pan No then click on the submit button. This will complete the process of obtaining and recording Life Certificate of the staff pensioner who are drawing staff pension at Non Home Branches.

First Screen:-

**Life Certificate Entry For Home / Non Home Branch**

Select Home/Non Home Branch	Home
Pensioner Home Branch Code	9999 (Only for non Home Branch pensioners)
Account Number	
Submit	

Next screen:-

**Data Entry Of Life Certificate In Home/Non Home Branch**

Home/Non Home Branch Code		PF Number	172
Pensioner Name		Account Number	
Mobile No.		PAN No.	
Certificate For the Year YYYY	2018-2019	Life Certificate Submitted On	01/11/2018

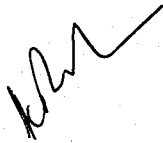


- 4) **Life Certificate Submission List** : The branches can generate report of staff pensioners who have submitted the Life Certificate and who have not submitted the Life Certificate through this menu.

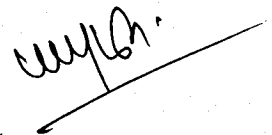
The last date of submission of life certificate is 31.12.2018. In case of Non submission of Life certificate by staff pensioners / family pensioners the Pension from the month of January 2019 to the respective pensioner / family pensioner shall be stopped.

All the Branches are requested to bring the contents of this circular to the staff members of the branch and the staff pensioners for early compliance in the matter.

Yours faithfully,



(K. Rajesh Kumar)  
Asstt. Gen. Manager  
(HRM)



(Vivek B. Ghatge)  
Dy. General Manager  
HRM

