

The Trustees,
Arunachal Pradesh Rural Bank
Head office: Naharlagun

Date:.....

Through the Branch Manager
_____ Branch

Gentlemen,

ARUNACHAL PRADESH RURAL BANK PENSION FUND

I am a member of the above fund; I am posted to APRB _____Branch/office, and have retired/shall be retiring from the bank's service as at the close of the business on _____on completion of _____years of age as on dated _____.

I shall therefore, be glad, if you please arrange to pay me an appropriate pension admissible under the rules of Arunachal Pradesh Rural bank (Employees) Pension Regulation ,2018 from_____. I would like to draw my pension from APRB _____Branch.

Under the Rules of APRB (Employees) Pension Regulation, 2018, I am entitled to commute up to a lump sum payment of a fraction not exceeding one third of my pension.

Therefore, I am applying for commutation of my one third pensions from the date following the date of my retirement.

Yours faithfully,

Signature :
Name :
Designation :

Verified by me
Signature of Shri_____

For Arunachal Pradesh Rural Bank

_____Branch/Office
(Office Seal)

The Trustees,
Arunachal Pradesh Rural Bank
Head office: Naharlagun

Date:.....

Through the Branch Manager
_____ Branch

Gentlemen,

APPLICATION FOR PAYMENT OF PENSION

I beg to inform you that I have retired /shall finally retire from the Bank's service as at the close of the business on_____.

I shall be feeling obliged if you kindly arrange to pay me pension for which I am willing to draw through _____ the _____ (the _____ Bank's _____ name) _____ Branch_____.

Account No. _____ IFSC Code: _____.

02. I opt to commute $\frac{1}{3}$ of my pension: (Yes/No)

Present address	Address after retirement
Contact NO-	Contact NO-

Yours faithfully,

(Signature)

Name :
Designation :
PF Index No :
Branch/Office:

Verified

Branch Manager/Chief Manager
_____ Branch/Office

The Chairman
Arunachal Pradesh Rural bank
Head Office Naharlagun

Date: _____

Through the Branch Manager
_____ Branch

Dear Sir,

APPLICATION FOR RETIREMENT

I beg to inform you that I attained / shall attain 60 years of age as at the close of the business on _____. I shall be glad if you kindly permit me to retire from Bank's service from the above date. I give hereunder my address after retirement.

Address after retirement:

Yours faithfully,

Name : _____

Designation : _____

Branch/Office: _____

Verified

Branch Manager/Chief Manager

_____ **Branch**

(Seal)

The Chairman
Arunachal Pradesh Rural bank
Head Office: Naharlagun

Date_____

Through the Branch Manager
_____Branch

Dear Sir,

ENCASHEMENT OF LEAVE

As I have retired /will be retiring from the bank's service as at the close of the business on_____, 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)

Name :

Designation :

P.F.Index No :

Branch/Office :

Verified

Branch Manager/Chief Manager
_____Branch

(Seal)

To
The Chairman
Arunachal Pradesh Rural bank
Head Office: Naharlagun

Date: _____

Dear Sir,

PAYMENT OF GRATUITY

I shall retire/have retired from the Bank's service as at the close of the business on _____ on completion of _____ years of service. I shall be glad if an appropriate Gratuity is paid to me at an early date.

Yours faithfully

(Signature)

Name :

Designation :

Branch/Office:

Tel No :

Verified

Branch Manager/Chief Manager
_____ Branch/Office

(Seal)

The Chairman
Arunachal Pradesh Rural bank
Head Office: Naharlagun

Date: _____

Through the Branch Manager
_____ Branch

DETAILS /SETTLEMENT OF LOANS/ADVANCES

I have retired /will be retiring from the Bank's service as at the close of the business on_____.Following are my liabilities towards the Bank as on the date of my retirement.

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

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

Yours faithfully,

(Signature)

Name :

Designation :

P.F.Index No :

Branch/Office :

The Chairman
Arunachal Pradesh Rural bank
Head Office: Naharlagun
Through the Branch Manager
_____ Branch

Date: _____

FAMILY PARTICULARS

- i. Name of wife (in full) : _____
Date of Birth : _____
Occupation : _____
- ii. Number of dependent children : _____
(Unmarried daughter etc.) : _____

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

iii) Permanent address after retirement: _____

- iii. Joint passport sized photographs with spouse(enclosed)

Yours faithfully,

Signature of employee

Name :

Designation :

P.F.Index No :

Branch/Office :

Verified

Branch Manager/Chief Manager
_____ **Branch**

Seal

The Trustees,
Arunachal Pradesh Rural bank
Head office: Naharlagun

Date: _____

Through the Branch Manager
_____ Branch

Gentlemen,

APPLICATION FOR REFUND OF E.P.F. BALANCE ON SETTLEMENT

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

02. I shall feel obliged if you kindly arrange to refund me the balance standing at the credit of my account in E.P.F at an early date through (Bank's name)

_____ Branch _____

IFSC Code _____

Yours faithfully,

(Signature)

Name :

Designation :

PF Index No :

Branch/Office:

Verified

Branch Manager/Chief Manager

_____ Branch

(Seal)

THE ARUNACHAL PRADESH RURAL BANK EMPLOYEES' PENSION FUND/FAMILY PENSION

DECLARATION OF FAMILY MEMBERS

Name of the Branch : _____ Code No. _____ Region/Office _____

Name of the employee: _____ PF Index No. _____

Designation /Grade : _____

Permanent address : _____

Date of Birth : _____

Date of appointment in the bank : _____

Date of confirmation in the bank : _____

Date from which service counts for pension : _____

Details of the family members:

SL NO	NAME OF THE MEMBERS OF FAMILY WITH ADDRESS	DATE OF BIRTH	RELATIONSHIP	REMARKS
1				
2				
3				
4				
5				
6				

I hereby declare that the above particulars of my family members are correct. I hereby undertake to keep the above particulars update by notifying to the Head Office /Branch managers of any changes that may be occur hereunder.

Date: _____

(Signature of the employee)

Name :

Designation:

Signature of the witness

Name : _____

Occupation: _____

Address : _____

Verified

Branch Manager/Chief Manager

_____ **Branch/Office**

NB: To be obtained in duplicate from all existing members of the pension Fund. The original declaration will be sent to Head Office (P.P.Deptt) and duplicate be kept at Branch/Office in the service file of the member where she/he is working.