

भविष्य निधि एवं पेंशन प्रभाग, प्रधान कार्यालय
प्लॉट सं. 4, सेक्टर 10, द्वारका, नई दिल्ली- 110075
PF & PENSION DIVISION, HEAD OFFICE
PLOT NO: 4, SECTOR-10, DWARKA, NEW DELHI-110075

TO STAFF PENSIONERS

Date:18-12-2025

NOTICE

SUBMISSION OF ANNUAL LIFE CERTIFICATES OF STAFF PENSIONERS

Submission of life certificate is an annual process where every Pensioner is required to submit life certificate in the month of November for continuation of his / her pension. Validity of this certificate is valid till 30th November of subsequent year except where Government of India issues certain relaxation.

Detailed guidelines for annual Life Certificate have been disseminated through PF & Pension Division circular No 10/2025 and 12/2025 dated 30.09.2025 and 30.10.2025 and HRMS Notice for retirees dated 01.10.2025, 31.10.2025 & 06.11.2025 respectively.

In this connection, Bank has put all the efforts for obtaining the LC from the pensioners i.e. informed through SMS, contacting the pensioners and uploading of notice on Retiree Notice Board. Still a large number of Life certificates are pending for submission.

Now, it is to bring to the notice that monthly pension payment will be discontinued from December 2025 onwards whose Annual Life Certificate has not been submitted. Accordingly, pensioners (self/family) are requested to submit the Life Certificate immediately through bank authorized channels for continuation of pension without any interruption.

Further, pensioners are requested to refrain from submitting Life Certificates through unauthorized/ fraudulent modes (inclusive and not exhaustive) as such: -

- **DO NOT Download APK files from untrustworthy sources –**
- **DO NOT Click on any suspicious/sponsors/advertisement links or any link for submission of life certificate as bank does not share any such link for LC submission**

**GENERAL MANAGER
(V NEELIMA)**