



TRIPURA GRAMIN BANK

(A Government Undertaking)

HEAD OFFICE: ABHOYNAGAR:

AGARTALA, TRIPURA (WEST)

E-mail:- tgbhoana@rediffmail.com ; hodana@tripuragraminbank.co.in

Phone No- 0381-2323935

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All Branches,
All Regional Offices,
All Departments of Head Office,
PMO, Kolkata.

TRIPURA GRAMIN BANK (EMPLOYEES') PENSION REGULATIONS, 2018

In accordance with Circular No 8/20/2010-RRB dated 23rd October, 2018 of the Department of Financial Services, Ministry of Finance, Government of India and Circular No NB.IDD/344/316(Pension) /2018-19 dated 23.10.2018 of NABARD, the Board of Directors in the Board Meeting dated 02.11.2018 had approved the Tripura Gramin Bank (Employees') Pension Regulations, 2018. Subsequently, the said Regulations have been published in the Gazette of India, Extraordinary, Part-III, Section-4 on the 13th December, 2018 (to be deemed as Notified Date) both in Hindi and English. For information, action and reference of all concerned, the extracts of English version of the published Tripura Gramin Bank (Employees') Pension Regulations, 2018 pertaining Form-I to VIII and also some relevant Model Formats (1 to 14) are attached.

Relative operational guidelines/instructions are appended below for guidance as well as compliance of all concerned including the Branches/Offices of the Bank.

Operational guidelines/instructions:-

1. In pursuance of Regulation 3 of Tripura Gramin Bank (Employees') Pension Regulations, 2018, the eligible existing staff members, the retired staff members and the family of deceased staff members are required to exercise their option in writing in the enclosed prescribed Formats (1 to 14) within 120 days from the notified date (i.e. 13th December, 2018) for becoming a member of Tripura Gramin Bank (Employees') Pension Fund. Any option or application after the due date shall not be considered under any circumstances.
2. Staff members who have joined the Bank on or before 31.03.2010 and are continuing in the Bank's service as on date are required to exercise their option in writing in Format-1 in quadruplicate (4 copies) to become a member of Tripura Gramin Bank (Employees') Pension Fund.
3. Staff members who have joined the Bank on or after 01.04.2010 but on or before 31.03.2018 and continuing in the Bank's service as on date are to exercise their option in writing in the Format-14 either to remain covered under EPF Scheme 1995 or to become a member of National Pension System(NPS).



4. Staff members who have joined Bank on or after 01.04.2018 and are continuing in the Bank's service as on date shall be covered by the National Pension System (NPS) automatically and there is no need to exercise any option in this regard.
5. Retired Staff members are required to exercise their Option in writing in Format-2 in quadruplicate to become a member of Tripura Gramin Bank (Employees') Pension Fund.
6. Retired Staff members are also required to submit a Certificate in Format-7 in duplicate along with Format-2.
7. All the existing staff and retired staff who are eligible and exercise their Option in writing to become a member of Tripura Gramin Bank (Employees') Pension Fund are also advised to submit the Form of Nomination in Format-11.
8. Family members of the deceased staff are required to exercise their Option in writing in Format-3 in quadruplicate to become a member of Tripura Gramin Bank (Employees') Pension Fund.
9. A Certificate of Non-Remarriage/Non-Marriage in Format-8 (in duplicate) along with Format-3 is required to be submitted by the family members of the deceased staff for the purpose of Family Pension.
10. Branches must obtain the understated formats also according to the requirement case to case basis:-
 - a) Format No 6 for Life Certificate,
 - b) Format No 9 for Letter of Undertaking by the Pensioner,
 - c) Format No 10 for Letter of Undertaking by the Pensioners and Family members /Nominees,
 - d) Format No 12 for Application for grant of family pension in event of death of the Employee/Pensioner,
 - e) Format No 13 for Clearance/ Pre-disbursement formalities to be furnished by the proposed Pension Paying Branch.
11. Branches / Offices are advised to contact immediately all the retired staff members / family of the deceased staff members who were last attached to their Branch / Office, and convey them regarding provisions of the pension regulations adopted by the Bank with advice to submit **Option Letter in the prescribed forms in quadruplicate (i.e. 4 copies) at their Branch/Office within the stipulated time period of 120 days from the date of publication of notification in Gazette of India (i.e. 13th December 2018)** to become a member of the Tripura Gramin Bank (Employees') Pension Fund. *In other words, this process will have to be completed on or before 11th April, 2019.*
12. Branches /Offices should display a notice appertaining to this effect on their Notice Board for information of all concerned. Branches may also resort to any other mode of communication at their convenience to bring to the notice of all retired staff members and the family of deceased staff member about the provisions of pension regulations.
13. Branches / Offices should ensure filling up of all columns of the related annexure and may assist the applicants whenever necessary in filling up the same correctly without any cutting/ overwriting etc. to avoid any future inconvenience to the pensioners.



14. Signature of the applicants on the option letter should be attested by the concerned Branch Manager / Regional Manager/ Department Heads at HO with office seal, as the case may be.

15. All relevant documents/papers received at Branch level from the prospective /eligible existing staff members, the retired staff members and the family of deceased staff members for different types of Pension, should be sent to respective Regional Office through Special Messenger to avoid any loss/damage in transit.

16. Immediately upon receipt of the relevant documents/papers both at the Regional Offices and the same received from the Branches, the Regional Offices must ensure onward transmission of the same to the Pension Cell under Audit &Accounts Department , Tripura Gramin Bank , Head Office for early disposal of pension related matters.

17. Branches/Offices are also advised to verify the records of the particulars of outstanding liabilities, if any, in the name of any of the retired staff members / deceased staff members at their branches /offices and incorporate the same in **Format-5**. In case there is no outstanding liabilities in their name, a 'NIL' report should be submitted.

All Regional Managers are advised to guide and follow up the action of the Branches under their control considering gravity of the issue as well as importance of timely submission of different relative papers/annexure etc.

Pertinently stated that as regards refunding of the Bank's contribution by the retired employees/family of deceased employees, submitting of additional papers/ documents, if any required in future, for precise and expeditious disposal of the pension related matters, necessary communication will be made by the Bank in time.

Contents of this circular should be also brought to the notice of all staff members working in the Branches/Offices for their information and necessary action.

For TRIPURA GRAMIN BANK
Head Office

CHAIRMAN

Chairman

Enclosures :-

1. English version of Tripura Gramin Bank (Employees') Pension Regulations, 2018 as stated above,
2. Model Formats :- No 1 to 14.