

STATE BANK OF INDIA

KNOW YOUR SUPERANNUATION BENEFITS (KYSB)

(UPDATED AS ON 31ST MAY,2018)

**STATE BANK OF INDIA
HR (PPG) DEPARTMENT,
CORPORATE CENTRE, MUMBAI**

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Benefits available on Superannuation

1. Provident Fund

When a member resigns or retire from service of the Bank he shall, if he has served the Bank for a period of five years or more, be entitled to receive the balance (Member's Contribution + Bank's Contributions) at his credit in the fund.

When to apply	Within 3 months before retirement date.
How to apply	<p>Member should apply through HRMS portal as under:</p> <ul style="list-style-type: none"> → Log on to HRMS portal → Goto Employee Self Service -> PPFG -> Full & Final Settlement -> fill up the form -> submit the form → Print the submitted form → Submit following (duly signed) forms to salary disbursing authority / OAD: <ul style="list-style-type: none"> i. Printed copy of the application submitted online through HRMS ii. C.O.S. 448 (Annex-5) iii. Particular of loans (Annex-10)

2. Gratuity

An employee who has put in a minimum of 5 years' service is eligible for payment of gratuity under the Payment of Gratuity Act, 1972. The amount will be payable @ 15 days wages for each completed year of service on the basis of 26 working days in a month, subject to a ceiling of **Rs. 20 lacs w.e.f. 29.03.2018**. For the purpose of Gratuity, wages include the following:

- i) **For Award Staff** : Wages = Basic Pay + D.A. + Personal Allowance + Acting Allowance + Fixed Personal Allowance (FPA) + Professional Qualification Pay (PQA)
- ii) **For Officers** : Wages = Basic Pay + D.A. + FPA + PQA

Formula for calculation of Gratuity:

$$\frac{\text{Wages} \times 15 \times \text{No. of completed years of service}}{26}$$

Example: Name - MR. AJIT KUMAR

Date of Joining	16/01/1985	Date of Confirmation	16/01/1985
Date of Retirement	31/03/2018	Extra Ordinary leave	0 days
Total Service	30 years, 6 months and 15 days		
Last drawn salary Details:			
Basic : Rs. 66,070/-, D.A. : Rs. 29,594.09, FPA : Rs. 1,996/-, PQA : Rs. 1,680/-			
Total Salary : Rs. 99,340.09			

Total Service (for Gratuity Calculation): 30 years.

$$\text{Gratuity Payable} = \frac{99,340.09 \times 15 \times 33}{26} = \frac{49173344.55}{26} = \text{Rs. 18,91,282/-}$$

Maximum amount of Gratuity Payable = Rs. 20,00,000=00 (Rupees twenty lacs only)

When to apply	Within 3 months before retirement date.
How to apply	→ Log on to HRMS portal → Go to Employee Self Service -> HR Initiatives -> PPFG -> Apply Gratuity Payment Request -> submit the form → Take out the print by clicking on the 'Print' button & submit (duly signed & witnessed) forms to salary disbursing authority / OAD.

3. Pension

A member of the State Bank of India Employees' Pension Fund shall be entitled for pension under Rule 22 (i) while retiring from the Bank's service :

- After having completed **20 years' pensionable service** provided that he has attained the **age of 50 years**; or
- If he is in the service of the Bank on or after 01.11.1993 after having completed **10 years pensionable service** provided that he has attained the **age of 58 years**. Further, if he is in the service of the Bank on or after 22.05.1998, after having completed **10 years' pensionable service** provided that he has attained the **age of 60 years**.
- After having completed **20 years' pensionable service** irrespective of the age he shall have attained, if he shall satisfy the Authority Competent to sanction his retirement by approved medical certificate or otherwise that he has incapacitated for further active service,
- After having completed **20 years pensionable service**, irrespective of age he shall have attained at his request in writing if accepted by the Competent Authority with effect from 20th September 1986.
- After having completed **25 years' pensionable service**.

Computation of amount of Basic Pension:

The maximum amount of pension for members of the Fund eligible for pension, who retired / retire while in service or otherwise cease to be in employment on or after 01.11.2012, shall be computed as under:

PENSION CALCULATION FORMULA:

$$(a) \text{ No. of years pensionable service} \quad \times \quad \text{Average substantive salary drawn during the last 12 months' pensionable Service (not to be rounded off)}$$

60

- (b) (i). **Where the average of monthly substantive salary drawn during the last 12 months' pensionable service is upto Rs. 51,490/- p.m. : 50%** of the average of monthly substantive salary drawn during the last 12 months' pensionable service + ½ of PQP + 1/2 of incremental component of FPP, wherever applicable.

(ii). **Where the average of monthly substantive salary drawn during the last 12 months' pensionable service is above Rs. 51,490/- p.m. : 40%** of the average of monthly substantive salary drawn during the last 12 months' pensionable service subject to **minimum of Rs. 25,745/-** + ½ of PQP + ½ of incremental component of FPP, wherever applicable.

- In the case of (b)(i) : Lower of (a) and (b)(i) will be the basic Pension.
- In the case of (b)(ii) : Lower of (a) and (b)(ii) will be the basic Pension.

Example:

Name - **MR. AJIT KUMAR (Date of Birth: 14.07.1960)**

Date of Joining	16/01/1985	Date of Confirmation	16/01/1985
Date of Retirement	31/07/2015	Extra Ordinary leave	366 days
Pensionable service	30 years, 6 months and 15 days or 366 months		
Average salary drawn during last 12 months :			
Basic : Rs. 66,070/-, D.A. : Rs. 29,594.09, FPA : Rs. 1,996/-, PQA : Rs. 1,680/-			
Pensionable Pay : Basic : Rs. 66,070/-, FPA: Rs. 1,990/- & PQA : Rs. 1,680/-			

(a) $\frac{66,070 \times 366 \text{ months}}{60 \times 12} = \text{Rs. } 33,586.00$

(b) (ii) $40\% \text{ of } 66,070 = \text{Rs. } 26,428.00$
 Plus : $1/2 \text{ of incremental component of FPA (1,990/-)} = \text{Rs. } 995.00$
 Plus : $1/2 \text{ of PQA (Rs. } 1,680/-) = \text{Rs. } 840.00$
 Total : **Rs. 28,263/-**

Basic Pension = Lower of (a) and (b)(ii) = Rs. 28,263=00
Dearness Relief (52.70% as on 31/05/2018) (+) Rs. 14,895=00
Total Pension (without commutation) = Rs. 43,158=00

Dearness Relief on the basic pension is payable on the basis of quarterly average of the All India Consumer Price Index figures for Industrial workers (base 1960=100).

- Circulars on Dearness Relief are issued by Corporate Centre on half yearly basis in the month of February and August every year as per the guidelines prescribed by IBA.

When to apply	Within 3 months before retirement date.
How to apply	<ul style="list-style-type: none"> ➔ Log on to HRMS portal ➔ Go to Employee Self Service -> HR Initiatives -> PPFG -> Apply Pension Proposal Request -> Fill up the necessary details -> Click on 'submit' button. ➔ Click on the 'Print' button -> four copies will be printed along with the forwarding letter. ➔ Put signature on all the copies in original, affix joint photographs (self-attested) and submit to Branch Head / OAD. ➔ Status can be viewed in the HRMS portal

4. Commutation of Pension

Retirees on or after 01.01.1986 are eligible for commutation of pension @ **upto** 1/3rd of their Basic Pension. Request for commutation may be submitted by the retired employee within one year of the date of retirement. However, if he applies for commutation after one year from the date of retirement the amount of commutation is payable only after he has been medically examined by the Medical Officer designated by the Bank.

Commutation factor is arrived at depending upon the age of the pensioner as on his next birthday. If a member retires at the age of 60 years, for commutation, factor will be taken into account

applicable for the age of 61 years, which is 6.60.

Table of Commutation Factors:

Age as on next Birthday	Commutation factor	Age as on next Birthday	Commutation factor
21	17.62	54	08.82
22	17.46	55	08.50
23	17.29	56	08.17
24	17.11	57	07.85
25	16.92	58	07.53
26	16.72	59	07.22
27	16.52	60	06.91
28	16.31	61	06.60
29	16.09	62	06.30
30	15.87	63	06.01
31	15.64	64	05.72
32	15.40	65	05.44
33	15.15	66	05.17
34	14.90	67	04.90
35	14.64	68	04.65
36	14.37	69	04.40
37	14.10	70	04.17
38	13.82	71	03.94
39	13.54	72	03.72
40	13.25	73	03.52
41	12.95	74	03.32
42	12.66	75	03.13
43	12.35	76	02.94
44	12.05	77	02.75
45	11.73	78	02.56
46	11.42	79	02.38
47	11.10	80	02.20
48	10.78	81	02.02
49	10.46	82	01.84
50	10.13	83	01.67
51	09.81	84	01.50
52	09.48	85	01.33
53	09.15		

Formula for Commutation:

$$1/3^{\text{rd}} \text{ of Basic Pension} \times \text{Commutation Factor as on next Birthday} \times 12$$

Example :

In the above example Basic Pension : **Rs. 28,263.00**

1/3rd of Basic Pension = 9421

Age on next Birthday = 55 years (Commutation Factor = 8.50)

Total Commutation = 9421 x 8.50 x 12 = **Rs. 9,60,942.00**

Total monthly pension after commutation will be Rs. 43,158 – Rs. 9,421 = Rs. 33,737

- Commuted portion of pension will be recovered from monthly pension for a period of 15 years from the date of commutation.
- Commuted portion of pension will be restored after the expiry of a period of 15 years from the date of commutation.
- No Medical examination is required if the pensioner opts for commutation within one year of his retirement.

When to apply Simultaneously with Application for Pension

- An employee is empowered to revoke his option for commutation any day up to the date of retirement. However, after the date of retirement revocation of option for commutation is not possible.

5. Family Pension

Spouse and dependent children of deceased pensioners & employees who died during service after one year of pensionable service are eligible for family pension.

Revised family pension is payable eligible members of the fund, who retired / retire on or after 01.11.2012 as under:

Scale of pay per month	Amount of monthly family pension
Up to Rs. 11,100/-	30% of 'pay' subject to minimum of Rs. 2,785/- per month
Rs. 11,101 to Rs. 22,200/-	20% of 'pay' subject to minimum of Rs. 3,422/- per month
Above Rs. 22,200/-	15% of 'pay' subject to minimum of Rs. 4,448/- per month and Maximum of Rs. 9,284/-per month.

In case of part-time employees, the minimum amount of family pension and maximum amount of family pension shall be in proportion to the rate of scale wages drawn by the employee.

In respect of employees other than part-time employees, who retired on or after 01.11.2012, the amount of minimum pension shall be **Rs. 2,785/-** p.m. In respect of part-time employees who retired on or after 01.11.2012, the minimum pension payable shall be as under:

- (i) **Rs. 932/-** p.m. for part-time employees drawing 1/3 scale wages,
- (ii) **Rs. 1,397/-** p.m. for part-time employees drawing 1/2 scale wages,
- (iii) **Rs. 2,096/-** p.m. for part-time employees drawing 3/4 scale wages.

GROUP MEDICLAIM POLICY FOR SBI RETIREES

(POLICY – 'B')

PRESENT POLICY TERM: 16.01.2018 – 15.01.2019

The policy is exclusively designed for the new retirees. This policy covers permanent employees of the Bank, who retire on or after **1st January, 2016** / Spouses of employees who die while in service on or after **1st January, 2016**.

Eligibility:

- i. SBI retirees on completion of pensionable service in the Bank.
- ii. Members of **National Pension System** on completion of 20 years of confirmed service in the Bank.
- iii. Spouse of SBI employee who died while in service or after retirement.

2. Salient features of present policy term:

- (i) Separate policies for 'With Domiciliary Cover' and 'Without Domiciliary Cover' under each Plan (Sum Insured) to enable retirees to choose plans as per their requirement.
- (ii) Under the 'With Domiciliary Cover' option, domiciliary treatment cover would be available up to 10% of the Basic Sum Insured.
- (iii) Discontinuation of Plans I & J i.e. Sum Insured of Rs. 1.00 lacs & 2.00 lacs, which were introduced last year, as these were basic plans with limited benefits and membership under these plans has not been very encouraging.
- (iv) Rationalization of ceiling on room rents and ceiling on expenditures for certain common diseases / ailments on the basis of categorization of centres where treatment is taken. (Details placed in **Annexure I**).
- (v) There shall be restrictions on free entry / exit from the policy and also restrictions on free movement between plans on renewal.

3. Following are the premium terms:

Plan	Sum Insured	Without Domiciliary Cover			With Domiciliary Cover		
		Premium Rate	GST @ 18%	Actual Premium	Premium Rate	GST @ 18%	Actual Premium
A	3,00,000	16,524	2,974	19,498	28,110	5,060	33,170
B	4,00,000	26,088	4,696	30,784	42,480	7,646	50,126
C	5,00,000	37,175	6,692	43,867	59,293	10,673	69,966
D	7,50,000	73,062	13,151	86,213	1,03,099	18,558	1,21,657
E	10,00,000	1,10,996	19,979	1,30,975	1,50,702	27,126	1,77,828
F	15,00,000	2,17,790	39,202	2,56,992	2,76,084	49,695	3,25,779
H	25,00,000	2,33,055	41,950	2,75,005	2,89,275	52,070	3,41,345

4. Eligibility for Membership:

- a) The policy will continue to be available to the existing members enrolled and to members of Policy 'A' subject to payment of renewal premium.
- b) The policy will continue to be available to the Independent Directors of the Bank, subject to payment of premium from own sources.
 - (i) **Eligible new retirees / spouses of deceased employees may join the Policy 'B' within 60 days from the date retirement / death by paying the premium from their own sources.**

7. SBI Employees' Mutual Welfare Scheme

The following benefits are available to the retired employees and their spouse who are the members of SBI Employees Mutual Welfare Scheme:

(i) Full refund of contributions at the time of retirement without interest.

(ii) Medical Benefits are payable as under:

Unit	90% of cost of Hospitalization subject to life time limit of (Rs.)	Serious / special diseases with or without hospitalization subject to life time limit of (Rs.)	General diseases life long as per column (c) within financial limit of (Rs.)
Rs. 10/-	6,000/-	6,000/-	500/- per year
Rs. 20/-	15,000/-	15,000/-	1,000/- per year
Rs. 30/-	22,500/-	22,500/-	1,500/- per year
Rs. 40/-	30,000/-	30,000/-	2,000/- per year

(iii) Onetime Lumpsum payment on death of member during service or after retirement; and

(iv) Payment of Monthly Financial Relief on death of member during service or after retirement as under:

Unit	One time lumpsum payment	Monthly Financial Relief
Rs. 10/-	10,000/-	200/- p.m.
Rs. 20/-	10,000/-	250/- p.m.
Rs. 30/-	15,000/-	375/- p.m.
Rs. 40/-	20,000/-	500/- p.m.

- One time lumpsum payment is made to spouse (if married) and to nominees / legal heirs (if unmarried).
- Monthly Financial Relief is given to spouse (if married) and to nominees / legal heirs (if unmarried).
- For getting refund submit application as per the specimen in (Annex-13)

8. Encashment of Leave

Retirees are eligible for encashment of Privilege Leave upto a maximum of 240 days against available leave balance on the date of retirement (IT exemption available upto Rs. 3.00 lac).

When to apply Within 3 months before retirement date.

How to apply Submit the following forms to the salary disbursing authority/OAD:

- i. Application as per specimen in (Annex-7)
- ii. Mandate as per (Annex-8)

9. Retention of Accommodation/Car/Telephone after Retirement

- Officers may retain the accommodation (including designated house), telephone and car upto the maximum period of 2 months from the date of normal retirement without any approval. Submit application to the Controlling Authority

Cases relating to	Retention Period
Voluntary Retirement	1 month from the date of Voluntary (with or without re-employment) Retirement
Resignation from service	15 days from the date of resignation.
Dismissal: Removal from service	15 days from the date of receipt of order of dismissal / removal from service.

10. Travelling Expenses on Retirement On retirement,

an officer is eligible to claim travelling allowance, baggage and other expenses for himself/herself and his / her family as on transfer from the last station at which he / she is posted to the place where he / she proposes to settle down on retirement.

The period of extension sought for in availing the facility of travelling allowance after retirement must not exceed the period for which residential accommodation has been allowed by the competent authority to be retained. In other words, the period for extension of the facility should be **co-terminus** with vacation of the official residence.

11. Retention of Furniture

- i. If the date of purchase of furniture is more than five years- Ownership will be transferred without any recovery.
- ii. If it is less than 5 year old – depreciated value based on the actual age of furniture / fixture will be recovered.

12. Retention of Mobile Handset

To be retained without any cost if the age of handset is 1 year and above.

13. Retention of Laptop

To be retained without any cost if the age of laptop is 1 year and above. However, in case of VR / resignation, it can be retained after paying the book value of the laptop.

14. Ownership of Car applicable to: Chairman & MDs, TEGSS-I & TEGSS-II

Ownership Options:

Existing vehicle in use by paying the depreciated value

Or

Bank's owned vehicle from the car pool after paying the depreciated value

Or

New car under buy back arrangement of car in use and paying the difference amount i.e. (depreciated value – buyback amount) / (Price of the Car – buyback value) as the case may be.

The price of car to be purchased shall be original cost without cost of registration, tax etc.

Calculation of Depreciated Value of Car

: Age of the Car

Upto 1 year	: 80% of Original Cost
> 1 year – upto 2 years	: 60% of Original Cost
> 2 years – upto 3 years	: 40% of Original Cost
> 3 years – upto 4 years	: 20% of Original Cost
> 4 years	: Free of Cost

15. Retention of Apple i-PAD-2

Can be retained at no cost on retirement on superannuation.

16. Availing LTC / HTC after retirement

LTC / HTC may be permitted to be carried forward for maximum 4 months beyond the date of retirement and in exceptional circumstance it is 6 months.

17. Concessionary Interest Rate Benefit

- On deposit as applicable to staff members.
- On advances against specified securities as applicable to staff members.

18. Continuance of Staff Housing Loan after retirement

In the cases of normal retirement repayment of Staff Housing Loan may be continued upto 75 years of age, irrespective of date of joining, subject to adequate and verifiable cash flows for repayment of the loan to the satisfaction of sanctioning authority. To be reviewed at the time of retirement, wherever necessary to ensure adequate repayment capacity as done hitherto.

19. Presentation of Memento

With effect from 16.03.2011:

Subordinate Staff	2500/-	TEG VI & VII	20,000/-
Clerical Staff	3750/-	TEG SS I & II	30,000/-
JMG-I & MMG-II	6250/-	Managing Directors	40,000/-
SMGS- III to V	10,000/-	Chairman	50,000/-

20. Holiday Home and Bank's Guest House / Transit House / Visiting Officers' Flat

The benefit can be availed after retirement.

21. Transition to Retirement Programmed for retiring Executives for TEGS-VI & above and their spouses

3 days training programme to enable the Executive to self-introspect and plan for the momentous change in their lives on demitting office to ensure a smooth and enjoyable transition in post-retirement life. Staff College, Hyderabad will advise in this matter.

22. Permission for Employment after retirement

Prior permission from competent authority is required for seeking employment in any other Bank at any time or any other commercial employment within **one year** from the date of retirement to protect their pension.

23. Pensioner's Identity Card

Can be obtained from the Pension Paying Branch.

Submit application as per specimen in (Annex-11)

24. Pension Slip & Investment Declaration

The Bank has again shifted the payment and processing of staff pension to HRMS from CSPPC and Investment Declaration Form and Pension Slip is now available on <https://www.hrms.onlinesbi.com> wherein you can log in by your PF Index as user ID and default password as Hrms@123. Please contact LHΦ, PPG department for password problems.

25. Medical facilities – Dispensaries

Medicines are provided from the available stock at dispensaries run by Corporate Centre, Local Head Offices, Administrative Offices and at a few selected dispensaries to the pensioners and their family members (spouse). Services of specialist doctors are also available in these dispensaries.

26. Entertainment Facilities

Pensioners can avail the benefit of Bank's Library at SBLCs & ATIs. They can also utilize the facilities of Book Bank wherever it is maintained.

27. Canteen Facilities

Pensioners can avail Canteen Facility, wherever it is available at the Bank's Offices.

28. Group Insurance Scheme of SBI Life – 'Super Surakshya' and 'New Swarna Ganga Scheme'

Group Insurance Schemes of SBI Life viz. 'Super Surakshya' and 'New Swarna Ganga Scheme' may be extended upto 65 years and the pensioner will arrange to pay the premium amount.

29. No need to open a new account for getting pension / Family Pension

Retiring SBI employees are not required to open a separate SB/CA for the purpose of getting pension. Pension can be credited to the existing staff SB/CA of the pensioner. On death of the staff pensioner, the family pensioner need not open a new SB/CA for the purpose of getting family pension. Family pension can be credited to the existing joint SB/CA of staff pensioner with 'E or S' facility.

30. Email ID

The outgoing mails from '@sbi.co.in' domain will be stopped from the date of retirement / resignation. However, the retiring official is permitted to receive emails and use the mailbox on EMS for **two months after retirement**.

2. Thereafter, the user will have to send the request **through email** for the creation of email-ID under thistle domain providing the following details:

Sl	Field	Value	Remarks
1	Username		
2	PF Index No.		
3	Designation		
4	Department		
5	Circle		
6	Bank		
7	Mode of Retirement		
8	Date of Retirement		
9	Previous email-ID(sbi.co.in)		
10	Contact details		
11	Alternative email-ID	1	
12	Pension drawing Branch details		
	(Branch code & Address)		

3. The email is to be sent to the following email-ID with the subject 'New Email-ID under thistle.co.in:<Name of the applicant>, <PF Index> : admin@thistle.co.in.

4. After validating the data provided in the above form with the HRMS (or any other concerned department) data, the email-ID will be created and informed to user on his alternative email-ID.

31. Non Admissibility/Conditional Admissibility of Superannuation Benefits to Voluntary Retirement Optees

Sl	Benefits	Applicability on Voluntary Retirement
i.	Pension (Not applicable to Members of New Pension Scheme: those employees who joined the Bank on or after 01.08.2010)	For Officers : Payable, on completion of 20 years of pensionable service (excluding confirmation period in case of non direct officers), if permitted by the Competent Authority to retire from Bank's service subject to giving three months' notice in writing or pay in lieu thereof, unless this requirement is wholly or partly waived by the Competent Authority [Proviso 4 of Rule 19(1) of SBI Officers' Service Rules, 1992]. For Clerical Staff : Payable, on completion of 20 years of pensionable service (excluding confirmation period), if permitted by the Competent Authority to retire from Bank's service subject to giving one month's notice in writing or pay in lieu thereof.
ii.	SBI Retired Employees Medical Benefit Scheme (SBIREMBS)	Eligible only if retired under medical ground with recommendation of medical board constituted by the Bank and he / she is eligible for pension under applicable SBI Employees' Pension Fund Regulations.
iii.	Retention of Accommodation / Car / Telephone after retirement	Officer may retain the accommodation (including designated house), telephone and car upto the maximum period of 1 month from the date of Voluntary Retirement.
iv.	Laptop to TEGS-VI and above	It can be retained after paying the book value of the laptop.
v.	Ownership of Car (applicable to TEGSS-I & above)	Not available
vi.	i-Pad to TEGS-VI and above	It can be retained after paying the book value of i-Pad.
vii.	Availing LTC / HTC after retirement	Not eligible
vii.	Continuance of Staff Housing Loan after retirement.	Not permitted under Voluntary Retirement. However, the same can be continued in public terms on production of an in-principal approval from the authority competent to sanction the Housing Term Loan on Public Terms before Voluntary Retirement.
viii.	Presentation of Memento	Not eligible ¹
ix.	Transition to Retirement	Not eligible ¹

	Programme for retiring Officers of applicable grades and their spouses	
x.	Engagement in Bank on contract basis	Not eligible
xii.	Medical facilities in Bank's dispensaries	Same as normal retirement if he is not gainfully employed elsewhere.

32. All the above benefits allowed at par with normal retirees to VRS Optees on fulfillment of certain conditions w.e.f. 07.10.2015

In terms of e-Circular No. CDO/P&HRD-PM/58/2015-16 dated 07.10.2015, employees who retire after putting in at least **30 years of pensionable service** and after attaining the **age of 58 years and above** (both the conditions to be fulfilled) as on the date of applying for voluntary retirement have been made eligible for all the benefits / facilities as available on normal retirement on opting for Voluntary Retirement with effect from **07.10.2015** subject to fulfillment of the following additional stipulations:

Category	Additional stipulation
Clerical	No additional stipulation
Officers upto SMGS-V	<p>Minimum 3 (three) chances missed out for promotion from the present grade to the next higher grade in the Bank. While reckoning missed promotion opportunities from officers, the last two years of service before normal age of superannuation called as 'Residual Service' will not be counted.</p> <p style="text-align: center;">'OR'</p> <p>On health ground : Request of officers on extreme medical/health ground may be considered on case to case basis depending on the seriousness of ailments provided he/she is declared unfit by the Medical Officer/Medical Board of the Bank for continuing in the service of the Bank.</p>
Officers in TEGS-VI and above	<p>Minimum 5 (five) chances missed out for promotion from the present grade to the next higher grade in the Bank. While reckoning missed promotion opportunities from officers, the last two years of service before normal age of superannuation called as 'Residual Service' will not be counted.</p> <p style="text-align: center;">'OR'</p> <p>On health ground : Request of officers on extreme medical/health ground may be considered on case to case basis depending on the seriousness of ailments provided he/she is declared unfit by the Medical Officer/Medical Board of the Bank for continuing in the service of the Bank.</p>

To do list before retirement

- Obtain set of prescribed form for payment of Gratuity, Pension, Leave Encashment etc. from OAD and submit the same (duly filled/signed) together with one passport sized photograph for Pensioner's Identity Card and 6 joint photographs with spouse to OAD, Corporate Centre. **(Specimen given in Annexures)**
- Arrange for cancellation of lien in respect of closed loan accounts through HRMS and get the same approved by the Home Branch of the loan accounts.
- Obtain in-principal approval from Housing Loan sanctioning authority for continuance and repayment of Staff Housing Loan upto the age of 75 years and/or Commercial Housing Loan, if any, after retirement (if desired).
- Arrange for repayment of all other loans and dues to the Bank on or before date of retirement, or else, the same will be liquidated from the proceeds of terminal benefits.

To do list after retirement

- Remember to submit Life Certificate at pension paying branch/ any other branch in the month of November every year **(as per the specimen contained in Annex-14)**
- Remember to submit proofs of Investment at pension paying branch for effecting calculation of income tax.
- Remember to collect Form-16 from pension paying branch.
- Retain a copy of Pension Payment Order (PPO) which is sent by Circle PPG Department through Pension Paying Branch to you.

The Chief General Manager,
State Bank of India,
Local Head Office,

Through : The Branch Manager
State Bank of India
_____ Branch

Dear Sir,

APPLICATION FOR RETIREMENT

I beg to inform you that I shall attain 60 years of age as at the close of business on _____

I shall be glad if you will kindly permit me to retire from Bank's service as from the above date. I give hereunder my address after retirement.

Address after retirement

Yours faithfully,

Name : _____

Designation : _____

State Bank of India

_____ Branch.

The Trustees,
State Bank of India Employees' Provident Fund
State Bank of India,
Corporate Centre, MUMBAI

Through the :
State Bank of India

Gentlemen,

APPLICATION FOR REFUND OF PROVIDENT FUND BALANCE ON RETIREMENT

I beg to advise that I shall finally retire from the service of the Bank as at the close of business on the _____.

2. I shall feel obliged if you will kindly arrange to refund me the balance standing at the credit of my account in Provident Fund at an early date through Bank's _____ Branch.
My present address is given below.

Yours faithfully,

(Signature)
Name : _____
Designation : _____
State Bank of India
_____ Branch.

My present address:

Date :

Signature verified

Branch Manager
State Bank of India
_____ Branch.

The Chief General Manager,
State Bank of India,
Local Head Office,

Through : The _____
State Bank of India
_____ Branch/Office

Dear Sir,

PAYMENT OF GRATUITY UNDER PAYMENT OF GRATUITY ACT, 1972

I shall retire / have retired from the service of the Bank as at the close of business on _____ in terms of the provisions of the Payment of Gratuity Act, 1972. I shall be glad if you will please arrange to pay me the gratuity for which I am eligible, through your _____ Branch.

Yours faithfully,

(Signature)
Name : _____
Designation : _____
State Bank of India
_____ Branch.

Date :

Signature verified

Branch Manager
State Bank of India
_____ Branch.

Date :

The Trustees,
State Bank of India Employees' Pension Fund
State Bank of India,
Corporate Centre, MUMBAI

Through the : _____
State Bank of India

Gentlemen,

APPLICATION FOR PAYMENT OF PENSION

I beg to inform you that I shall finally retire from the Bank's service as at the close of business on _____.

I shall be feel obliged if you will kindly arrange to pay me pension for which I am willing to draw through the Bank's _____ Branch.

2. I also opt to commute 1/3rd of my pension : (YES / NO)

My Present address is as under:

Yours faithfully,

(Signature)

Name : _____

Designation : _____

P.F. Index No. : _____

State Bank of India

_____ Branch/Office.

My present address:

Date :

Signature verified

Branch Manager

State Bank of India

_____ Branch/Office.

C.O.S. 448

STATE BANK OF INDIA EMPLOYEES' PROVIDENT FUND

Rs. _____

Received from the Trustees of the State Bank of India Employees' Provident Fund the sum of Rupees _____ (in words) being the balance at my credit in the Fund with interest thereon on the date of my leaving the Bank's service.

Revenue Stamp
if over Rs. 500/-

Place : _____

Date : _____

(Signature)

WITNESS:-

Signature _____

Designation _____

Address _____

STATE BANK OF INDIA

RECEIPT

Received from State Bank of India a sum of Rs. _____ (Rupees _____
_____ only) being the amount of Gratuity sanctioned to me by the
Chief General Manager in terms of the provisions of payment of Gratuity Act, 1972.

Revenue Stamp if
over Rs. 500/-

Place :

Date :

Receiver's Signature

P.F. Index No. _____

Name :

The Chief General Manager,
State Bank of India,
Local Head Office,

Through : The _____
State Bank of India
_____ Branch/Office.

Dear Sir,

ENCASHMENT OF LEAVE

As I will be retiring from the Bank's service as at the close of business on the _____
_____, I shall be glad if you will please permit me to encash the Privilege leave due to me at the time of
my retirement.

Thanking you,

Yours faithfully,

(Signature of Employee / Official)

Name : _____

Designation : _____

P.F. Index No. _____

Branch / Office _____

Date :

The Branch Manager /
AGM / CM, Office Administration Department,
State Bank of India,
_____ Branch / Office

Dear Sir,

LEAVE ENCASHMENT ON RETIREMENT

I have to state that I am retiring from Bank's service as at the close of business on _____
_____. Please keep the proceeds of my leave encashment on retirement in TDR / STDR for a period of
_____ months / year and mark a Lien over it till I vacate the Bank's Quarter / Adjust my advance amount taken
against LFC / T.A. Bill.

Yours faithfully,

(Signature of Employee / Official)

Name : _____

Designation : _____

P.F. Index No. _____

Branch / Office _____

Date :

FAMILY PARTICULARS

I Name of wife (in full) : _____
Date of birth : _____
Occupation : _____

II Name of dependent children : _____
(Unmarried daughter etc.) : _____

	Name	Date of birth	Occupation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

III Permanent address after retirement : _____

IV Six (6) Joint passport sized photographs with spouse (enclosed).

The Branch Manager /
 AGM / CM, Office Administration Department,
 State Bank of India,
 _____ Branch / Office

Dear Sir,

DETAILS / SETTLEMENT OF LOANS / ADVANCES

I will be retiring from the Bank’s service as at the close of business on _____. Following are my liabilities towards the Bank as on the date of my retirement.

	TYPE OF LOAN	ACCOUNT NO.	BRANCH (CODE)	OUTSTANDING
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

I propose to liquidate above loans / Advances from my Terminal Benefits / own sources / to continue after my retirement (applicable only in case of Housing Loan)

Yours faithfully,

(Signature of Employee / Official)

Name : _____

Designation : _____

P.F. Index No. _____

Branch / Office _____

Date :

The Branch Manager /
AGM / CM, Office Administration Department,
State Bank of India,
_____ Branch / Office

Date :

Dear Sir,

PENSIONER'S IDENTITY CARD

I request you to kindly arrange to issue me Pensioner's Identity Card, as I am retiring on _____. My Bio-data is furnished below. I am also enclosing one passport sized photograph of myself.

1. NAME : _____
2. DESIGNATION (at the time of retirement) : _____
3. P.F. INDEX NO. : _____
4. DATE OF BIRTH : _____
5. DATE OF RETIREMENT : _____
6. BLOOD GROUP : _____
7. POST RETIREMENT ADDRESS : _____

8. TELEPHONE NO. (at the above address) : _____

Yours faithfully,

(Signature of Employee / Official)

To,
 The Chief Manager (HR)
 State Bank of India,
 _____ Zonal Office,

 _____,

Date :

Dear Sir,

SUB : EMWS REFUND APPLICATION

I am a member of EMW Scheme. My unit of EMWS is Rs. _____ from _____.

I have completed _____ years of age as on _____ and retired from Bank as _____
 from _____ Branch / Office on _____. The particulars of my membership/ posting since
 _____ till date is given below:-

Sl.	Name of the Branch			No. of Months	Contribution
		From	To		

You are therefore, requested to refund my dues. Cheque may be sent to State Bank of India, _____
 Branch Saving Bank Account No. _____

Yours faithfully,

(Signature of Employee / Official)

Name : _____

Designation : _____

P.F. Index No. _____

Branch / Office _____

IBI/SBI/SBS/SBIN PENSION LIFE CERTIFICATE

Certified that Shri / Smt. a pensioner of the Bank appeared before me today and signed / affixed his / her L.T.I below in my presence.

Signature / L.T.I

Branch Manager/Gazetted Officer

Date

(Office seal)

Name of the Pensioner : _____
P.F. Index Number : _____
Pension A/c No. : _____
Name and Code of the Pension paying Branch : _____

ACKNOWLEDGEMENT

(to be given to the applicant by the Branch receiving the Life Certificate)

Received from Shri/Smt. _____ his / her Life Certificate on _____.

Date _____

Branch _____

**Signature of the officer
receiving Life Certificate**

Seal of the Branch

GROUP MEDICLAIM POLICY FOR SBI RETIREES (POLICY-B)**For new members****APPLICATION FORM FOR POLICY-'B' (16.01.2018 – 15.01.2019)**

Chief Manager State
Bank of India,
Branch / Zonal office,

Affix colored joint photograph of
the member and spouse

Dear Sir,

**SUB: Family Floater Group Health Insurance Policy
for SBI Retirees Policy Period : 16.01.2018 –
15.01.2019**

I am interested in joining the Family Floater Group Health Insurance Policy 'B' of State Bank of India and furnish the required information as under:

Sl.	Particulars	Remarks
01	P.F Index No.	
02	Name	
03	Date of joining the Bank	
04	Date of confirmation in service	
05	Date of Retirement	
06	Retired from	
07	Retired as	Clerical/Sub-staff/JMGS-I/MMGS-II/MMGS-III/SMGS-IV/SMGS-V/TEGS-VI/TEGS-VII/TEGSS- I/TEGSS-II
08	Age (in years) as on the date of retirement	
09	Gender	i. Male ii. Female
10	Type	i. Pensioner ii. Family Pensioner
11	Category (Please tick mark)	i. SBI retirees on completion of pensionable service in the Bank. ii. Members of National Pension System on completion of 20 years of confirmed service in the Bank.

		iii. Spouse of SBI employee who died whilst in service or after retirement.					
12	Whether dismissed or terminated from service. (Tick)	Yes / No					
13	Whether Rule 19(3) was invoked on attaining the age of retirement (If yes, please furnish the details of the disciplinary case, date of its conclusion and penalty, if any imposed)	Yes / No					
14	Date of Birth	dd/mm/yy					
15	Date of Death (in case of deceased employee / pensioner)	dd/mm/yy					
16	Address for communication	House No.					
		Street No.					
		Nearest Landmark					
		Post Office					
		Police Station					
		City					
		State					
		Pin Code					
17	Landline No. (with STD code)						
18	Mobile No.						
19	Email ID						
20	Name of Spouse (if any)						
21	Date of Birth of Spouse	dd/mm/yy					
22	Name of disabled Child / Children (if any). (Attach valid disability certificate issued by medical officer not below the rank of Civil Surgeon)	SI	Name of the disabled child	Date of Birth			
		1		dd/mm/yy			
		2		dd/mm/yy			
23	Name of the pension/family pension paying branch	Name of the Branch			Code No.		
24	Pension Account No. (11 digit)						
25	IFSC Code						
26		SI no.	Tick here	Sum Insured	Premium	GST @ 18 %	Total (Rs.)
		NON-DOMICILIARY PLANS					

Sum Insured opted for Plan (Please tick the box of Plan chosen) GST @18%						
	1		Rs. 3.00 lakhs	16,524	2,974	19,498
	2		Rs. 4.00 lakhs	26,088	4,696	30,784
	3		Rs. 5.00 lakhs	37,175	6,692	43,867
	4		Rs. 7.50 lakhs	73,062	13,151	86,213
	5		Rs. 10.00 lakhs	1,10,996	19,979	1,30,975
	6		Rs. 15.00 lakhs	2,17,790	39,202	2,56,992
	7		Rs. 25.00 lakhs	2,33,055	41,950	2,75,005
	DOMICILIARY PLANS					
	8		Rs. 3.00 lakhs	28,110	5,060	33,170
	9		Rs. 4.00 lakhs	42,480	7,646	50,126
	10		Rs. 5.00 lakhs	59,293	10,673	69,966
	11		Rs. 7.50 lakhs	1,03,099	18,558	1,21,657
	12		Rs. 10.00 lakhs	1,50,702	27,126	1,77,828
13		Rs. 15.00 lakhs	2,76,084	49,695	3,25,779	
14		Rs. 25.00 lakhs	2,89,275	52,070	3,41,345	

Undertaking:

I undertake that I have chosen Plan at serial no. _____ above and have agreed to make payment of the corresponding premium of the Plan. I am also aware that the Bank has decided to support the pensioners by allowing subsidy depending upon the Plan chosen. I also know that the amount of subsidy will depend upon the pension drawn by me (Basic + DA). To arrive at the correct amount of subsidy I am attaching my Pension Slip for the month of December 2017 with this application form. I undertake that if any excess amount of subsidy is paid on my behalf, the same may be recovered from my account.

Declaration of Nominee/s :

I, Mr./Mrs./Ms. _____, a retired employee / spouse of the deceased employee / pensioner of the Bank do hereby assign the money payable by “**United India Insurance Co. Ltd.**” in case of my death to Mr. / Mrs./ Ms. ____ Relation _____ and further declare that his/her receipt shall be sufficient discharge of the company.

Debit Authority :

I am aware that I along with my spouse and disabled child/children will be eligible for a health insurance cover of Rs. _____ lac under the Family Floater Group Health Insurance policy. I hereby authorize the Bank to debit the annual insurance premium amount of Rs. _____ to my pension / family pension account No. _____ to my above account. I undertake to keep sufficient balance in my above account for debiting the insurance premium failing which my policy may not be issued / renewed. I am also aware that Bank may at its sole discretion modify the terms and conditions of the policy from time to time.

Place :

Date :

Pension Slip for the month of _____ attached.

Signature of Retired Employee / Spouse

For office use only

Certified that Shri/ Smt. _____ is a retired employee / spouse of the retired / deceased employee of the Bank and he / she has paid the insurance premium as per the following details:	
Amount of Premium as per Plan chosen	: Rs.
Less amount of subsidy as per Pension Slip :	Rs.

Amount paid by the pensioner	: Rs.
State Bank of India	
Name of the Forwarding Branch (Code No.):	
Place : Date :	_____ Signature of the Branch Manager with seal

.....

ACKNOWLEDGEMENT

(to be given to the applicant by the branch receiving the Form) Received from Shri/Smt. ____
 Application for membership of Family Floater Group Mediclaim Policy 'B' along with
 Insurance Premium including Goods & Services Tax of Rs. ____ submission to Admin Office.

Date

Name of officer receiving the form

	Name of Disease	SI	Name of Disease
1	Cancer	33	Diphtheria
2	Leukemia	34	Malaria
3	Thalassemia	35	Non-Alcoholic Cirrhosis of Liver
4	Tuberculosis	36	Purpura
5	Paralysis	37	Typhoid,
6	Cardiac Ailments	38	Accidents of Serious Nature
7	Pleurisy	39	Cerebral Palsy
8	Leprosy	40	Polio
9	Kidney Ailment	41	All Strokes Leading to Paralysis
10	All Seizure disorders	42	Hemorrhages caused by accidents
11	Parkinson's diseases	43	All animal/reptile/insect bite or sting
12	Psychiatric disorder including Schizophrenia and Psychotherapy	44	Chronic pancreatitis
13	Diabetes and its complications	45	Immuno Suppressants
14	Hypertension	46	Multiple sclerosis / motor neuron disease
15	Asthma	47	Status Asthmatics
16	Hepatitis – B	48	Sequalea of Meningitis
17	Hepatitis – C	49	Osteoporosis
18	Hemophilia	50	Muscular Dystrophies
19	Myasthenia gravis	51	Sleep apnea syndrome (not related to obesity)
20	Wilson's disease	52	Prostate
21	Ulcerative Colitis	53	Sickle cell disease
22	Epidermolysis bullosa	54	Systemic lupus Erythematosus (SLE)
23	Venous Thrombosis(not caused by smoking)	55	Any connective tissue disorder
24	Aplastic Anaemia	56	Varicose veins
25	Psoriasis	57	Thrombo Embolism Venous Thrombosis / Venous Thrombo embolism (VTE)
26	Third Degree burns	58	Growth disorders
27	Arthritis	59	Graves' disease
28	Hypothyroidism	60	Chronic Pulmonary Disease
29	Hyperthyroidism	61	Chronic Bronchitis
30	Expenses incurred on Radiotherapy and Chemotherapy in the treatment of Cancer and Leukemia	62	Physiotherapy
31	Glaucoma	63	Swine flu
32	Tumor		

ROOM RENT CAPPING						
Sum Insured	Tier 1 Centre		Tier 2 Centre		Tier 3 Centre	
	Room Rent	ICU Rent	Room Rent	ICU Rent	Room Rent	ICU Rent
300000	4000	7500	3500	7500	3000	7500
400000	4000	7500	3500	7500	3000	7500
500000	4000	7500	3500	7500	3000	7500
750000	4000	7500	3500	7500	3000	7500
1000000	4800	9000	4200	9000	3600	9000
1500000	5600	10000	4900	10000	4200	10000
2500000	7200	12000	6300	12000	5400	12000

CATEGORISATION OF CENTRES	
Tier – 1	Ahmedabad, Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Pune
Tier – 2	Agra, Ajmer, Aligarh, Allahabad, Amravati, Amritsar, Asansol, Aurangabad, Bareilly, Belgaum, Bhavnagar, Bhiwandi, Bhopal, Bhubaneswar, Bikaner, Bokaro Steel City, Chandigarh, Coimbatore, Cuttack, Dehradun, Dhanbad, Durg – Bhilai Nagar, Durgapur, Erode, Faridabad, Firozabad, Ghaziabad, Gorakhpur, Gulbarga, Guntur, Gurgaon, Guwahati, Gwalior, Hubli – Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Kannur, Kanpur, Kakinada, Kochi, Kottayam, Kolhapur, Kollam, Kota, Kozhikode, Kurnool, Lucknow, Ludhiana, Madurai, Malappuram, Malegaon, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Nashik, Nellore, Noida, Patna, Pondicherry, Raipur, Rajkot, Rajahmundry, Ranchi, Rourkela, salem, Sangli, Siliguri, Solapur, Srinagar, Surat, Thiruvananthapuram, Palakkad, Thrissur, Tiruchirapalli, Tiruppur, Ujjain, Vadodra, Varanasi, Vasai – Virar City, Vijaywada, Visakhapatnam, Warangal.
Tier-3	All other cities.

DISEASE WISE CAPPING			
Type of Disease	Limits		
	Tier 1 Centre	Tier 2 Centre	Tier 3 Centre
Angioplasty	150,000	125,000	100,000
CA BG	250,000	200,000	150,000
Cataract	30,000	25,000	20,000
Cholecystectomy	50,000	45,000	40,000
Hernia	50,000	45,000	40,000
Knee Replacement Unilateral	175,000	150,000	100,000
Knee replacement-Bilateral	250,000	225,000	175,000
Prostrate	70,000	50,000	40,000

Gross Monthly Pension	Plan (Sum Insured)	WITHOUT DOMICILIARY PLANS			WITH DOMICILIARY PLANS		
		Gross Premium (incl. GST)	Admissible Subsidy	Premium Payable by Member	Gross Premium (incl. GST)	Admissible Subsidy	Premium Payable by Member
Upto 20000	Rs. 300000	19,498	14624	4,874	33,170	15000	18,170
	400000	30,784	15000	15,784	50,126	15000	35,126
	500000	43,867	15000	28,867	69,966	15000	54,966
	750000	86,213	15000	71,213	1,21,657	15000	1,06,657
	1000000	1,30,975	15000	1,15,975	1,77,828	15000	1,62,828
	1500000	2,56,992	15000	2,41,992	3,25,779	15000	3,10,779
	2500000	2,75,005	15000	2,60,005	3,41,345	15000	3,26,345
Rs. 20001 - Rs. 30000	300000	19,498	11699	7,799	33,170	12000	21,170
	400000	30,784	12000	18,784	50,126	12000	38,126
	500000	43,867	12000	31,867	69,966	12000	57,966
	750000	86,213	12000	74,213	1,21,657	12000	1,09,657
	1000000	1,30,975	12000	1,18,975	1,77,828	12000	1,65,828
	1500000	2,56,992	12000	2,44,992	3,25,779	12000	3,13,779
	2500000	2,75,005	12000	2,63,005	3,41,345	12000	3,29,345
Rs. 30001 - Rs. 40000	300000	19,498	9749	9,749	33,170	12000	21,170
	400000	30,784	12000	18,784	50,126	12000	38,126
	500000	43,867	12000	31,867	69,966	12000	57,966
	750000	86,213	12000	74,213	1,21,657	12000	1,09,657
	1000000	1,30,975	12000	1,18,975	1,77,828	12000	1,65,828
	1500000	2,56,992	12000	2,44,992	3,25,779	12000	3,13,779
	2500000	2,75,005	12000	2,63,005	3,41,345	12000	3,29,345
Above 40000	Rs. 300000	19,498	4875	14,623	33,170	8293	24,877
	400000	30,784	7696	23,088	50,126	10000	40,126
	500000	43,867	10000	33,867	69,966	10000	59,966
	750000	86,213	10000	76,213	1,21,657	10000	1,11,657
	1000000	1,30,975	10000	1,20,975	1,77,828	10000	1,67,828
	1500000	2,56,992	10000	2,46,992	3,25,779	10000	3,15,779
	2500000	2,75,005	10000	2,65,005	3,41,345	10000	3,31,345

Gross Monthly Pension = Basic Pension (uncommuted) + Dearness Relief