

## BENEFITS AVAILABLE TO RETIREES

### 1. PROVIDENT FUND

The Retiring employee is entitled to receive Own contribution of PF and if contributing towards Voluntary Provident Fund then both contributions along with interest up to the date of retirement. In case the employee is a PF optee, then he /she will additionally receive Bank's contribution of PF. The total amount paid to the employee is fully exempted under the Income Tax Act.

### RETENTION OF PROVIDENT FUND

The retiring employee is allowed to retain the entire amount of accumulated balance of PF due to him / her at the time of ceasing to be in the service or some portion of the amount with the Fund for a maximum period of 3 years from the date of retirement. The interest on the retained provident fund is paid by the Fund at the same rate at which interest is being paid to the existing members of the Fund. The appropriate tax at source will be deducted from the interest payable to the retired employee. The retiring employee is required to specify the amount he / she wish to retain with the Fund at the time of submitting an application for settlement of Provident Fund. Withdrawal of amount is permitted upon receipt of written request with certain terms and conditions. The rules of the Fund are based on the provisions of Income Tax Act 1961 and Income Tax Rules 1962 and subject to change as and when the Act or Rules are amended.

### 2. GRATUITY

Gratuity is payable to the retiring employees as per the Rules of Bank of India Gratuity Fund and as per the Payment of Gratuity Act,1972. Gratuity is calculated under the Act as well as under the Gratuity Fund Rules and whichever is higher is paid to the employees. Presently, there is a ceiling of Rs.10 lacs for payment of gratuity to the retiring employees under the Payment of Gratuity Act, 1972 even though the gratuity payable to the employee works out more than Rs.10 lacs. However, under Bank of India Gratuity Fund Rules, there is no ceiling for payment of gratuity. The total amount of gratuity paid upto Rs.10 lacs is fully exempted and amount paid over and above Rs.10 lacs is taxable under the Income Tax Act.

### 3. PENSION

If the retiring employee has opted for and is eligible for Pension as per the existing Pension Scheme, (as circulated under Head Office Circular No.89/123 – Subject – Personnel/95-96/23 from Terminal Benefits Department (Pension Cell) dated 1<sup>st</sup> November, 1995) and subsequent amendments thereto, the following forms are required to be completed and submitted to Head Office through the Branch and zone from where the staff is retiring.

- i) Pensioner's Profile in duplicate (Annexure S-1)
- ii) Service Particulars of the pensioner (Annexure S-2)
- iii) Application for commutation of pension (Annexure S-3)
- iv) Application for retention of P. F. with the Bank, if the retiring employee desires so.

#### **COMMUTATION OF PENSION**

The retiring employee is entitled to commute for a lump sum payment of a fraction not exceeding one-third of his pension provided he/she has opted for pension. An application to this effect (Annexure S-3) is required to be submitted along with the application for pension. The commutation value will depend on the "age on birth date" of the retiree from the date of retirement. The commutation amount payable to the employee is fully exempted as per the Income Tax Act.

The retiring employee can apply for commutation of pension any time after the date of retirement. However, if he / she apply for commutation of pension after completing one year from the date of retirement, he / she will have to submit medical certificate given by a medical officer approved by the Bank. The commuted value in such cases will depend on the "age on birth date" of the retiree from the date of approval of the application.

#### **RESTORATION OF COMMUTED PORTION OF PENSION**

The commuted portion of the pension is **automatically** restored by the Terminal Benefits Dept. after 15 years from the date of payment of commutation. Since the Dearness Relief is paid on the full basic pension, only the commuted portion of pension is restored.

#### **CREDITING PENSION TO JOINT ACCOUNT**

The pension can be credited to the joint account operated by pensioner with his / her spouse in whose favour an authorization for family pension exists in the Pension Payment Order (PPO). The joint account of the pensioner with the spouse could be operated jointly subject to the terms and conditions mentioned in Head Office IOM No.HO/TBD/MMP/262 Dated 21-06-2006. A declaration cum undertaking is, however, required to be signed by BOTH the pensioners.

#### **TRANSFER OF PENSION ACCOUNT**

The pensioner can draw pension from any of the Bank of India branches in India. He / she can transfer the pension account from one branch to other branch by making an application addressed to the pension paying branch. The branch in turn should send an e-mail to the Terminal Benefits Division recommending to credit the pension to the account no. given by him / her. If the new branch is situated in some other zone, then the pensioner is required to submit fresh Investment Declaration Form to that zone for calculating tax liability as per the investment.

### **DEARNESS RELIEF**

The basic pension/family pension does not include Dearness relief payable to the pensioners. The DR is revised in the month of February and August every year.

### **ENHANCED FAMILY PENSION in case of death of an employee while in service**

Enhanced Family Pension is payable for a period of 7 years from the date of death of an employee OR for a period up to the date on which the deceased employee would have attained the age of 65 years, had he survived, whichever is earlier. Thereafter the family pension is payable at the prescribed rate.

### **LIFE CERTIFICATE**

All the pensioners including family pensioners are required to submit Life Certificate in the month of November every year to the branch from where they are drawing pension. If the same is not submitted, the pension from the month of JANUARY every year will be discontinued, which please note.

### **TDS ON PENSION**

All the pensioners are required to submit Investment Declaration Form in the month of April every year to the branch from where he/she is drawing pension to avoid deduction of tax if the income is not taxable. In case the total annual income is not taxable without investment, in such cases, the same is not required. Please note that tax is deducted by Head Office on the basis of investment details entered by the zones in HRMS System.

### **SMS ALERTS**

In order to receive SMS alert on the mobile for having credited pension every month, the pensioner is required to provide their mobile no. to the branch from where they are drawing pension. The branch in turn shall enter mobile no. in Customer ID of the pensioner. Despite providing mobile no. to the branch and entering in Customer Id in finacle, if pensioner is not receiving SMS alert, then he should contact the branch and in turn branch will send an e-mail to the Head Office, Starshakti to look into the matter and take corrective steps/advise the reason to the branch.

### **BANK'S PENSION BOOK**

Head Office, Terminal Benefits Division issues the Pension Pass Book to the retired employees and the same is sent to the Pension Paying Branch and not at his / her residential address. Pensioners are expected to collect the same from the branch from where he / she is drawing pension. In case the same is not received within 1 month from the date of retirement, branch may send an e-mail to the Terminal Benefits Division. The book contains all the information about the pensioner such as Full Basic Pension, commutation amount, family pension etc. All the pensioners are, therefore, advised to ensure that Page 4 of the pension book is completed by affixing **Joint Photograph with spouse** (and not two separate photographs) and get the same authenticated by the Branch from where the pension is being drawn.

4. **EX-GRATIA PAYMENT TO PRE-1986 RETIREES/SURVIVING SPOUSE**

The Indian Banks Association has advised that the amount of Ex-gratia payable to the surviving pre 01.01.1986 retirees and Surviving spouses of pre 01.01.1986 retirees of the Banks is Rs.350.00 and Rs.175.00 respectively and dearness relief thereon. The DR is changed in the month of February and August every year. (Branch Circular No.107/215 dated 25.02.2014)

5. **BANK'S IDENTITY CARDS**

Our Bank is issuing Identity Cards to the employees on retirement as per HO IOM No. HO/HR:IR:MSS:I-811 dated 20-01-2012 addressed to all Zonal Managers.

The retiring employee has to make an application along with one passport size photograph through the branch/office from where he / she is retired for issuance of the card by the Zonal Office, H.R. Department. The retiring/retired employee can even submit application to the pension paying branch from where he / she is drawing pension for Identity Card. The application has to be in the prescribed format which will be available in the branch.

6. **BANKS' QUARTERLY MAGAZINE "TAARANGAN"**

All retired employees can get a copy of the Bank's quarterly magazine "TAARANGAN" by applying to The Editor, 'Taarangan', C/o Head Office. A soft copy of the "Taarangan" is also available for the retired staff on "Bank of India Alumni" link available on the Bank's website [www.bankofindia.co.in](http://www.bankofindia.co.in) Alternatively, they may send e-mail to the Editor, Taarangan for providing a copy on e-mail id [headoffice.taarangan@bankofindia.co.in](mailto:headoffice.taarangan@bankofindia.co.in). A retired employee can register himself online to get access to "Bank of India Alumni". This link "BOI Alumni" also gives information about the retired staff who are members of this link, the staff retiring in the next month from all zones of the Bank, and some other useful information.

7. **SPECIAL SAVINGS BANK ACCOUNT FOR PENSIONERS**

Recently the Bank has introduced a special Savings Bank account for pensioners under scheme code No. SB 121. A pensioner opening account under this scheme is entitled to various concessions as mentioned in Br. Cir. No.107/143 dated 23.10.2013 issued by Resource Mobilisation Dept.

One of the salient features of this scheme is that, Free issuance of Global Debit cum ATM card with Group Personal Accident Death Insurance Cover of Rs.5 lakhs and the cost of premium will be borne by the Bank. This facility is activated by single POS swipe of the Card every financial year. Moreover the Global Debit cum ATM card will be issued free of charge and no renewal charges will be levied.

The card holder may be provided overdraft facility for maximum amount equal to 2 month of the pension amount (net credit to SB a/c last month) in their SB Account. The rate of interest on overdraft will be base rate + 1%. For this the pensioner card holder has to submit an application cum undertaking as per the proforma attached to the captioned Head Office Circular.

The card holder is also eligible for concession in routine medical check-ups under tie-up arrangements with M/s Health India Medical Services Pvt. Ltd. The company has a network of about 6000 pathology labs /test centers. The Card Holder can contact on toll free telephone number **1800226062** and get the name and address of the nearest pathology laboratory and get a discount up to 40% in the lab charges.

#### 8. **PREFERENTIAL RATE OF INTEREST**

All Ex-staff members are entitled for an additional rate of interest on their Term Deposits kept with the Bank @ 1.00% p.a. over the card rates irrespective of the amount of deposit and period of deposits and additionally Senior Citizen will get 0.50% p.a. more than the card rates on their deposits of six months & above and up to 10 years for deposits up to Rs.1 crore only. For additional rate of 0.50% interest, minimum amount is Rs.5000 and in case of RD, minimum balance should be as per BC No. 104/162 dated 30.03.2011. A suitable declaration from the depositor concerned stating that the monies deposited or which may, from time to time, be deposited into such account belong to the depositor.

HOWEVER, in case of joint accounts the name of the ex-staff/ex-staff senior citizen or spouse of the deceased staff member seeking this benefit **SHOULD BE THE FIRST NAME IN THE ACCOUNT. This facility is not available to the employee who has resigned from the Bank and also the employees who have been compulsorily retired / removed / dismissed in consequence of disciplinary action. (Refer Branch Circular No.104/55 dated 09.08.2010 issued by Retail Banking Dept.)**

#### 9. **SERVICE CHARGES - exemption to staff members.**

The Bank has specified levying of service charges on the following services rendered by the Bank, in terms of (Ref: HO Circular No. 98/26-General Instructions 2004-05/06 dated 21-05-2004, Annex. "B", Para D (II) on Page No.7)

- (a) Cheques/bills collection charges;
- (b) Remittances – DD, TT, MT etc.
- (c) Multi Branch Banking,
- (d) issue of Banker's cheque / payorders
- (e) Issuance of duplicate DD, Bankers cheque/payorders, Cancellation of such instruments
- (f) Issuance of duplicate statements/pass books, Term deposit Receipts
- (g) standing / stop payment instructions etc.
- (h) Cheque book / ledger folio charges, minimum balance charges etc. etc. as mentioned in the captioned circular.



The staff and ex/staff members of our Bank are exempted from service charges mentioned in the captioned circular in terms of Para D-II, on page No.7. The joint accounts of the staff / ex-staff members of our Bank are also exempted from the service charges ( including the out of pocket expenses, EXCEPT actual telegram charges in case of TT ) provided the joint account holder is the close relative of the Staff / ex-staff.

10. **CONCESSIONAL RATE FOR SDV LOCKERS**

Concessional rates for SDV lockers to ex-staff members are available in terms of **Circular letter No.2009-10/157 dated 07.11.2009 issued by Systems & Management Services.**

**This concession, however, is available FOR ONLY ONE LOCKER and to the staff who have retired:**

- (a) from the Bank's service on superannuation;
- (b) voluntarily under Regulation 19 of the Bank of India Officers' Service Regulations, 1979
- (c) voluntarily under Regulation 29 of Bank of India (Employees) Pension Regulations 1995.

11. **STAR PENSIONER LOAN SCHEME**

The Bank has increased the Loan limit under this Scheme to Max. Rs. 5 lakhs to the self/family pensioner as per Branch Circular No.108/11 dated 1<sup>st</sup> April, 2014, issued by Retail Banking Department subject to certain terms and conditions as mentioned therein)

12. **REVERSE MORTGAGE SCHEME OF THE BANK (Br. Circular No.108/74 dated 09.07.2014)**

**Target Customer** – Senior Citizens over the age of 60 years who apparently have no regular income but have a self occupied residential property in their own name or jointly with spouse, which is free from encumbrance and commands value in the present market.

**Purpose** – To provide a source of additional income for senior citizens of India who own self-occupied house property in India. (The borrower shall not use the proceeds of the Reverse Mortgage Loan for speculative, trading and business purposes).

**Eligibility**

- (i) Principal borrower should be a senior citizen of India aged above 60 years and not more than 80 years of age.
- (ii) Borrower shall be owner and occupant of residential property (House or Flat) located in India with clear title of ownership in his name or jointly in the name of spouse.
- (iii) Residential property shall be free from any encumbrance.
- (iv) No monthly income / gross income criteria. .

**Quantum of Loan:** Minimum Rs.2 lacs / Maximum Rs.25 lacs

**Tenure of Loan:** Completed age up to 65 years – Max. 15 years & above 65 years Max. 10 years subject to tenure of loan not to go beyond 80 years

**Rate of interest:** 2.30% above Base Rate, presently 12.50% p.a. (fixed) at monthly rests subject to reset clause at the end of Every 5 year period. No prepayment penalty/charges for such prepayments.

13. **APPOINTMENT AS RESOLUTION AGENTS**

In terms of Branch Circular No. 107/88 dated 8<sup>th</sup> August, 2013 issued by Asset Recovery Department, Head Office, it has been decided to appoint retired Officers as "Resolution Agents" subjects to terms and conditions to boost recovery in NPA Accounts. For further details, retired officers may refer the circular.

The commission for recovery in NPA accounts ranges from 3% to 8% as per the category of the NPA account. Travelling expenses/pocket will be payable over and above the above commission with a monthly ceiling of Rs.5000/- subject to terms and conditions.

14. **REIMBURSEMENT OF TRAVELLING AND OTHER EXPENSES**

The facility of reimbursement of travelling allowance / Halting allowance is available to the Ex-Staff when he/she has to appear as witness in the Court cases filed by the Bank or departmental enquiries initiated by the Bank against any staff members. However, no TA/HA is reimbursable if he/she is appearing as a defence witness in a departmental enquiry. (Refer HO Administrative Circular No. 2001-02/3 dated 27<sup>th</sup> July 2001 issued by I.L. Division).

15. **BANK OF INDIA'S "RETIRED EMPLOYEES MEDICAL ASSISTANCE SCHEME" (REMAS)**

An employee retired from the Bank's service can become a member within six months from the date of their respective date of retirement of the captioned scheme by submitting an application in the prescribed form along with Pay Slip of last drawn one month's basic pay and two joint photograph with spouse to the Terminal Benefits Division through the branch / office from where he / she retired or through the branch from where he / she is drawing pension. We also clarify that those employees who have retired on or after 01.11.2012 and became a member of the scheme will be required to pay the difference between the revised basic pay and old basic pay as and when wage revision takes place.

As regards employees who have retired on or after 31.10.2014, in terms of Branch Circular No.108/156 dated 28.11.2014, it has been decided to revise one time membership fee as per cadre of the retiring staff retiring on or after 31.10.2014 as under:-

Sub-Staff	Rs.10,000/-
Clerical Staff	Rs.20,000/-
Officers (Upto Scale III)	Rs.30,000/-
Officers (Scale IV & above)	Rs.35000/-

**Employees who have taken VRS under Regulation 29 of Bank of India (Employees') Pension Regulation, 1995, under Regulation 19 of Bank of India Officers' Service Regulation, 1979, retired on superannuation, spouses of employees who die in harness, and employees who have been allowed to retire from Bank's service on medical ground are also eligible to become a member of the scheme. Please however, note that those employees who have resigned from the Bank and who have been compulsorily retired /removed/dismissed are NOT eligible to become a member of the scheme.**

### **REIMBURSEMENT OF HOSPITALISATION EXPENSES**

The members of the Scheme shall be eligible to claim reimbursement of expenses incurred by them as mentioned hereunder:

- i) Hospitalisation expenses for ailments / diseases to the extent of 90% of the bill amount subject to maximum of Rs.10000/- per annum except for ailments mentioned in (ii) below:
  - ii) Hospitalisation expenses for self and spouse of retired employees for major illness and special operations for the following diseases viz. cancer, leukemia, thalassemia, tuberculosis, paralysis, cardiac ailments, kidney ailments, brain tumor and operations connected with said diseases and other retina detachment, liver and gall bladder, prostate and hernia shall be considered to the extent of 90% of the bill, subject to maximum Rs.30,000/- per annum. However, in respect of neuro/cardiac/kidney/liver/cancer surgeries, if hospitalization expenses (including surgery charges) exceed Rs.1.50 lac, 90% of the bill amount subject to maximum of Rs.1.50 lac to be reimbursed.
- OR**
- iii) Reimbursement of premium of medical insurance maximum of Rs.7000/- per year for self and spouse or Rs.3500/- per person (the premium in respect of spouse will be reimbursed only in cases, where they are not gainfully employed).



- iv) Reimbursement of expenses as mentioned in i), ii) and iii) above will be subject to maximum ceiling of Rs.1.50 lac for life of each member, i. e. for self and spouse together.
- v) Member has to opt for claiming reimbursement of expenses under the scheme either for hospitalization expenses or insurance (Medi-claim) premium amount at the time of seeking membership. The option once exercised by the member is irrevocable and cannot be changed subsequently.
- vi) In respect of reimbursement of hospitalisation expenses, original bill, receipt and discharge card should be submitted along with the application in the same welfare year (March - February) in which the expenses are incurred.
- vii) **Domiciliary expenses of Rs. 3000/-:-** In addition to above, the members of the scheme are entitled for domiciliary expenses to be extent of Rs. 3,000/- p.a. This amount will be directly credited to the member's account without submitting any application, before 30<sup>th</sup> June every year.

16. **BANK'S HOLIDAY HOMES**

All retired staff members are now entitled for Bank's **ALL** Holiday Homes at various places This facility is now available to all the retired staff members including those who have retired from the Bank's service under VRS / VRS 2000; as per HO IOM No. HO/HR/IR/VGK/I-703 dated 16-09-2010. This facility to all retired employees is **HOWEVER, subject to:**

- (i) Confirmation of allotment will be given to the retired staff not more than 30 days before the proposed date of occupancy ;
- (ii) No retired employee be allotted the same holiday home on more than one occasion in any calendar year.

17. **SCHEME TO ORGANISE LOCATIONAL PROGRAMMES AT ZONES THROUGH RETIRED EXECUTIVES**

Under this Scheme, Officers **retired in Scale IV and above** are engaged to organize programmes on "Intensive Credit, Forex, Retail Banking and Agriculture Finance" in the Zones. The Officer would be paid Honorarium of ₹2,000/- per session or ₹5,000/- for full day plus actual travelling expenses. The details of this Scheme are available with Learning & Development Division, HR Department, Head Office.

18. **GRIEVANCES CELL**

Our Bank has established a Grievances Cell at Head Office for redressal of the grievances **exclusively of the retired employees on regular basis.** The retired employees / Association of retired employees may take up their grievances either directly or through the Zonal Offices of the Bank with Staff Welfare Officer to be appointed by the Bank.

Recently the Bank has nominated the Assistant General Manager, Terminal Benefits Division to look into the grievances of the Retired employees. Retired staff can approach directly to him on Phone No.022-66684571 and in his absence Senior Manager,TBD on Phone No.022-66684811 or on e-mail id [headoffice.tbd@bankofindia.co.in](mailto:headoffice.tbd@bankofindia.co.in) (Refer Branch Circular No.103/86 dated 14.08.2009 issued by I.R. Division, H.R. Dept. Head Office).

19. **BANK OF INDIA STAFF BENEVOLENT SCHEME**

The employee who is a member of the scheme and retired from the Bank's service after attaining the age of superannuation will continue to be a member of the scheme till he / she completes 65 years of age. In the event of death of such member, his / her nominee/family members will be eligible for financial assistance under the scheme. They should forward the claims through the branch/zone from where they retired from the Bank's service to the Salary Section, H.R. Dept. Head Office (Refer Branch Circular No.87/183 dated 20.11.1993 issued by Personnel Department, Head Office).

Please note that any employee retired from the Bank's service other than on superannuation shall cease to be a member of the scheme from the date of cessation.

20. **GROUP SAVINGS LINKED INSURANCE SCHEME (GSLI)**

The benefits available under the policy are as under:-

On reaching terminal date or on earlier cessation of service other than death, the total amount to the credit of the member in the running account as shall be determined by the L.I.C. having regard to the entry date, the amounts credited to the running account from time to time together with interest on the date of exit shall become payable to the members. This benefit is available to all the retired employees including employees resigned from the Bank and also employees compulsorily retired, removed and dismissed. The employees who have retired on or before 31.01.1998 are not covered (Refer Branch Circular No.92/58 dated 15.07.1998 issued by Personnel Department, Head Office).

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