

**ALLAHABAD BANK**  
Personnel Administration Department  
Head Office: 2, Netaji Subhas Road, Kolkata 700001

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Instruction Circular No.15606/PA/2018-19/01

Dated: 05.04.2018

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To All Offices & Branches

**C I R C U L A R**

Introduction of issuance of Pension Payment Order (PPO) to the existing Staff Pensioners/Family Pensioners under ABEPR-95 including those are Retiring from Bank's Service from April 2018.

It has been our continuous endeavour to provide detailed information about the terminal benefits like pension, commutation, gratuity and other useful information to the employees retiring after putting in a considerable period of the prime time of their life in the service of the Bank. Keeping in line with the employee-centric initiative of our Bank, it has been decided to reintroduce issuance of Pension Payment Order (PPO) to the employees those retiring from Bank's Service from April 2018 so also to the existing pensioners/family pensioners under ABEPR-95.

2. The PPO will be prepared & generated centrally at Terminal Dues Section, Head Office using the in house Staff Pension Module.

3. For issuing PPO, recent colour photograph of the employee with his/her spouse (joint where applicable) and other information like PAN, email id, name of the spouse with his/her date of birth, residential address etc. are required to be collected. For the said purpose the existing Pensioners (retired earlier and upto March 2018)/Family Pensioners are advised to submit the requisite information cum application form in original in two sets as per Annexure-I (For pensioners) & Annexure-II (For Family Pensioners) at their concerned pension paying branch (home branch) w.e.f. 16<sup>th</sup> April 2018. The last date of submission of the Annexure-I & Annexure-II at the branch level has been fixed as 31<sup>st</sup> May 2018.

4. Officers/employees superannuating in April 2018 and afterwards will be required to submit requisite additional information to their Branch/Office at the time of submitting their 'Annexure-B' for release of terminal benefits. Detailed guidelines in this regard has already been conveyed separately to different Zonal Offices.

5. Action points for Pensioners/Family Pensioners:

- a) As advised above, the Pensioners/Family Pensioners shall collect the requisite information cum application form and submit in two sets as per Annexure-I (For Pensioner) & Annexure-II (For Family Pensioner) at the concerned pension paying branch (home branch) w.e.f. 16<sup>th</sup> April 2018 and latest by 31<sup>st</sup> May 2018. They shall paste recent colour photograph with spouse (joint where applicable) in the space specified in the Annexure-I /II (whichever is applicable) and fill in all the particulars clearly in BLOCK letters. They shall also submit self signed photocopy of PAN along with the said application (Annexure-I /II) for PPO.
- b) The pensioners/family pensioners may collect the system generated print out from the home branch within four days of submission of the application or latest by 4<sup>th</sup> June 2018 for their future reference. They are advised to cross check the information mentioned in the system generated print out with that of the application submitted by them. In case of any discrepancy found, they shall contact the branch for correction of the discrepancy/es immediately within the date

as stipulated above and shall obtain the revised system generated print out from the concerned branch.

6. Action point for Branch:

- a) The branches are advised to provide the blank Annexure I/II (as the case may be) to the pensioners/family pensioners as and when requested by them.
- b) On receipt of application (Annexure I/II) complete in all respect and duly signed by the concerned Pensioner/family pensioner, the branch officials having Sahyog credentials should invariably feed the information and upload the scanned copy of the photographs in the relevant part of Staff Pension Module available in the "APP Store" in Bank's Intranet Site preferably on the same day but within four days of receipt latest by 4<sup>th</sup> June 2018. The detailed guidelines and the flow chart/screen shots are being made available in Staff Pension Module.
- c) The branch officials after feeding the information and uploading the scanned copy of the photograph shall collect a system generated print out of the same from the Staff Pension Module. They shall deliver the system generated print out to the pensioners/family pensioners for their cross checking and for future reference.
- d) In case any discrepancy/es is/are reported by the pensioners/family pensioners the same shall be immediately rectified in the system and a fresh system generated print out will be delivered to them.
- e) The branches after feeding the correct information/uploading the photograph in the relevant part of Staff Pension Module will send one set of such application (Annexure I/II) which should reach to their Zonal Office latest by 11<sup>th</sup> June 2018 after retaining other set at their end for future reference.

7. Action point for Zonal Office:

- a) The officials looking after Personnel Administration functions at Zonal Offices will monitor the progress of submission/feeding of such annexure in Staff Pension Module and shall collect the annexures from various branches under their control.
- b) They shall authorize the entries made by the branches under their control in the Staff Pension Module after verifying the same from the original annexures so received from the branches.
- c) They shall collect all the annexures from the branches under their control, complete the process of authorization in Staff Pension Module and send the original annexures (annexure I & annexure II separately) pertaining to their zone in a single lot directly in the name of Sri Vishwajeet Mishra, Officer, Terminal Dues Section, Head Office, 14, India Exchange Place, 4<sup>th</sup> Floor, Kolkata-700001, latest by 25<sup>th</sup> June 2018.

8. On receipt of original applications from the Zonal Offices, Terminal Dues Section, Head Office will issue Pension Payment Order in phases and shall send the PPO to the pensioners/family pensioners directly in their address as mentioned in the application. In case some of the PPOs are returned undelivered, then those PPOs will be sent to the pension paying branch. Such pensioners/family pensioners shall have to collect the PPO from the branch.

9. After issuance of PPO from Terminal Dues Section, Head Office, ePPO will be made available in the Staff Pension Module for ready reference by the branch/office in future.

10. The user manual and the detailed guidelines/flow chart/screen shots for using Staff Pension Module will be made available in the "APP Store" in Bank's Intranet Site.

11. The position of submission of Annexure I & II by the pensioners/family pensioners, feeding of Annexures at the branches, their authorization at Zonal Offices and submission of original Annexures to Head Office are reproduced as under.

Sl No.	Particulars	Date
1	Start date for Submission of Annexures at the branches by the pensioners/family pensioners	16 <sup>th</sup> April 2018
2	Last date for Submission of Annexures at the branches by the pensioners/family pensioners	31 <sup>st</sup> May 2018
3	Last date of entry of information in the Staff Pension Module at the branches	4 <sup>th</sup> June 2018
4	Last date of receipt of original Annexures at Zonal Offices	11 <sup>th</sup> June 2018
5	Last date of receipt of original Annexures at Terminal Dues Section, Head Office from Zonal Offices	25 <sup>th</sup> June 2018

A copy of this instruction circular is also available in the "Retiree Corner" in the Bank's site ([www.allahabadbank.in](http://www.allahabadbank.in)).

Hindi version of the circular follows.

(P. Datta)  
General Manager (HR)

**INFORMATION CUM APPLICATION FORM FOR ISSUANCE OF PPO**  
(TO BE FILLED IN BLOCK LETTERS)

The Asstt General Manager,  
Terminal Dues Section,  
Personnel Administration Department,  
Head Office,  
Kolkata.

(SPACE FOR PASTING JOINT PHOTOGRAPH  
WITH SPOUSE, WHEREVER APPLICABLE)

Dear Sir,

(Through the Pension Paying Branch)

Request for issuance of Pension Payment Order (PPO)

I Sri/Smt. ...., son/daughter/wife of Sri  
....., request you to issue PPO as per the following  
particulars,

<b>1</b>	<b>PF No</b>								
<b>2</b>	<b>Name</b>								
<b>3</b>	<b>Last Place of Posting ( Name of the Branch/Office)</b>								
<b>4</b>	<b>Last Designation</b>								
<b>5</b>	<b>PAN ( Please enclose self signed copy)</b>								
<b>6</b>	<b>Mobile No.</b>								
<b>7</b>	<b>E-mail ID</b>								
<b>8</b>	<b>Present Residential Address</b>								
	<b>Flat No / House No –</b>								
	<b>Apartment / Society Name -</b>								
	<b>Area/Street Name -</b>								
	<b>City/Town-</b>	<b>Distt -</b>							
	<b>State-</b>	<b>PIN</b>							
<b>9</b>	<b>Name of the Spouse</b>								
<b>10</b>	<b>Date of Birth of the Spouse</b>	<b>D</b> <b>D</b> <b>M</b> <b>M</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>							
<b>11</b>	<b>Details of Son (s)/ Daughter (s) of Pensioner</b>								
	<b>Sl. No</b>	<b>Name</b>	<b>Date of Birth</b>				<b>Relationship with Pensioner</b>	<b>Employed (Yes/No)</b>	<b>Married (Yes/No)</b>
			<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
			<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
			<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

Further, I do hereby solemnly declare and affirm that the information furnished above are true to the best of my knowledge and belief.

Place:

Date:

\_\_\_\_\_  
Full Signature of the Pensioner

**CERTIFICATE OF THE FORWARDING BRANCH/OFFICE**

Certified that Sri/Smt. .... has  
subscribed his/her signature as above in my presence.

Date:

\_\_\_\_\_  
Signature of the Branch Official

Name-

Designation-

PF/Emp No-

Branch Name-

Seal of the Branch

**INFORMATION CUM APPLICATION FORM FOR ISSUANCE OF PPO**  
(TO BE FILLED IN BLOCK LETTERS)

The Asstt General Manager,  
Terminal Dues Section,  
Personnel Administration Department,  
Head Office,  
Kolkata.

(SPACE FOR PASTING  
THE PHOTOGRAPH  
OF THE FAMILY  
PENSIONER)

Dear Sir,

(Through the Pension Paying Branch)  
Request for issuance of Pension Payment Order (PPO)

I Sri/Smt. ...., wife/husband/daughter/son of Late  
..... (Name of Deceased Employee), request you to issue PPO as per  
the following particulars,

<b>1</b>	<b>PF No</b>	<b>Particulars of the Deceased Employee to be given</b>																		
<b>2</b>	<b>Name of the Pensioner</b>																			
<b>3</b>	<b>Last Place of Posting ( Name of the Branch/Office)</b>																			
<b>4</b>	<b>Last Designation</b>																			
<b>5</b>	<b>Name of the Family Pensioner</b>																			
<b>6</b>	<b>PAN of the Family Pensioner ( Please enclose self signed copy)</b>																			
<b>7</b>	<b>Mobile No.</b>																			
<b>8</b>	<b>E-mail ID</b>																			
<b>9</b>	<b>Present Residential Address</b>																			
	<b>Flat No / House No -</b>																			
	<b>Apartment / Society Name -</b>																			
	<b>Area/Street Name -</b>																			
	<b>City/Town-</b>		<b>Distt -</b>																	
	<b>State-</b>		<b>PIN</b>																	
<b>10</b>	<b>Date of Birth of the Family Pensioner</b>		<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>11</b>	<b>Details of Son (s)/ Daughter (s) of Deceased Employee</b>																			
	<b>Sl. No</b>	<b>Name</b>	<b>Date of Birth</b>										<b>Relationship with deceased employee</b>	<b>Employed (Yes/No)</b>	<b>Married (Yes/No)</b>					
			<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
			<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
			<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

Further, I do hereby solemnly declare and affirm that the information furnished above are true to the best of my knowledge and belief.

Place:

Date:

\_\_\_\_\_  
Full Signature of the Family Pensioner

**CERTIFICATE OF THE FORWARDING BRANCH/OFFICE**

Certified that Sri/Smt. .... has  
subscribed his/her signature as above in my presence.

Date:

\_\_\_\_\_  
Signature of the Branch Official

Name-

Designation-

PF/Emp No-

Branch Name-

Seal of the Branch