

ओरियन्टल बैंक ऑफ कॉमर्स
(भारत सरकार का उपक्रम)

प्रधान कार्यालय, गुरुग्राम



ORIENTAL BANK OF COMMERCE
(A GOVERNMENT OF INDIA UNDERTAKING)

Corporate Office, Gurugram

Establishment Circular No. HO/HRD/77/44/2019-20/ 394

08.08.2019

ALL BRANCHES / OFFICES

ISSUANCE OF IDENTITY CARDS TO VOLUNTARILY RETIRED EMPLOYEES OF THE BANK


Bank is issuing identity card to the ex-employees, who have retired from the services of the Bank on superannuation only. It may be noted that the identity card is issued only for the purpose of identification and not for any other purpose. Now, It has been approved by the Board of Directors to issue identity cards to the employees, who have voluntarily retired from the service of the Bank in addition to the employees who have retired on superannuation, vide **Agenda No. 9 dated 29.06.2019** subject to the condition to surrender his / her identity card in case of re-employment. The identity card will cover the basic information of the Ex-employees like Name, PF No, Date of retirement, Branch/Office last worked, Retired as, Residential Address (as per pension details), Telephone No and Blood group. All other terms & conditions will remain same as per **Establishment Circular No. HO/HRD/73/1/2015-16/5 dated 01.04.2015**.

The application along with one stamp size photograph on prescribed format (Annexed) has to be submitted by the retiring / retired employee for issuance of identity card.

- Branches are advised to obtain the application for issuance of identity card (Annexure–A) and undertaking on the prescribed format from the voluntarily retired employees (Annexure-B) who wish to have identity card and send the same along with pension papers.
- Those employees, who have already voluntarily retired from the service of the Bank, may submit their request on the prescribed format (Annexure–A) and undertaking (Annexure–C) to their pension paying branch for onward submission to PF/Pension Department, Corporate Office, Gurugram through proper channel.

A copy of the circular may be displayed at the Notice Board of the branches and offices for information of all concerned.

A copy of this circular is also available in the "Retiree Corner" of OBC web.


(SWARUP KUMAR SAHA)
GENERAL MANAGER (HRD)





ORIENTAL BANK OF COMMERCE

(A GOVT. OF INDIA UNDERTAKING)



Branch Office

TEL. NO. :

Under R.O.....

STAFF I-CARD/

SPEED POST

DATED.....

The Asst. General Manager (PF/Pension),
Corporate Office,
Gurgaon

Pension File no.....

Re :- IDENTITY CARD TO SUPERANNUATED / VOLUNTARY RETIRED EMPLOYEES

Dear Sir,

We are providing the data of employee going to **superannuate / voluntary retired** from the service as detailed below from our branch for preparing Identity Card and issuing the same to him by the Competent Authority in terms of Establishment circular no. HO/HRD/73/1/2015-16/5 dated 01.04.15 & Establishment circular no. HO/HRD/77/44/2019-20/394 dated 08.08.2019.

Name of retired employee		PASTE HERE LATEST PASSPORT SIZE PHOTOGRAPH OF RETIRED EMPLOYEE (NOT TO BE ATTESTED)
PF no.		
Date of Birth		
Date of Joining		
Cessation Type		
Date of retirement		
Retired as (designation)		
Residential address :-		
Address (line 1)		
Address (line 2)		
Address (line 3)		
Address (line 4)		
Contact no.		
Blood group		
Note : (1) Details to be filled in capital letters. (2) Copy of address proof attached		SIGNATURE OF EMPLOYEE WITHIN ABOVE BLANK COLUMN

Yours faithfully,

Branch Manager / Departmental Head

(Annexure-B)

UNDERTAKING IN CASE OF VOLUNTARY RETIREMENT

Date: _____

To,
The Asstt. General Manager (PF/Pension)
Corporate Office
Gurugram.

I hereby declare that I have read & understood the terms of **Establishment Circular No. HO/HRD/77/44/2019-20/394** dated 08.08.2019 for issuance of identity card to voluntary retired employees. Accordingly, I undertake to surrender my identity card issued to me on voluntary retirement to the Bank in case of re-employment in any organisation.

Signature : _____

Name in Full : _____

P.F. No. : _____

Present Residential Address : _____

Phone No. _____ Email _____

(Signature attested)
Branch Manager / Departmental Head

**UNDERTAKING IN CASE OF EMPLOYEES WHO HAVE ALREADY TAKEN
VOLUNTARY RETIREMENT**

Date: _____

To,
The Asstt. General Manager (PF/Pension)
Corporate Office
Gurugram.

I hereby declare that I have read & understood the terms of **Establishment Circular No. HO/HRD/77/44/2019-20/394** dated 08.08.2019 for issuance of identity card to voluntary retired employees. I further declare that I have not taken any employment after voluntary retirement from the services of the Bank. I also undertake to surrender my identity card issued to me on voluntary retirement to the Bank in case of re-employment in any organisation.

Signature : _____

Name in Full : _____

P.F. No. : _____

Present Residential Address : _____

Phone No. _____ Email _____

(Signature attested)
Branch Manager / Departmental Head