

INSTRUCTIONS REGARDING NEW SERVICE INTRODUCED IN HRMS
PROCESSING OF GRATUITY PAYMENT
APPROVAL OF PENSION PROPOSAL FOR EMPLOYEES
OF ERSTWHILE SBBJ, SBM, SBH, SBP, SBT

The merger of erstwhile State Bank of Bikaner and Jaipur, State Bank of Hyderabad, State Bank of Mysore, State Bank of Patiala and State Bank of Travancore was effected from 01st April, 2017. However, the Gratuity and Pension payment proposals for the employees of these erstwhile Associate Banks were being done manually at the nodal cells at designated LHOs.

2. HRMS has rolled out the services for processing the Gratuity and Pension proposals for the employees of e-ABs. It has also been decided to merge the superannuation funds of the concerned e-ABs with the Trust Funds of State Bank of India. The services are available to all the employees of concerned e-ABs to apply for Gratuity proposal and Pension proposal in HRMS at the time of superannuation. Step-by-Step user manuals are attached as 'Annexure' to this circular.

3. Salient features for the Pension proposal service and related important points are as under:

- i. The employees can apply for Pension proposal four months prior to their retirement.
- ii. The employees can select the type of their separation i.e. Normal retirement, Voluntary retirement etc.
- iii. The employees can verify the names and details of dependent family members who are eligible for Family Pension.
- iv. The employees can opt for commutation as per their choice.
- v. The employees can view their estimated pension calculated by the system according to their choice of commutation.
- vi. The employees can view the status of their Pension proposal after submission in HRMS.
- vii. The service can be accessed in HRMS by using the following navigation:
HRMS> PF/Pension/Gratuity> Pension Proposal eABs

4. Salient features for the Gratuity proposal service and related important points are as under:

- i. The employees can apply for Gratuity proposal three months prior to their retirement.
- ii. The employees can select the type of their separation i.e. Normal retirement, Resignation (Below 5 years/ Above 5 years), Voluntary retirement as per norms.
- iii. The employees can view the projected amount of gratuity, based on salary details available in HRMS, that shall be payable on due date.
- iv. The employees can view the status of their Gratuity proposal after submission in HRMS.

- v. The service can be accessed in HRMS by using the following navigation:
HRMS> PF/Pension/Gratuity> Gratuity Payment eABs

5. A retiring employee will apply for all superannuation benefits through his/her Branch/ Office where he/she is last posted. Branch/ Division Head will recommend the proposal in HRMS at Level- I, and then it will be redirected to PPG Department of the concerned LHO for recommendation at Level-II. Finally, it will be forwarded to PPG Department, Corporate Centre for obtaining sanction from Trustees. The existing services available in HRMS for PF refund will be used by the e-ABs employees for full and final settlement of Provident Fund.

6. Please arrange to bring the contents of this circular to the knowledge of all concerned.

HRMS - ROLLOUT OF NEW SERVICE - PROCESSING OF GRATUITY AND APPROVAL OF PENSION PROPOSAL IN HRMS FOR E-ABS RETIREES

We refer to the e-Circular Sl. No. 949/2019-20 Circular No. CDO/P&HRD-PPFG/44/2019-20 dated 10th October,2019 and advise that the new service in HRMS is made available for those retirees who are retiring on or after 1stDecember,2019 i.e. their date of retirement should be 1stDecember,2019 onwards.

02. The special cells created at five Local Head Offices namely Bangalore, Chandigarh, Jaipur, Amravati and Thiruvanthapuram presently, handling the Gratuity and Pension proposals of e-AB retirees will continue to handle the same manually for all those retirees who will be retiring up to 30th November,2019. However, payment of the same will be made by debit to the SBI Trust Funds as the merger of funds has taken place. These manually sanctioned proposals will be updated in HRMS as per the present arrangement and will be brought in the schedule of payment by HRMS on pension payment date i.e. 27th of the month.

03.HRMS will open the portal for accepting the proposals for those who are retiring from 1stDecember, 2019 onwards, however, there may be few cases where in the manual pension proposals have been sent for sanctioned or already sanctioned in September / October as an employee is permitted to apply three months before the date of retirement. These will be returned by the concerned Cells to the Local Head Offices concerned from where the employee is retiring. The concerned LHOS will get these proposals entered in HRMS system and will be processed in HRMS accordingly.

04. Please therefore, arrange to advise all the concerned functionaries that cutoff date for routing proposals in HRMS is 1st December,2019 and no manual proposals will be sanctioned by the Trustees of the fund for those retiring after 1st December,2019. The physical records of these retirees will be maintained at controlling LHOs as the approvers in HRMS are also maintained accordingly.