

**Format of Representation by the Eligible Staff/ Legal heir of deceased employee
for pension Benefit**

Place:

Date:

From,

Name

Emp. Id .No:

Address:

Contact No:

To,

The Chairman,

Himachal Pradesh Gramin Bank,

Head Office, Jail Road Mandi 175001

Email: hohrdhpgb@hpgbank.co.in.

Dear Sir,

Sub: Request for release of Pension / Family Pension

I am an ex-employee/ legal heir of the deceased employee of the bank, humbly submit this representation for your kind consideration. I/ (Deceased Employee Name) have seized from the service of the bank on..... by resignation / Compulsory Retirement / Voluntary Retirement/ Termination/ Dismissal / Death (strike of which is not applicable). I would like to bring to your attention that I am eligible / entitled for the Pension benefit as my name/..... (Deceased Employee Name) was on the bank payroll as of 01-11-1993, as per the applicable rules and policies.

In view of my eligibility/ my entitlement being legal heir of late Sh./Ms.....,I kindly request you to make the necessary arrangements for release of pension . Below are my bank account details for the disbursement of the benefit. Self-attested Copy of the bank passbook is enclosed.

- 1) Account holder Name:
- 2) Bank Name:
- 3) Branch Name:
- 4) Account Number:
- 5) IFSC Code:
- 6) MICR Code (if applicable):
- 7) Aadhaar No:
- 8) PAN Number:
- 9) Affidavit/ Undertaking of Legal heir (only in case of application by legal heir/heirs)
- 10) Death Certificate (only in case of application by legal heir/heirs)

I would be grateful if you could expedite the process of releasing the benefit. Thank you in anticipation of your cooperation.

Yours Sincerely.

Name:

Emp ID No:

