



BANGIYA GRAMIN VIKASH BANK

Head Office: Berhampore, Murshidabad

CIR NO: BGVB/P&A/07/2019-20

Dated: 09.04.2019

**All Branches / Offices
All Departments at H.O & PMO**

Re: Refund of Bank Contribution to EPF and pre-disbursement procedure for Retired Employees and eligible Family members of deceased employees

Please refer to Bank's Circular No.P&A/86/2018 dated 28.12.2018, No.P&A/102/2019 dated 22.02.2019 and No.P&A/108/2019 dated 04.03.2019 regarding exercise of Option in terms of .Bangiya Gramin Vikash Bank (Employees') Pension Regulation, 2018. All retired employees and eligible family members of deceased employees who have exercised option to become member of the Bangiya Gramin Vikash Bank (Employees') Pension Fund are advised to complete the following pre-disbursement formalities:

1. Refund of Bank's contribution to provident fund

All retired employees and eligible family members of deceased employees who opted for Pension under Bangiya Gramin Vikash Bank (Employees') Pension Regulation, 2018 till 8th April, 2019 are advised to refund the entire corpus comprising of Bank's contribution to Provident Fund through Demand Draft favouring Bangiya Gramin Vikash Bank (Employees') Pension Fund Trust drawn on Berhampur latest by 7th of June 2019. The amount to be refunded will be determined as follows:

- A. Employees who have never withdrawn money from Bank's contribution to EPF: Such employees will refund the entire amount comprising of Bank's contribution to Provident Fund and interest accrued which was received by them as final payment from EPFO by demand Draft as mentioned above. A copy of the EPF account statement/or Bank Account statement must accompany the refund.
- B. Employees who have withdrawn money from Bank's contribution to EPF: In some cases withdrawal has been availed by employees from the employer's share of contributions and interest accrued on such contribution in the Fund. Such amount of withdrawal out of employer's share of contributions and interest accrued on the contribution has to be refunded together with interest from the date of withdrawal to the date of receipt of final payment. Interest is to be computed and compounded at yearly interval, at the rate of interest allowed by EPFO from time to time. A table containing the rate of interest declared by EPFO since 1978 is supplied in **Annexure-I**. A computation sheet separately for each withdrawal in the format supplied in **Annexure-II** has to be submitted along with refund.
- C. Employees who do not have the details of withdrawal made from Bank's contribution to EPF by them readily available. may submit an application addressed to the Chairman, BGVB Pension Trust, providing the date of receipt of final payment from EPF authority along with copy of Bank Statement/Passbook/EPF statement and will be supplied an estimate of the Ad-hoc amount to be refunded.

2 In terms of Regulation 5(2) the retired employee or the family of the deceased employee opting for Fund under sub-regulation (1) of regulation 3, shall continue to receive the amount of pension component under the Employees' Pension Scheme, 1995 and the balance of the pension payable under these regulations shall be paid out of the Fund. In view of this the retired employees and eligible family members who are in receipt of superannuation pension under Employees' Pension Scheme, 1995 are advised to submit statement of the related Bank Account, for the period from October to September, in November every year along with Life Certificate.

3. All retired employees and eligible family members of deceased employees who opt for Pension under Bangiya Gramin Vikash Bank (Employees') Pension Regulation, 2018 are further advised to submit the following documents as part of pre-disbursement procedures along with refund of EPF money:

Pre-disbursement procedures -Documents to be submitted by retired employees	
1	Undertaking on refund of Bank's contribution to EPF as per format
2	Declaration on drawing of Pension under Employees' Pension Scheme, 1995 by Retired Employee
3	Letter of undertaking by the pensioner (Annexure-X).
4	Letter of Undertaking by the Pensioner and Family Members / Nominees (Annexure-XI)
5	Life Certificate (Annexure –VII)
6	Present Pension Payment Order of EPFO (P.P.O under Employees' Pension Scheme 1995)
7	Copy of the Bank's statement / Passbook where the EPS pension is credited at present from 01.04.2018 (Self-attested)
8	Copy of EPF passbook/statement/Bank passbook showing payment or receipt of final Payment from EPFO (Self-attested)
9	Three copies of recent self-attested Passport size colour photograph
10	Copy of PAN card (Self-attested)
11	Copy of AADHAR Card (Self-attested)
12	Copy AADHAR Card (Self-attested) of Spouse
13	Annexure. XIV; Clearance (Pre-disbursement formalities)

Pre-disbursement procedures Documents to be submitted by Eligible family members of deceased Employees	
1	Undertaking on refund of Bank's contribution to EPF as per format
2	Declaration on drawing of Pension under Employees' Pension Scheme, 1995 by Family of deceased Employee
3	Letter of undertaking by the pensioner & Family Member / Nominee [Annexure-X]
4	Life Certificate (Annexure –VII)
5	Copy of EPF passbook/statement/Bank passbook showing payment or receipt of final Payment from EPFO
6	Present Pension Payment Order of EPFO (P.P.O under Employees' Pension Scheme 1995)
7	Copy of the Bank's statement / Passbook where the EPS pension is credited at present from 01.04.2018
8	Copy of PAN card (Self attested)
9	Copy of AADHAR Card (Self attested)
10	Annexure. XIV; Clearance (Pre-disbursement formalities)

4. The retired employees and eligible family members of deceased employees must submit the completed forms, with full signature, relevant for them along with self-attested copies of appropriate documents in duplicate to the BGVB Branch from where he opt to draw pension.

5. Branch Manager of the pension paying Branch must ensure that the account where Pension is proposed to be credited, is opened jointly with Spouse of the Retired employees with "Either or Survivor" / "Former or Survivor" clause and fully KYC compliant. It must be ensured that in FINACLE system, the records like Present/Permanent Address, Mobile No, email id where available, PAN and AADHAR details are entered at proper places provided in the customer ID and signature card with Joint photograph is uploaded.

6. Branch Manager of the pension paying Branch should verify the original document and authenticate the copies under Seal, forward one set of the documents to the Regional Office on the same or next day. Another copy of the documents should be preserved in the Branch in separate files for each pensioner under proper filing. It will be their responsibility to collect the annual statement of account where EPS, 1995 Pension is credited and life certificates in the month of November annually thereafter and report to the Head Office Pension Cell. A register of pensioners in the format provided below is to be introduced immediately and maintained periodically in order to monitor submission of Life Certificates and EPS 1995 Pension Statement.

7. The Regional Office on receipt of the documents from branches under their control should despatch the collected documents to Head Office on daily basis. It is desired that the above documents should reach Head Office Pension cell at the earliest so that processing of pension proposals can be undertaken without any delay.

8. The life certificate in Annexure-VII has to be obtained on a recent date.

9. Employees who have resigned, or have been dismissed, removed, terminated or compulsorily retired from service before the effective date need not make any refund without specific order from competent authority.

10. It may be noted that the final withdrawal/non-refundable advances are issued directly by the EPF authority to the Employees concerned and Bank has no information about details of those payments. Bank is trying to collect the information from EPF authority and till those information is available with Bank, employees, family member of deceased employees are requested to cooperate with BGVB Pension Cell by providing the date of final withdrawal with supporting document in the interest of quick disbursement of Pension to them.

11. It is made clear that submission of all relevant documents and refund of Employer's contribution through Demand Draft do not necessarily entitle a retired employee and eligible family members of deceased employee to receive pensionary benefits and the same will be subject to the provisions contained under Bangiya Gramin Vikash Bank (Employees') Pension Regulations, 2018.

A copy of this Circular is to be displayed on the Notice Board of the Branch / Office and at Bank's website for information of all concerned.


GENERAL MANAGER

Encl: As stated.

REGISTER OF PENSIONERS

Sl. No.	Name of the Pensioner	Type of Pension	PPO No. (to be supplied by Pension Cell)	Date of Birth of Pensioner	Date of Retirement (Employee)	Year		
		General or Family				Date of receipt of Life Certificate	Date of receipt of EPS 1995 Pension Statement	Initial of the Branch Manager / Officer

CHECK LIST

Pre-disbursement procedures - Documents to be submitted by retired employees	
1	Demand Draft
2	Undertaking on refund of Bank's contribution to EPF as per format
3	Declaration on drawing of Pension under Employees' Pension Scheme, 1995 by Retired Employee
4	Letter of undertaking by the pensioner (Annexure-X).
5	Letter of undertaking by the pensioner and Family Members / Nominee (Annexure-XI)
6	Life Certificate (Annexure –VII)
7	Present Pension Payment Order of EPFO (P.P.O under Employees' Pension Scheme 1995)
8	Copy of the Bank's statement / Passbook where the EPS pension is credited at present from 01.04.2018
9	Copy of EPF passbook/statement/Bank passbook showing payment or receipt of final Payment from EPFO
10	Three copies of recent self-attested Passport size photograph
11	Copy of PAN card (Self-attested)
12	Copy of AADHAR Card (Self-attested)
13	Copy AADHAR Card (Self-attested) of Spouse
14	Annexure-XVII; Clearance (Pre-disbursement formalities)

Pre-disbursement procedures Documents to be submitted by Eligible family members of deceased Employees	
1	Undertaking on refund of Bank's contribution to EPF as per format
2	Declaration on drawing of Pension under Employees' Pension Scheme, 1995 by Family of deceased Employee
3	Letter of undertaking by the pensioner & Family Member / Nominee [form No-XI]
4	Life Certificate (Annexure–VII)
5	Copy of EPF passbook/statement/Bank passbook showing payment or receipt of final Payment from EPFO
6	Present Pension Payment Order of EPFO (P.P.O under Employees' Pension Scheme 1995)
7	Copy of the Bank's statement / Passbook where the EPS pension is credited at present from 01.04.2018
8	Copy of PAN card (Self-attested)
9	Copy of AADHAR Card (Self-attested)
10	Annexure. XVII; Clearance (Pre-disbursement formalities)

Year-wise Rate of Interest declared by EPFO**ANNEXURE - I**

From	To	Rate of Interest
April-76	March-77	7.50%
April-77	March-78	8.00%
April-78	March-79	8.75%
April-79	March-80	8.25%
April-80	March-81	8.25%
April-81	March-82	8.50%
April-82	March-83	8.75%
April-83	March-84	9.15%
April-84	March-85	9.90%
April-85	March-86	10.15%
April-86	March-87	11.00%
April-87	March-88	11.50%
April-88	March-89	11.80%
April-89	March-90	12.00%
April-90	March-91	12.00%
April-91	March-92	12.00%
April-92	March-93	12.00%
April-93	March-94	12.00%
April-94	March-95	12.00%
April-95	March-96	12.00%
April-96	March-97	12.00%
April-97	March-98	12.00%
April-98	March-99	12.00%
April-99	March-00	12.00%
Apr-00	June-00	12.00%
July-00	March-01	11.00%
April-01	March-02	9.50%
April-02	March-03	9.50%
April-03	March-04	9.50%
April-04	March-05	9.50%
April-05	March-06	8.50%
April-06	March-07	8.50%
April-07	March-08	8.50%
April-08	March-09	8.50%
April-09	March-10	8.50%
April-10	March-11	9.50%
April-11	March-12	8.25%
April-12	March-13	8.50%
April-13	March-14	8.75%
April-14	March-15	8.75%
April-15	March-16	8.80%
April-16	March-17	8.65%
April-17	March-18	8.55%
April-18	March-19	8.65%



BANGIYA GRAMIN VIKASH BANK

Computation of Refundable

Amount withdrawn from Employer's Contribution to PF----

Rs. _____

Month and Year of Withdrawal

___/___/___

Date of Final Withdrawal

___/___/___

Year	Opening Balance	Rate of Interest for the year	Interest for the year	Accumulated balance at the end of the Year
(1)	(2)	(3)	(4)	(5) = (2)+(4)
Year-1				
Year-2				
Year-3				
Final Year				

(Signature of the Pensioner/Family Pensioner with date)

Notes:

1. For 1st year of withdrawal, compute interest for the No of months from the month of withdrawal (Included) to the end of Year. For example, if withdrawal was obtained on 25th May, compute interest for 11 months during the 1st year.
2. Opening balance of any year in column (2) for Year 2 is the accumulated liability at the end of preceding year. In year-1 it is the amount withdrawn.
3. For the final year, i.e. year of final withdrawal, compute interest upto the month preceding the month of withdrawal, if the date of final withdrawal is before 25th. For final withdrawal received after 25th of the month, compute interest for the month of withdrawal also.
4. Rate of interest declared by EPFO from time to time is supplied in the Annexure-1
5. Separate computation sheet is to be prepared for each withdrawal.

To
The Chairman
Bangiya Gramin Vikash Bank (Employees') Pension Trust
Bangiya Gramin Vikash Bank
Chuanpur, NH-34
P.O- Berhampur, Dist – Murshidabad
PIN-742101

Date. _____

Re: Undertaking for refund of Bank's Contribution to EPF, EPF No _____

Dear Sir,

I enclose herewith a Demand Draft of Rs. _____ (Rs _____) (in word) favouring "**Bangiya Gramin Vikash Bank (Employees') Pension Fund Trust**" as per detail provided below towards refund of Bank's contribution to EPF along with interest till the date of receipt of final amount from EPF authority.

Particulars of Demand Draft enclosed:

Date of Receipt of Final amount from EPFO	
Amount Received (Bank's contribution only)	
Add: Non-refundable withdrawal made (if any)	
Add: Interest on Non Refundable withdrawal	
Total Amount refundable:	
Demand Draft Number	
Date of Purchase	
Issuing Bank and Branch	
Payable at	

- ☐ I declare that, I have not withdrawn any portion of Bank's contribution to EPF and the amount of above demand draft represent the entire amount comprising of Bank's contribution to EPF and interest accrued till date of receipt of final amount from EPFO by me..
- ☐ I declare that, I have withdrawn Rs _____ from Bank's contribution to EPF and the amount of above demand draft represent the entire final amount received by me together with amount withdrawn and the interest on withdrawn amount till the date of final withdrawal and the Draft represent the entire amount comprising of Bank's contribution to EPF and interest accrued till date of receipt of final amount from EPFO.
- ☐ I declare that I have returned an amount of Rs _____ based on the estimate provided by Head office Pension Cell pending receipt of actual data from the EPF authority and understand that adjustment will be made by way of debit/credit from any account maintained by me with the Bank.

In case of detection of any shortfall in refund of Bank's contribution to EPF and interest thereon, I authorize the **Bangiya Gramin Vikash Bank (Employees') Pension Fund Trust to realise the difference from** any account maintained by me with the Bank without any notice to me/ us

(Signature of the Pensioner/Family Pensioner with date)

NAME OF THE EMPLOYEE/DECEASED EMPLOYEE _____

EPF NO (NEW) _____ EPF No (OLD) _____



BANGIYA GRAMIN VIKASH BANK
HEAD OFFICE, BMC HOUSE, NH-34, BERHAMPORE, MURSHIDABAD

Declaration on drawing of Pension under Employees' Pension Scheme, 1995 by Retired Employee

1	Name	
2	EPF No (New) of Employee	
3	EPF No (OLD) of Employee	
4	EPFO UAN of Employee	
5	PAN of Employee	
6	Date of Birth of Employee	
7	Date of Superannuation of Employee	
8	Whether application for Monthly Pension under EPS, 1995 in Form 10D submitted	
8	Whether pension under Employees' Pension Scheme, 1995 commenced.(Yes/No)	
9	If pension under EPS 1995 has already commenced, state the PPO No and Date	
10	Amount of Pension drawn under EPS 1995	
11	Whether any portion of the Pension sanctioned under EPS.1995 has been commuted (Yes/No)	
	If yes, amount of pension commuted	
	Pension received after commutation	
12	Name of the Branch of the Bank through which Pension is to be drawn	
	SB Account No	
	Name of Spouse	
	Date of Birth of Spouse	
	Whether account is held jointly with spouse	
13	Description of the applicant	Height _____ cm
	Personal Identification marks, if any	
	Signature/LTI ** of the applicant (Duly Attested by the Branch Manager of Pension Paying Branch with seal)	

SIGNATURE / LTI OF THE APPLICANT IS ATTESTED

(Signature of Branch Manager with Seal)

(Signature of the Pensioner/Family Pensioner with date)



BANGIYA GRAMIN VIKASH BANK
HEAD OFFICE, BMC HOUSE, NH-34, BERHAMPORE, MURSHIDABAD

**Declaration on drawing of Pension under Employees' Pension Scheme, 1995 by
Family of Deceased Employee**

1	Name of Family Pension Applicant	
2	Name of Deceased Employee	
3	EPF No (New) of Deceased Employee	
4	EPF No (OLD) of Deceased Employee	
5	EPFO UAN of Deceased Employee	
6	PAN of family member of Deceased Employee	
7	Date of Birth family member of Deceased Employee	
8	Date of Death of Employee	
9	Whether family pension under Employees' Pension Scheme ,1995 commenced.(Yes/No)	
	If pension under EPS 1995 has already commenced, state the PPO No	
	Date of PPO	
10	Details of Family Members drawing pension	
	Name of Member	Relationship with deceased

(Signature of the Family Pensioner with date)

**ANNEXURE – VII****BANGIYA GRAMIN VIKASH BANK**
HEAD OFFICE, BMC HOUSE, NH-34, BERHAMPORE, MURSHIDABAD

STAFF PENSION* (GENERAL PENSION)		Customer ID	
FAMILY PENSION*		S B A/C No	

*(*Please /as applicable)*

LIFE CERTIFICATE

(To be submitted by the Pensioner once in a year in November)

Certified that I have seen the pensioner (name)

.....

.....(address) holder of PPO No..... and that he /she is alive on

this day. His / Her AADHAAR No

(Signature of the Pensioner/Family Pensioner with date)

(Signature with office seal)

Date:..... Name:.....

Place:..... Designation:.....Branch: BGVB ,... ..



ANNEXURE – X

BANGIYA GRAMIN VIKASH BANK
HEAD OFFICE, BMC HOUSE, NH-34, BERHAMPORE, MURSHIDABAD

Letter of undertaking by the Pensioner

The Branch Manager

Date :

.....**Branch**
Bangiya Gramin Vikash Bank

Dear Sir,

Sub: Payment of Pension under PPO No. _____ through your Branch.

In consideration of your having, at my request, agreed to make payment of Pension due to me every month by credit to my SB Account No _____ with you I, the undersigned, agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors, and administrators to indemnify the Bank from and against any loss suffered or incurred by the Bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the Bank to recover the amount due by debit to my said Savings Bank Account or any other account belonging to me in the possession of the Bank.

Yours faithfully,

Signature in full : _____

Address (in block letters) : _____

Phone/Mobile No _____

Witness

Signature		
Name		
E.P.F No		
Address		

**ANNEXURE – XI****BANGIYA GRAMIN VIKASH BANK**
HEAD OFFICE, BMC HOUSE, NH-34, BERHAMPORE, MURSHIDABAD

Letter of undertaking by the Pensioner and Family Members / Nominees

The Branch Manager**.....Branch**
Bangiya Gramin Vikash Bank

Date: _____

Dear Sir,

Sub: Payment of Pension under PPO No. _____ through your Branch

In consideration of making payment of Pension as per the Bangiya Gramin Vikash Bank (Employees') Pension Regulation 2018, I / We do hereby solemnly, sincerely and conscientiously declare and say as under

I / We, hereby undertake and agree to bind myself / ourselves and my / our heirs, successors, executors, and administrators to indemnify the Bank from and against any loss suffered or incurred by the Bank in making payment as aforesaid and to forthwith pay the same to the Bank and / or adjust from the pension fund under the aforesaid Regulations and / or from any account maintained with the Bank without any notice to me/ us.

Yours faithfully,

Signature (Pensioner) ; _____

Signature of Family Members / Nominees: _____

Witness

Signature		
Name		
E.P.F No		
Address		



BANGIYA GRAMIN VIKASH BANK
HEAD OFFICE, BMC HOUSE, NH-34, BERHAMPORE, MURSHIDABAD

*Clearance / Pre-disbursement formalities to be furnished by
the proposed Pension Paying Branch*

01. Date of Report	
02. Name of the Pension Paying Branch	
03. Branch Code No / SOL ID	
04. Pensioner's name	
05. Pension Type (General or /Family Pension)	
06. PPO No / EPF No (in case of Family Pension , mention EPF No of original pensioner	
07. S B Account No	
08. Date of Certificates	
a) Life Certificate	
b) Non-Marriage/Re-Marriage Certificate (For Family Pensioner only)	
c) Non-Employment/Re-Employment Certificate	
d) Disability Certificate	
09. Whether Undertaking for refund of Excess Payment is taken	YES / NO

Branch Manager
(Please use Branch Seal)

.....**Branch**
.....**Bank**

Date: _____