

**ANDHRA BANK**  
(A Govt. of India Undertaking)  
Head Office  
**HYDERABAD**  
**Department : Human Resources**



Circular No. : 273

Ref No. : 03/45

Date : 26/10/2017

Reg: Obtention of Life Certificates from Staff Pensioners / Staff family pensioners in November every year.

- Ref: 1) HO Cir No.225/03/38, dated 24.10.2009.  
2) HO Cir No.348/03/62, dated 23.11.2013.  
3) HO Cir No.266/03/50, dated 27.10.2015.  
4) HO Cir No.291/03/61, dated 26.10.2016.

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It is mandatory for all the staff pensioners and family pensioners to submit life certificate once in a year during the month of November to continue drawing the pension. Family pensioners have to submit non-remarriage certificate also in addition to life certificate.

Life certificate entry will be enabled in Power-apps menu in our Integrated Portal from 01.11.2017 and Branch Managers can make entry of life certificates obtained from pensioners.

The job card for entry of life certificate is reproduced hereunder for the benefit of the Branch Managers.

- 1) Enter the staff code number of the pensioner/family pensioner and match the details provided by the pensioner in the life certificate with those displayed on the screen and the following mandatory fields be filled.
  - a. Submitted life certificate - click/Tick
  - b. Date of life certificate - select the date
  - c. Request for TDS - select from the drop box

**For family pensioner in addition to the above:**

- d. Married/re-married - click/Tick
  - e. Date of marriage/remarriage - select
  - f. Not married/re-married - click(in case 'd' & 'e' doesn't apply)
- 2) Entry of pensioner's mobile number is mandatory for updation of Life Certificate in the system.
- 3) The details of the branch manager making the entry is displayed by default.



- 4) Lastly, confirm the above details and submit the data. Please note that the data once entered cannot be modified, hence due care must be taken at the entry stage.
- 5) Branch Manager can generate the status report of all the pensioners drawing pension through their branch.

Branches are advised to keep a record of the life certificates and ensure that they are made available for verification to the Inspectors of Branches and need not be sent to Head Office after entry. Proforma of the certificate to be obtained is available in Bank's portal (Applications & Forms-HR Others-Life Certificate) and a proforma of life certificate is also placed under Retirees' Corner of our website.

It is reiterated that Branch Managers have to follow up with all staff pensioners/family pensioners drawing pension from the branch for submission of life certificate for drawing pension continuously. The last date for submission of LCs is 30.11.2017.

A copy of the circular is placed under "Retirees Corner" of our website [www.andhrabank.in](http://www.andhrabank.in).



(V.B. Bhagavathi)  
General Manager-HR



Branch Manager is requested to obtain life certificate from the staff pensioner/family pensioner during November every year and **enter the same in the Power-Apps without fail, for continuation of payment of pension.** Please do not forward the LC's to us but maintain a record at the Branch.

ANDHRA BANK EMPLOYEES' PENSION FUND TRUST

**LIFE CERTIFICATE**

Certified that I have seen the Staff Pensioner Sri/Smt .....  
Staff Code No.....holder of Pension A/c No.....of Andhra Bank  
.....Branch and that he/she is alive on  
this date.....

Signature of Pensioner

Signature of Andhra Bank Officer only  
Name :  
Designation:  
Specimen Signature No.

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**EMPLOYMENT CERTIFICATE**

I declare that I have accepted/not accepted any employment. I declare that  
I have been employed/re-employed in the Office of the.....  
w.e.f.....

Signature of Pensioner

Signature of Andhra Bank Officer only  
Name :  
Designation  
Specimen Signature No.

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**REMARRIAGE CERTIFICATE**

I declare that I have been married / re-married on .....  
I declare that I have not married / re-married.

Signature of Pensioner

Signature of Andhra Bank Officer only  
Name :  
Designation  
Specimen Signature No.