

To
The Dy. General Manager & CDO
State Bank of India
Local Head Office
All Circles

No. HR/PPG/CPM/2020-21/ 16

29th May, 2020

**STAFF PENSIONER'S / FAMILY PENSIONER'S IDENTITY CARD
UNIFORMITY IN DESIGN**

We refer to the issuance of Identity Cards to the staff pensioners and family pensioners. It is observed that, there is no standardization of its size, shape or contents and Identity Cards issued are at great variance in design and content. We are also receiving complaints about non issuance of Identity Card or about the quality of material used for printing the same.

2. With a view to enhance and safeguard the corporate brand image of the bank, we propose to standardize the Identity Card for pensioners and propose to introduce a uniform design for issuance to pensioners at all domestic branches/offices of the bank which would make it easier for the public as well as working staff in the Bank to properly identify the bank pensioner.

a) Design and Layout of the Identity Card:

- Identity Card shall be of standard uniform size (5.4 X 8.5 cm).
- Identity card should be vertically printed on thick card paper of 1.5 mm.
- The color of the Identity Card should be white and letters should be in blue and it should be in Hindi and English(bilingual).
- The emblem and name of the Bank on the top should be in blue colour.
- Photograph of the pensioner should be joint and in colour and size should be 2 X 4 cm.
- The base cards to be used for printing shall be non-chip based without any access to the biometric system of entry and attendance at a particular branch /office/establishment.
- The Identity Card should be laminated.

Format of Identity Card :

 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"><p>Joint Colour Photograph Size: 2x4cm</p></div> <p>P. F. Index Number: _____ पी.एफ.सूचकांक: _____</p> <p>Name of the Pensioner: _____ पेंशनभोगी का नाम: _____</p> <p>Retired from/से सेवानिवृत्त: (SBI/IBI/e-AB/एसबीआई/आईबीआई/इ-एबी)</p> <p>Designation (at retirement): पदनाम (सेवानिवृत्ति के समय):</p> <p>Date of Birth/जन्म तिथि:</p> <p>Date of Retirement/सेवानिवृत्ति की तिथि:</p> <p>Blood Group/रक्त समूह:</p>	<p>Name of the Spouse: _____ पति/पत्नी का नाम: _____</p> <p>Date of Birth of Spouse: _____ पति/पत्नी की जन्म तिथि: _____</p> <p>Address/पता: _____ _____</p> <p>Mobile No./मोबाइल सं.: _____ (In case of emergency/आपतकालीन)</p> <p>Pension Paying Branch: _____ पेंशनदाता शाखा (Code No./कूट सं.) _____</p> <p>Pension Account Number: _____ पेंशन खाता संख्या</p> <p>Signature of the authority Issuing Identity Card with seal. पहचान कार्ड जारीकर्ता प्राधिकारी का हस्ताक्षर व मुहर</p> <p style="background-color: #000080; color: white; padding: 2px; text-align: center;">(If found please return to nearest SBI Branch) (मिलने पर कृपया नजदीकी एसबीआई शाखा में सौंप दे)</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5.4x8.5cm

3. We advise that the Identity Card should be issued on the date of retirement by PPG Department of the concerned Local Head Office. Software to print the Identity Card will be provided by HRMS. HRMS will be providing a screen to capture missing information of the retiree required for printing of Identity Card. A utility to capture joint photographs of all the pensioners is also under development in HRMS. Once the facility is available in HRMS, Identity Cards issued earlier should be replaced with the standardized format by contacting pensioners by email and SMS. The facility to print the Identity Card will be made available to officials of the PPG department of Local Head Offices and AGM (PPG) will sign and arrange for the distribution of the same. This will not only result in accurate information being displayed on Identity Card but also will speed up the process of issuance of Identity Cards.

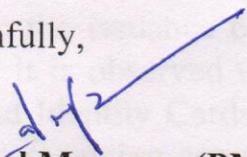
4. In this connection, please note that in case of lost identity card, a fresh Identity Card should be issued against application by the concerned pensioner and in case of replacement of a damaged card, fresh card should be issued and the old card should be destroyed.

4. In this connection, please note that in case of lost identity card, a fresh Identity Card should be issued against application by the concerned pensioner and in case of replacement of a damaged card, fresh card should be issued and the old card should be destroyed.

5. Please advise Branches, that if a lost Identity Card is received at any of the branches, the branch should mandatorily arrange to forward the lost card to the respective pensioner or the pension paying branch based on his / her particulars on the card.

6. Please note that the standardized Identity Cards as per above instructions should be issued manually for the retirees from the month of May, 2020 till the facility is made available in HRMS.

Yours faithfully,


Dy. General Manager (PM & PPG)

a) Design and Layout of the Identity Card:

- Identity Card shall be of standard uniform size (5.4 X 8.5 cm.)
- Identity card should be vertically printed on thick card paper of 1.5 mm.
- The color of the Identity Card should be white and letters should be in blue and it should be in Hindi and English (bilingual)
- The emblem and name of the Bank on the top should be in blue colour.
- Photograph of the pensioner should be joint and in colour and size should be 2 X 4 cm.
- The base cards to be used for printing shall be non-chip based without any access to the biometric system of entry and attendance at a particular branch / office / establishment.
- The Identity Card should be laminated.