



बैंक ऑफ़ बड़ौदा Bank of Baroda

HO : BR : 112/23

Date : 17-01-2020

Circular to all Branches / Offices in India

Issued by HRM Department, Head Office, Baroda

Dear Sir/Madam,

Re : Issurance of Laminated "Service-Cum-Identity Card" to retired employees

We refer to circular No. HO:HR-Ops:PF:108:5467 Dated 05-07-2016 interalia advising about issuance of Laminated "Service - Cum-identity Card" to retired employees.

After amalgamation of eVijaya Bank, eDena Bank and Bank of Baroda w.e.f. 01-04-2019 need was felt to circulated the procedure once gain for the benefit of all the retirees and early delivery of Identity Cards.

Further, it has been decided to issue fresh identity cards to all retirees of e_VB & e_DB through their pension drawing Branch/Region.

Since 01-08-2016, "Service-Cum-Identity Card" is being issued by the concerned Regional Office to minimize the delay in receipt of ID Cards by the retiring employee, For Employees retiring from BCC and Head Office, Baroda same is being issued by BCC and Head Office OA Departments.

We request all concerned to kindly take necessary steps in the matter to avoid delay in issuing I-Cards to retired employee.

Yours faithfully,

(C.Maloian)

Head (HR Operations)



To be submitted to Last branch worked or pension paying branch

Date :/...../.....

Zonal / Regional Head
..... Zone / Region

Re : Issue of "Service-cum-Identity Card on Retirement".

Old Staff Number	
EDB/EVB	
EC No. of BOB	
Branch/Office ALPHA	

I have to inform you that I Retired from Bank's service on Superannuation \ voluntary retirement / others (Must strike out which is inapplicable).

I request you to kindly issue me Service-cum-Identity Card. I give below the required details.

RECENT COLOUR
PHOTOGRAPH
(PASSPORT SIZE)

1. Full Name (IN CAPITAL LETTERS) Mr/Mrs/Ms	_____	_____	_____
	Surname	First Name	Middle Name
2. Designation	_____		
3. Date of Birth	_____		
4. Date of Joining	_____		
5. Date of Retirement	_____		
6. Residential Address in full (Post Retirement) (IN CAPITAL LETTERS)	_____		

	Pin Code No.		

7. Tele / Mobile No.	_____		
8. Blood Group	_____		
9. E-mail I.D.	_____		
10. Emergency Contact No. (Other than self-number)	_____		

EMPLOYEE'S SIGNATURE IN BLACK INK

Verified by the Branch / Office

Seal of the Branch Name :

Signature of Branch / Office Authority

E.C. No.....