CMPF PENSION
STANDARD OPERATING PROCEDURE

SETTLEMENT OF REGULAR PENSION

As and when an employee of Coal Company retires, he applies for settlement of his/her pension with respective Regional Office (RO) of CMPFO. Respective RO settles the pension as per their guidelines and generates **Revised PPO** of the respective employee. The full set of pension settlement documents alongwith revised PPO is forwarded to our Dhanbad Branch for release of pension. Dhanbad branch releases the pension as per PPO after completing all the formalities. Except Dhanbad branch, **no other branch has any role in settlement/release of regular pension.**

BRANCH HAS NO ROLE TO PLAY FOR SETTLEMENT OF REGULAR PENSION

SETTLEMENT OF WIDOW (FAMILY) PENSION

1. As and when any information is received regarding death of a regular pensioner, the same is to be informed to Dhanbad Branch through mail to cmpf.pension@sbi.co.in and sbi.00066@sbi.co.in along with verified copy of death certificate.

2. Excess pension paid, if any is required to be recovered and credited to account number 34871915753 (COAL MINES PENSION CONTRIBUTION ACCOUNT), simultaneously an excess pension recovery certificate to be issued in the given format.
   @ Excess pension calculation – Any pension paid after date of death. For part of the month, proportionate amount to be recovered, and a mail to be sent to cmpf.pension@sbi.co.in and sbi.00066@sbi.co.in

3. Savings account to be opened/converted in the name of family pensioner (Single name).

4. Following forms/documents duly signed/executed are required to be submitted by the family pensioner to his/her home branch:

a) Form of application for the grant of family pension on the death of a government servant/pensioner – Annexure K
b) Copy of pensioner death certificate
c) 2 copies of passport size photograph of the applicant duly attested
d) Copy of pensioner's copy of PPO duly attested
e) Letter of undertaking
f) Life Certificate of family pensioner
g) KYC documents of the family pensioners

5. Home branch is required to forward full set of above documents in original duly verified by an officer to our Dhanbad Main Branch (00066) for processing of widow (family) pension.
6. **Even in cases where deceased pensioner was maintaining his pension account with other bank or if the family pensioner intends to maintain his/her pension account with other bank, SBI being the pension processing bank, family pension application will be processed by the nearest SBI branch in the same manner as stated in para 1 -5.**

Note – If the revised PPO containing name of the family pensioner and family pension amount is not issued to pensioner, the pension will be settled by respective RO of CMPF. Our branches has no role in that case.

SUBMISSION/UPDATION OF LIFE CERTIFICATE

Every year in November, the pensioners are required to submit life certificate for continuation of their pension.

- CMPF pensioners drawing pension from **SBI branch** will submit LC at their home branch/nearest branch. The home branch/ branch receiving life certificate will forward the duly verified LC through mail to cmpf.pension@sbi.co.in or sbi.00066@sbi.co.in followed by post to Dhanbad Main Branch.

- **CMPF pensioners drawing pension from non-SBI bank will submit LC at the nearest branch of SBI. Please note that since we are the disbursing bank LC can be submitted at any SBI branch. The receiving branch is required to verify LC through KYC documents/e-KYC and the same be forwarded through mail to cmpf.pension@sbi.co.in or sbi.00066@sbi.co.in followed by post to Dhanbad Main Branch**.

- **Pensioners drawing taxable pension are being migrated to CPPC on account of TDS liability. The LCs in respect of these pensioners are required to be fed and authorised in our 'Pension' app by the branch and such life certificates should NOT be sent to our Dhanbad branch. On receipt of any life certificate branches should first check in our pension app by keying in the pensioner's account number (of any bank) or pension id, to ascertain if the pension is being paid from CPPC. Only in cases , where pension is not being paid by CPPC, life certificate should be sent to our Dhanbad branch.**

ANNEXURE-K

FORM OF APPLICATION FOR THE GRANT OF FAMILY PENSION ON THE DEATH OF A GOVERNMENT SERVANT/PENSIONER

1. Name of the Applicant:
2. (i) Widow/Widower:

(ii) Guardian if the deceased person is survived by child or children

Name and age of surviving widow/widower and children of deceased Govt servant/pensioner

SL	Name	Relation with the deceased person	Date of Birth
		Wife*	

*indicate date of birth of family Pensioner invariably

3. Name and No of PPO of the deceased pensioner:
4. CBS Account no of the deceased pensioner :
5. Date of death of the Government servant/Pensioner:
6. Office/ Department/Ministry in which the deceased worked:

6a. If the applicant is a guardian, his date of birth and relationship with the deceased Govt Servant/pensioner:

7. If the applicant is a widow/widower the amount of service pension which she/he may have received on the death of the husband/wife:
8. Full address of the applicant:
9. Place of payment of pension and gratuity:

(Post office or public sector bank with full address)

10. CBS Account no.& copy of passbook of family pensioner:

11. Enclosure:

(i)Descriptive scroll of the applicant dully attested, indicating (a) height and (b) personal marks if any on the hand, face etc (specially a few conspicuous marks and not less than two, if possible)

(ii) Two specimen signatures of the applicant duly attested (to be furnished in two separate sheets)

(iii)2 copies of **passport size photograph** of the applicant duly attested

(iv)2separate sheet affixing “left hand thumb and finger impression of the applicant duly attested.

(v)Copy of pensioner death certificate & pensioner’s portion of PPO duly attested

(vi)Letter of undertaking & life certificate, KYC, from family pensioner

12.	Signature or left hand thumb impression of the applicant:	Signature or left hand thumb impression

	Witness by		
1)	Name Full	Address	Signature
	If SBI Account Holder	A/c No.	
2)	Name Full	Address	Signature
	If SBI Account Holder	A/c No.	

Note: Witness should be done by two persons residing in the town or parganas in which the applicant resides.

* In case, witnesses are not having account with SBI, copy of verified KYC will be required.

(i)Descriptive scroll of Pensioner/family pensioner Shri/Smt :.....
Widow/husband of late Sri/Smt :.....

1. Height:
2. Weight:
3. Colour:
4. Identification mark:

(ii) Specimen signature/ Thumb Impression of pensioner/ family/widow pensioner:

(1)	(2)	(3)
		Verifying Official signature & stamp
		Name of official : S.S. No. :

(iii) Latest Photograph of pensioner/family pensioner

	Verifying Official signature & stamp Name of official : S.S. No.

(iv)Hand Impression

Right Hand				
Thumb finger	Index finger	Middle finger	Ring finger	Little finger
Left Hand				
Little finger	Ring finger	Middle finger	Index finger	Thumb finger

Verified

Signature
Name
S.S.No.

Undertaking by the pensioners

To

The Regional Commissioner
Nodal Branch/Paying branch

Dear Sir,

Payment of pension under Coal Mines Pension Scheme 1998 undertaking

1. In consideration of your having, at my request agreed to make payment of pension due to every month by credit to
My saving bank account number……..……
IFSC code .....in the Bank Name…….....
Branch& Address of the Bank…….……..…….....

I the undersigned agree and undertake to refund or make good my account to which I am entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors executors and administrators to indemnity the authorised officer from and against any loss suffered or incurred by the scheme and to forthwith pay the same to the authorised office and also irrevocably authorise the authorised Officer to recover the amount due by debit to my said account or any other deposits belonging to me in the possession of the said bank.

Yours faithfully

Signature and Date
CMPF No:
Address:

1) Witness
   Signature:
   Name:
   Address:

2) Witness
   Signature:
   Name:
   Address: