

PERSONNEL DEPARTMENT (PA & PD)

EX:

Date: 07.09.2010

**CIRCULAR NO. 10191**

**ALL BRANCHES AND ALL OTHER OFFICES**

Dear Sir,

**Re: GRANTING OF ANOTHER OPTION TO ELIGIBLE EMPLOYEES / RETIRED EMPLOYEES / FAMILIES OF DECEASED EMPLOYEES/FAMILIES OF EMPLOYEES RETIRED AND EXPIRED BEFORE 27.04.2010 TO JOIN THE PENSION SCHEME IN TERMS OF 9<sup>TH</sup> BIPARTITE SETTLEMENT / JOINT NOTE DATED 27.04.2010.**

In terms of 9<sup>th</sup> Bipartite Settlement between Indian Banks' Association and Workmen Union & Joint Note with Officers Unions dated 27<sup>th</sup> April 2010 another pension option has been extended to eligible officers/workmen including retirees who are/were the members of the Contributory Provident Fund (CPF) to join pension scheme.

Consequent upon signing of the Bipartite Settlement/Joint Note dated 27.04.2010 by the Indian Banks' Association (IBA) and workmen unions/officers associations the IBA in its Circular No. CIR/HR&IR/G2/665/90/2010-11/99 dated 10.08.2010 has permitted the member Banks to extend another option to join the Pension scheme to those employees serving, retired, opted for Voluntary Retirement under special scheme and to the families of the deceased employees who were PF optees. Accordingly, the Board of Directors of the Bank, in its meeting held on 31.08.2010 has accorded approval for granting another option for joining the Pension Scheme to the Contributory Provident Fund (CPF) optees in terms of the settlement/Joint Note dated 27.04.2010 on the following terms and conditions:

**A. ELIGIBILITY TERMS & CONDITIONS TO JOIN THE PENSION SCHEME:**

**1. Employees (Officers and Award Staff) who:**

- (a) were in the service of the Bank prior to 29<sup>th</sup> day of September 1995 and continue to be in the service of the Bank as on 27<sup>th</sup> day of April 2010; and
- (b) exercise an option in writing within 60 days from the date of this circular, to become a member of the Pension Fund; and
- (c) authorize the Trust of the Provident Fund of the Bank to transfer the entire Bank's contribution towards the Provident Fund along with interest accrued thereon to the credit of the Pension Fund; and

(d) authorize the Bank to deduct and transfer an amount equivalent to 2.8 times of their revised 'pay' for the month of November 2007 from the arrears payable to them on account of the wage revision to the credit of Pension Fund.

**2. Retired Employees, who:**

- (a) Were in the service of the Bank prior to 29<sup>th</sup> day of September 1995 and retired after that date but prior to 27<sup>th</sup> day of April 2010.
- (b) Exercise an option in writing within 60 days from the date of this circular, to become a member of the Pension Fund; and
- (c) Refund within 30 days after expiry of the said period of 60 days, the entire amount of the Bank's contribution to the Provident Fund together with interest accrued thereon as received by the employee on retirement the differential portion of the Provident Fund received as Bank's contribution, if any, while implementing the 9<sup>th</sup> Bipartite Settlement/Joint Note together with 56% of the said total amount.

**3. Family of the deceased employees:**

The family of those employees who were in the service of the Bank prior to 29<sup>th</sup> day of September 1995 and retired after that date and died before 27.04.2010 will be eligible for family pension provided –

- (a) The family of the deceased employee exercises an option in writing within 60(Sixty) days from the date of this circular to become a member of the Pension Fund, and
- (b) Refund within 30 days after expiry of the said period of 60 days mentioned above, the entire amount of the Bank's contribution to the Provident Fund and interest accrued thereon received by the deceased employee on retirement and the differential portion of Bank's contribution towards PF received, if any, while implementing the 9<sup>th</sup> Bipartite Settlement/Joint Note dated 27.04.2010 together with 56% of the said total amount.

**4. The family of those employees who were in the service of the Bank prior to 29<sup>th</sup> day of September 1995 (29.09.1995) but have died while in the service of the Bank after that date but before 27.04.2010 will be eligible for family pension provided:**

- (a) The family of the deceased employee exercises an option in writing within 60 days from date of this circular to become a member of the Pension Fund, and

(b) Refund within 30 days after expiry of the said period of 60 days mentioned above, the entire amount of the Bank's contribution to the Provident Fund and interest accrued thereon received by the nominee/legal heirs of deceased employee on his/her death, the differential portion of the PF received of Bank's contribution if any, while implementing the 9<sup>th</sup> Bipartite Settlement / Joint Note dated 27.04.2010 together with 56% of the said total amount.

**5. (i) The families of the employees who retired on or after 27.04.2010 and expired subsequently and (ii) the families of the employees who expired on or after 27.04.2010 while in service will be eligible for family pension provided:**

(a) The family of the deceased employee exercises an option in writing within 60 (Sixty) days from the date of this circular to become a member of the Pension Fund, and

(b) Refund within 60 (Sixty) days from the date of this circular, entire amount of the Bank's contribution to the Provident Fund together with interest accrued thereon as received by the deceased employee prior to his/her death or received by the nominee/legal heirs of the employee after his/her death, the differential portion of the PF received as Bank's contribution, if any, while implementing the 9<sup>th</sup> Bipartite Settlement/Joint Note dated 27.04.2010.

(c) Authorize the Bank to deduct and transfer to the pension fund an amount equivalent to 2.8 times of the revised 'pay' for the month of November 2007 from the arrears payable to the deceased employee on account of the wage revision in terms of Bipartite Settlement/Joint Note dated 27.04.2010.

**6. Ex-employees, who:**

Ceased to be in service on account of Special Voluntary Retirement Scheme i.e. Vijaya Bank (Employees') Voluntary Retirement Scheme-2000 after rendering service for a minimum period of 15 years shall be eligible to exercise an option to join the Pension Scheme subject to the terms and conditions applicable to retired employees, who are opting for joining the Scheme.

7. This option to join the Pension Scheme shall not be extended to those employees (Officers & Award Staff) who ceased to be in the service of the Bank in any manner other than the categories mentioned herein above.

8. Pension/family pension to those who opt to join the pension scheme complying with the terms of Joint Note/Memorandum of Settlement dated 27.04.2010 shall be payable with effect from 27<sup>th</sup> November 2009 or from

the next day of his/her retirement, whichever is later. Those who opt for the Pension Scheme in terms of the Joint Note/Memorandum of Settlement dated 27.04.2010 will be compulsorily governed by the Regulations of the Vijaya Bank Employees' Pension Regulations 1995 read with the terms of Bipartite Settlement/Joint Note dated 27.04.2010.

9. All employees in service, retired employees, families of deceased employees who are eligible to join the Scheme and desirous of opting for becoming a member of Pension Scheme are required to submit an option letter in the prescribed formats as applicable annexed to this circular, duly completed in all respects directly to the General Manager (Personnel), Vijaya Bank, Head office-41/2, M G Road, Bangalore -560001. Procedure for submission of option letter by existing employees/retirees/families of the ex-employees is furnished hereunder:

The option letter should reach the General Manager (Personnel) on or before 06.11.2010.

**(i) Existing Employees:**

Those employees who are in the service of the Bank as on 27.04.2010 and have joined the Bank prior to 29<sup>th</sup> September 1995 and have opted for Contributory Provident Fund (CPF) should apply in **Annexure-I** directly to the General Manager (Personnel) – Vijaya Bank-Head Office-41/2, M G Road Bangalore -560001.

The amount equivalent to 2.8 times of the revised pay for the month of November 2007 which has already been recovered from the arrears of salary of the above category of employees and kept in the arrears collected towards Pension option account at the branches / offices, should be transferred to the prescribed account as mentioned under **“Instructions to Branches/Offices”**.

**(ii). Retired Employees:**

- (a) Those employees who were in service of the bank as on 27.04.2010 and retired after 27.04.2010 should apply in Annexure-I (A) directly to the General Manager (Personnel)-Vijaya Bank-Head Office-41/2, M G Road, Bangalore-560001.

The amount equivalent to 2.8 times of the revised pay for the month of November 2007 has already been recovered from the arrears of salary of the above category of employees and kept in the Arrears collected towards Pension option account at the branches / offices and the same should be transferred to the prescribed account as mentioned under **“Instructions to Branches/Offices”**.

In so far as refund of Bank's contribution is concerned, those employees who have retired from the services of the Bank on or after 27.04.2010 will be treated at par with serving employees. Accordingly they shall refund the amount received towards Bank's contribution of PF with interest thereon inclusive of Bank's contribution of PF on arrears paid on account of wage revision within 60 days from the date of issue of this circular i.e. on or before 06.11.2010 and such amount should be remitted through the branch where he intends to avail the pension/nearest branch.

- (b) Those who were in the service of the Bank prior to 29.09.1995 and retired after that date but prior to the date of the Settlement i.e. 27.04.2010 and employees who ceased to be in service of the Bank on account of voluntary retirement under Vijaya Bank (Employees) Voluntary Retirement Scheme-2000 after rendering minimum service of 15 years should apply in **Annexure-II** and submit the same directly to the General Manager(Personnel) – Vijaya Bank-Head Office-41/2, M G Road Bangalore – 560001.

The above category of employees have to refund within 30 days after expiry of the said period of 60 days from the date of issue of this circular i.e. on or before 06.12.2010, the entire amount of Bank's contribution to the provident fund and interest accrued thereon received by the employee on retirement and the differential portion of the PF received while implementing 9<sup>th</sup> Bipartite Settlement/Joint Note together with 56% of the said total amount. Such amount should be remitted through the branch where he intends to avail the pension.

(iii). **Families of the deceased employees as mentioned under 3 & 4 above:**

The families of employees who were in the service of the Bank prior to 29.09.1995, retired after 29.09.1995 and expired and the families of employees who were in the service of the Bank prior to 29.09.1995 but expired while in service of the Bank after 29.09.1995 should submit in **Annexure-III** directly to the General Manager (Personnel)-Vijaya Bank-Head Office-41/2, M G Road Bangalore-560001.

The above category of employees have to refund within 30 days after expiry of the said period 60 days i.e. on or before **06.12.2010**, the entire amount of Bank's contribution to the Provident Fund and interest accrued thereon received by the employee on retirement and the differential portion of the PF received while implementing 9<sup>th</sup> Bipartite Settlement/Joint Note together with 56% of the said total amount. Such amount should be remitted through the branch where he/she intends to avail the pension.

**(iv) Families of the deceased employees as mentioned under 5 (i) & 5 (ii) above**

- (1) The families of the employees who retired on or after 27.04.2010 and expired subsequently and (2) the families of the employees who expired on or after 27.04.2010 while in service should submit the option in **Annexure-III (A)** directly to the General Manager (Personnel)-Vijaya Bank-Head Office-41/2, M G Road Bangalore – 560001.

The above category of employees have to refund within 60 days i.e. on or before 06.11.2010, the entire amount of Bank's contribution to the Provident Fund and interest accrued thereon received by the employee on retirement and the differential portion of the PF received while implementing 9<sup>th</sup> Bipartite Settlement/Joint Note. Such amount should be remitted through the branch where he/she intends to avail the pension.

The signature of the applicant in Annexure I, I-A, II, III & III-A as the case may be should be attested by the Branch Head of the Branch where the employee is presently working in case of serving employees and by the Branch Head of the branch from where the applicant intends to avail the pension in case of ex-employees and family of the deceased employees.

- 10. The option letters shall be submitted in the applicable formats annexed to this circular and option letters with any modification/addition/alteration shall be treated as invalid and the same will be summarily rejected and no further correspondence in this regard will be entertained.**
- 11. Branches/Offices shall neither accept nor acknowledge the options**

No acknowledgement or confirmation for having received the option shall be given by the Branches/Offices to employees/retired employees/family of deceased retired employee. However, Branch Head shall attest the signatures of the ex-employees on the option letters and shall facilitate the ex-employees for remitting the refund amount. Branch shall maintain a register containing the details of the ex-employees/families of the deceased employees who have got their signature attested at the branch and who have remitted the refund amount at the Branch.

12. The option should reach the Designated Authority i.e. the General Manager (Personnel) on or before 06.11.2010 and the refund of the amount by the retired employees/families of the deceased retired

- employees prior to 27.04.2010 on or before 06.12.2010. However, the employees who have retired after 27.04.2010 and families of the deceased employees who expired after 27.04.2010 have to refund the amount on or before 06.11.2010. The Bank will not be responsible for any postal delay and under no circumstances an option/refund received after the specified dates shall be entertained.
13. All branches/ offices are advised to display **Annexure-IV** in their respective Notice Board for the information of all retirees residing within their area and ensure that all assistance is extended to them to exercise their option.
  14. Those employees who have joined the Bank during the period from 29.09.1995 to 31.03.2010, except those employees who have joined the Bank after crossing the age of 35 and opted for Contributory Provident Fund need not opt for pension as they are automatically covered under the Vijaya Bank Employees' Pension Regulations 1995. The employees falling under the exceptional category can exercise the option for joining the Pension Scheme if they desire to do so. They will be permitted to join the Pension Scheme subject to the minimum qualifying service as per Vijaya Bank Employees' Pension Regulations 1995 as applicable to retired employees.
  15. **Employees (officers as well as Award Staff) who have joined the services of the Bank on or after 01.04.2010 shall be governed by the Defined Contributory Retirement Benefit Scheme to be introduced by the Bank and cannot become members of Vijaya Bank Employees' Pension Scheme 1995 to be amended based on the provisions contained in the Bipartite Settlement/Joint Note dated 27.04.2010. There shall be no separate Contributory Provident Fund for employees joined/joining the services of the Bank on or after 01.04.2010.**

#### **B. GENERAL INSTRUCTIONS / CLARIFICATIONS:**

1. The employees, retired employees, families of deceased employees/deceased retired employees who do not submit their option within the stipulated date shall be deemed that they do not wish to opt for Pension Scheme.
2. The option letter submitted by the retired employees of the families of deceased employees/deceased retired employees will be valid, provided they refund the specified amount by **06.11.2010 / 06.12.2010** as the case may be and applicable to them as detailed above. Similarly, remitting/refunding the amount **WITHOUT** submitting the option letter within the period stipulated **SHALL NOT** be considered as a valid option.

3. All retirees/family of the deceased retired employee should ensure that they have an account with any one of the branches of **VIJAYA BANK** where they intend to avail the pension/family pension while opting for pension/family pension.
4. The retired employees/families of deceased employees/deceased retired employees shall remit the fund amount as explained under A (2) to A (6) mentioned above.
5. 56% of the amount of Bank's contribution to PF together with interest received by the employee/legal heirs of the employee, as the case may be, shall be calculated inclusive of the differential amount of Banks contribution to Provident Fund, if any, received by the ex-employee/legal heirs of ex-employee as per the 9<sup>th</sup> Bipartite Settlement/Joint Note.
6. Retired employees who submit option letters after one year from the date of his/her retirement and seek commutation shall undergo medical examination and shall submit a medical certificate as per Form No. 2 & 4 annexed to the circular issued by a **Medical Officer approved by the Bank or a Medical Officer not below the rank of District Surgeon / District Medical Officer. The prescribed formats can be obtained from the nearest branches or can be downloaded from the Bank's website. COMMUTATION FACILITY SHALL NOT BE AVAILABLE FOR FAMILY PENSIONERS.**
7. Such employees who have already retired from the services of the Bank on attaining the age of superannuation consequent to invocation of Regulation 20(3) (b) & regulation 20(3) (c) of Vijaya Bank (Officers') Service Regulations, 1982 can submit their option to join the pension scheme, but a final decision in this regard will be taken only after completion of the pending disciplinary action and passing of a Final Order by the Disciplinary Authority in this regard. If found eligible to join the Pension Scheme, they will be intimated regarding the date and quantum of the amount to be refunded by them
8. Mere submission of option letter/refund of PF amount will not create any right to the optees to become members of the Pension Scheme. Becoming a member in the Pension Scheme is not automatic and acceptance by the Competent Authority is mandatory.

### **C. INSTRUCTIONS TO BRANCHES/OFFICES:**

#### **1. Existing Employees:**



The 2.8 times of the revised pay for the month of November 2007 which has already been collected from the arrears of salary of the existing employees and kept in the **Arrears collected towards Pension option** account of the branches/offices, should be transferred to the following account.

Account Number	903100037665009
GL Subcode	37665
Account Name	PENSION-EXISTING EMPLOYEES-2.8 TIMES-PAY
Short Name	EXISTING

## **2. Retired Employees:**

### **(a) Employees retired after 27.04.2010:**

The 2.8 times of the revised pay for the month of November 2007 which has already been collected from the arrears of salary of the above category of ex-employees and kept in the **arrears collected towards Pension Option Account** of the branches/offices, should be transferred to the following account.

The amount of Bank's contribution to the provident fund and interest accrued thereon remitted by the ex-employees under the above category should also be credited to the following account.

Account Number	903100037665010
GL Subcode	37665
Account Name	PENSION-RETIREEES AFTER 27/04/2010-208 PAY
Short Name	RETIREEES

The branches/offices concerned should ensure that the amount equivalent to 2.8 times of November 2007 revised pay has been recovered as per the **Annexure V** and **Annexure VI** in respect of existing employees and those employees retired after 27.04.2010 respectively. If there is any shortfall in amount already collected.

### **(b) Those employees retired on or after 29.09.1995 but before 27.04.2010 and employees who ceased to be in the service of the Bank on account of voluntary retirement under Vijaya Bank (Employees') Voluntary Retirement Scheme-2000**

The amount of Bank's contribution to the provident fund and interest accrued thereon together with 56% of the said total amount (as mentioned under A (2) & A (6)) remitted by the ex-employees of the above category should be credited to the following account.

Account Number	903100037665011
GL Subcode	37665
Account Name	PENSION-RETIREEES/FAMILIES PRIOR 27/04/2010

Short Name	RETIREES
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### **3. Families of the deceased employees (Expired before 27.04.2010):**

- (1) Families of deceased employees who were in the service of the Bank prior to 20.09.1995 and retired after that date & died before 27.04.2010 AND (2) the families of those employees who were in the service of the Bank prior to 29.09.1995 but have died while in the service of the Bank after that date but before 27.04.2010 will have to refund the specified amount within 30 days after expiry of the said period of 60 days mentioned above.

The amount remitted by the families of the deceased employees (as mentioned under A (3) & A (4)) has to be credited to the following account.

Account Number	903100037665011
GL Subcode	37665
Account Name	PENSION-RETIREES/FAMILIES PRIOR 27/04/2010
Short Name	RETIREES

### **4. Families of the deceased employees (Expired after 27.04.2010):**

- (1) The families of the employees who retired on after 27.04.2010 and expired subsequently AND (2) the families of the employees who expired on or after 27.04.2010 while in service will have to refund within 60 days from the date of this circular the specified amount mentioned above.

The amount remitted by the families of the deceased employees [as mentioned under A (5)] has to be credited to account no. 903100037665010 mentioned below.

The 2.8 times of the revised pay for the month of November 2007 which has already been collected from the arrears of salary of the above category of deceased employees and kept in the **Arrears collected towards Pension option** account of the branches/offices, should also be transferred to the following account.

Account Number	903100037665010
GL Subcode	37665
Account Name	PENSION-RETIREES AFTER 27/04/2010-2.8 PAY
Short Name	RETIREES

5. Retired employees who submit option letters after one year from the date of his/her retirement have to submit a medical certificate as per FORM No. 2 & 4 which is annexed to this circular. Branches are advised

to facilitate the ex-employees in providing the applicable formats when approached.

6. Branches are also advised to guide and assist the family members of the deceased employees for submission of the option for family pension.
  
7. Branch shall maintain a register containing the details of the ex-employees/families of the deceased employees who have got their signature attested at the branch and who have remitted the refund amount at the branch.

Branches / offices should circulate this circular among all the staff members and obtain their signatures for having read the same and also display a copy of the circular in the Notice Board at the Branches/Office.

**K. JAYAKAR SHETTY  
GENERAL MANAGER-PERSONNEL**

### Important Dates

<b>I-Existing employees (Option in Annexure-I)</b>	
a) To exercise option for Pension	From 07.09.2010 to 06.11.2010
b) Refund of 2.8 times of revised pay of November 2007	On or before 06.11.2010
<b>II-Employees retired after 27.04.2010 (Option in Annexure I (A))</b>	
a) To exercise option for pension	From 07.09.2010 to 06.11.2010
b) Refund of 2.8 times of revised pay of November 2007	On or before 06.11.2010
c) Refund of Bank's contribution with interest accrued thereon received on retirement together with PF arrears received on account of wage revision	On or before 06.11.2010
<b>III-Employees retired prior to 27.04.2010 (Option in Annexure –II)</b>	
a) To exercise option for pension	From 07.09.2010 to 06.11.2010

b) Refund of Bank's contribution to the provident fund and interest accrued thereon received by the employee on retirement and the differential portion of the PF received while implementing the IX Bipartite Settlement/Joint Note together with 56% of the said total amount.	On or before 06.12.2010
<b>IV-Families of ex-employees who were in the Bank prior to 29.09.1995, retired after 29-09-1995 and deceased (Option in Annexure –III)</b>	
a) To exercise option for pension	From 07.09.2010 to 06.11.2010
b) Refund of Bank's contribution to the provident fund and interest accrued thereon received by the employee on retirement and the differential portion of the PF received while implementing the IX Bipartite Settlement/Joint Note together with 56% of the said total amount.	On or before 06.12.2010
<b>V-Families of ex-employees who were in the Bank prior to 29.09.1995, but deceased while in the service of the Bank after 29.09.1995 (Option in Annexure –III)</b>	
a) To exercise option for pension	From 07.09.2010 to 06.11.2010
b) Refund of Bank's contribution to the provident fund and interest accrued thereon received by the employee on retirement and the differential portion of the PF received while implementing the IX Bipartite Settlement/Joint Note together with 56% of the said total amount.	On or before 06.12.2010
<b>VI-(1)Families of ex-employees who retired on 27.04.2010, and expired subsequently and (2) the families of the deceased employees who expired on or after 27.04.2010 while in service (Option in Annexure-III A)</b>	
a) To exercise option for pension	From 07.09.2010 to 06.11.2010
b) Refund of Bank's contribution to the provident fund and interest accrued thereon received by the employee on retirement and the differential portion of the PF received while implementing the IX Bipartite Settlement/Joint Note.	On or before 06.11.2010

FORM NO. 2

**VIJAYA BANK**  
**HEAD OFFICE: BANGALORE**

**Application for Commutation of Pension subject to Medical examination**  
**(To be submitted in Duplicate)**

**PART-I**

To:  
The Trustees,  
Vijaya Bank (Employee) Pension Fund,  
Vijaya Bank, Head Office  
No. 41/2, M.G.Road,  
BANGALORE-560001

SPACE FOR  
AFFIXING  
ATTESTED  
PASSPORT  
SIZE  
PHOTOGRAPH

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Dear Sir,

I desire to commute a fraction of my pension in accordance with Vijaya Bank (Employees') Pension Regulations, 19956. An attested copy of my photograph is affixed on the application and an unattested copy is enclosed. The necessary particulars are furnished below.

- 1. Name in full (In Block Letter) :
- 2. Designation at the time of retirement :
- 3. Name of Office/Department from which Relieved :
- 4. Date of Birth (as per Bank's Service Records) :
- 5. Date of Retirement :
- 6. Class of pension :
- 7. Fraction of pension processed to be Commuted not exceeding 1/3<sup>rd</sup> thereof :
- 8. Preference for station where Medical Examination to take place :

Place:

Date:

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(Signature)  
Address: .....

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Acknowledgment

FORM NO.2

Received from Shri/Smt..... (Code No.....)  
(Former Designation ..... ) application for commutation of person.

Place:

Date:

(Signature of Designated Authority)