

Issuance of Service Certificates to Ex-Employees:

Certificates of Service may be issued by the bank to ex-employees including those who have retired under VRS Scheme on their request, indicating the following:

- Length of service
- Last designation

Further upon request from employees with honorable exit from the service, nature of duties in brief with period may be mentioned.

The certificate should be signed by the incharge of the office or an officer senior to him.

(Ref.–HRD Division Circular No. 125 dated 4.1.2003)

INFORMATION TO BE PROVIDED TO CIRCLE OFFICE FOR ISSUE OF SERVICE CERTIFICATE TO THE EMPLOYEE AT THE TIME OF RETIREMENT

PARTICULARS OF RETIRING EMPLOYEE

NAME OF THE EMPLOYEE	
DESIGNATION	
DATE OF JOINING	
DATE OF RETIREMENT	
DATE OF BIRTH	
BRANCH/OFFICE OF RETIREMENT	
CIRCLE OFFICE	

KINDLY SEND PHOTOS AS UNDER:

Photo at the time
of joining the Bank
(If, available on
record otherwise
from the
employee)

Photo at the
time of retirement
from the Bank

SIGNATURE OF INCUMBENT INCHARGE WITH OFFICE STAMP