

Issuance of Identity Card to Retired Employees

It has now been decided by the Bank that the process of issuance and maintenance of record of Identity Cards of retiring and retired employees (whose record is available in HRMS) will be through HRMS. The identity card will be issued to employee retired on or after 31.12.2016 on their specific request. **The Identity card already issued manually to employee retired before 31.12.2016 need not to be replaced.** In case of receipt of request from employees retired before 31.12.2016, the same may be considered only in cases where the Identity Card is lost or damaged. In case of Retired employees whose data is not available in HRMS, the issuance of Identity Card will be done manually by the Circle/Office from where employee has retired. The record of same will also be maintained by the last Circle/Office.

The design as well as contents of the Identity Cards will be uniform and the Identity Card will be serially numbered. The color combination percentage for Logo strip, size of Identity Card & frame (Identity card holder) will be as provided in HRDD Circular No. 750 dated 20.10.2016.

The Process for request/ recommendation/approval/issuance of Identity Card for retiring/ retired employees will be as under:-

(i) For Retiring Employees henceforth

Option will be available to an employee from 30 days prior to superannuation date for applying for Identity Card applicable to retired employees. Navigation for same will be: Employee Self Service → Requisition for Identity Card → Add a new value → Add.

Retiring Employee has to ensure submission of request well in time for issuance of same on superannuation day. Recommendation /Approval /Issuance of ID Card in these cases will be as per procedure applicable to serving employees mentioned in HRDD Circular No. 750 dated 20.10.2016. **When an employee ceases to be in service of the Bank the Identity Card issued to him/her earlier is to be surrendered.**

(ii) For Retired Employees

Employees retired on or after 31.12.2016 may approach any Branch/Office of the Bank and submit a written request for issuance of Identity Card. Employees retired before 31.12.2016 whose data is available in HRMS may request for issuance of Identity Card only in case of loss/damage of old card. In case of Retired employees whose data is not available in HRMS, the issuance of Identity Card will be done manually by the Circle/Office from where employee has retired. The record of same will also be maintained by the last Circle/Office. The process for which will be as under:-