

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:-

(a) Submission/Recommendation

The retired employee will submit written request alongwith latest photograph to the Incumbent /Establishment Incharge of Branch/Office for issuance of Identity Card. On receipt of request from retired employee, the Incumbent /Establishment Incharge of Branch/Office will ensure uploading of photo and recommendation of the request in HRMS, after verifying antecedents of retired employee. On recommendation, the request will automatically forwarded by system to the Circle/Office from where employee has retired.

(b) Approval of Request

The request shall be approved by Officer in Scale IV & above looking after GAD in Circle Office concerned. In respect of employees retired from Zonal Offices and Zonal Audit Offices, GAD of the concerned office will approve issuance of Identity Card. Identity Card of employees retired from Training Centers shall be approved by the Zonal Offices under whose jurisdiction these centers come. Identity Card of employees retired from HO Divisions and Central Staff College, HO will be approved by GSAD, Head Office. On Approval of request a unique number (Sl. No.) will be generated.

(c) Printing of Identity Card

On approval of the request, data to be incorporated on Identity Card can be saved in excel format through the query "PNB_ICARD_RET_REPORT". This information along with the photos and signatures may then be provided to the vendor for printing the Identity Card in the prescribed format by Approving Circle / Office.

It should be ensured that relevant guidelines in matter of engaging vendor are adhered to and also the security of data provided to the vendor is not violated. After printing of Identity Card, the approving authority will ensure delivery of these printed Identity Cards to Branch/Office from where the application was generated.

(d) Issuance of Identity Card

The Incumbent / Establishment Incharge of Branch/Office from where the ex-employee applied for Identity Card will issue the Identity Card against receipt.

(d) Issuance of duplicate Identity Card

In the event of loss of Identity Card, the holder should inform the Issuing Authority in writing of the loss of the Identity Card. The fresh Identity Card may be issued to such an employee on a token payment of Rs. 10/-. The amount so recovered may be credited to the Head 'Misc. Income'. The cost of the photograph on the fresh Identity Card shall also be borne by the employee.

(PAD Consolidated Cir. No. 16 dtd 16.03.2014 & HRDD Cir. No. 751 dtd 10.01.2017)