



BANGIYA GRAMIN VIKASH BANK

Head Office: Berhampore, Murshidabad

CIRCULAR NO. HR/141/2024-25

Date: 23-10-2024

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

Re: Submission of Life Certificate by Staff Pensioners/Family pensioners of Bangiya Gramin Vikash Bank through Jeevan Pramaan portal/Offline mode.

Reference is drawn to various circulars issued from time to time relating to submission of Life Certificate by staff Pensioners/Family Pensioners of Bangiya Gramin Vikash Bank in the month of November every year.

Accordingly, staff Pensioners/Family Pensioners can submit their Life certificate through any one of the mode mentioned herein below:

Online Mode:

Bank introduced submission of Life Certificate through online mode (Jeevan Pramaan portal) vide circular no. HR/131/2021-22 dated 22.11.2021. Under this mode, Pensioner can visit a nearby CSC center, Aadhaar Seva Kendra, etc., whose details are provided under "locate center on www.jeevanpramaan.gov.in. Pensioners must authenticate bio-metrically his/her life certificate in real time by giving his/her Aadhaar number. Mobile Number, other pensionary details like **Full Pension Payment Order (PPO) Number**, Bank details (Pension Account Number) correctly and select "**Bangiya Gramin Vikash Bank**" as Pension Sanctioning Authority/Disbursing authority/Agency tab under the drop down menu in the Jeevan Pramaan application.

After successful submission of Digital Life Certificate, pensioner will get a SMS on his/her mobile giving the Pramaan id. Pensioner will then be able to download computer generated life certificate from jeevanpramaan.gov.in by using this Pramaan id for their records.

Note: Mentioning of Full PPO number is mandatory on the part of Pensioner while submitting Life Certificate through online mode. Life Certificate submitted without mentioning full PPO number are subject to rejection.

Exception: In case pensioner is re-employed or family pensioner is re-married, life certificate can be submitted only in physical format (Offline Mode).

Offline Mode

Under this mode, Staff Pensioners/Family pensioners are required to submit duly filled in physical Life certificate (enclosed) to their respective Pension Paying branches in duplicate.

Submission of EPS 1995, pension statement on yearly basis, where EPS pension has been sanctioned by EPFO (Ref: **Bank Circular No. BGVB / P&A/07/2019-20 dated 09/04/2019 (Page-3, Point-6)**):

Pensioners/Family pensioners drawing EPS pension under EPS, 1995 & submitting Life Certificate in Offline mode, are required to submit self-attested copy of the annual Statement of Bank A/c for the last 3 months ending September every year (system downloaded statement also acceptable) where Pension under EPS 1995 is credited.

Pensioners/Family pensioners submitting Life Certificate in Online mode, are required to submit self-attested scanned copy of the annual Statement of Bank A/c (system downloaded

statement also acceptable) where Pension under EPS 1995 is credited to mail id bgvbpension@bgvb.co.in and mail id of concerned Pension Paying Branch (PPB). Alternatively they may submit hard copy of the same to PPB.

Period of submission of Life Certificate: Pensioners/Family Pensioners need to submit Life certificate through any one of the mode mentioned above within the period from 01st November to 30th November in every year.

Life Certificates submitted (online/offline) before stipulated time period (i.e. 1st November) are subject to rejection.

Action point by PPB/ROs

Pension Paying Branch (PPB):

PPB to provide receipt copy of Life certificate/ statement of Bank a/c to the concerned Pensioner/Family pensioner submitting it through offline mode.

A register to be maintained by PPB (soft copy) as per enclosed format which is to be submitted to the concerned RO within 07th December, every year without fail.

Statement of Bank A/c statement of EPS Pension if submitted by the Pensioner/Family Pensioner is to be retained by PPB in concerned file of the Pensioner/Family Pensioner maintained at PPB. In case, it is received through mail, a printout of the same is to be retained by PPB in concerned file of the Pensioner/Family Pensioner maintained at PPB.

RO:

Concerned Regional Offices are to collect soft copy of register maintained by PPB and submit a consolidated report branch wise (format enclosed) to Head Office, Pension Cell latest by 10th December every year.

Please note, in no circumstances, Hard copy of the Life certificates/statement of Bank a/c (submitted in Offline mode) is to be forwarded to Head Office.

A copy of this circular is to be displayed in Bank's Website and Notice Board for information of all concerned and strict compliance of the same is advised.



GENERAL MANAGER (HR)

Encl : As stated

Format for consolidated report submission by PPB/RO

SL NO	PPO No	TYPE	NAME	Mob No.	Aadhaar No.	Pension A/C No	PEN Sol	Branch Name	SET	DISTRICT	whether LIFE CERTIFICATE SUBMITTED(YES/NO)	REMARKS	Present EPS PENSION ,as being deducted from monthly pension	EPS Pension as on Sep'24,as per EPS Bank Pass Book Statement	Whether EPS Pension statement for last six months submitted
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