DECLARATION BY STAFF AT THE TIME OF RETIREMENT / CESSATION OF SERVICE

(To be submitted at least one month prior to the date of retirement or at the time of cessation of service due to any reason except death)

I, the undersigned, hereby submit the following declaration for the purpose of settlement and release of all benefits arising out of my retirement / cessation of service from the Bank. The particulars furnished below are true and correct to the best of my knowledge and belief.

1. Personal & Service Details

1. **Name of the Staff** : _____
2. **Staff ID No.** : _____
3. **Date of Birth (DOB)** : _____
4. **PRAN No./PF Account No.** : _____
5. **Date of Joining (DOJ)** : _____
6. **Post at the time of Initial Joining** : _____
7. **Promotion Details (if any)** :
    - Date(s) of Promotion :
      _____
    - Promoted to Post(s) :
      _____
      (Attach additional sheet, if required)

2. Disciplinary / Penalty Details

7. **Minor Penalty Imposed (if any)** :
   ☐No ☐Yes
   If Yes, provide details:
    - Order No. : _____
      Date : _____
    - Detail of Minor Penalty :
      _____
8. **Major Penalty Imposed (if any)** :
   ☐No ☐Yes
   If Yes, provide details:
    - Order No. : _____
      Date : _____
    - Detail of Major Penalty : _____

3. Pay & Financial Liabilities

9. **Last Drawn Basic Pay (₹)** : _____

10. **Loan(s) / Advance(s) Outstanding as on date** :

Sl. No.	Type of Loan / Advance	Account No.	Outstanding Amount (₹)

(If none, write **NIL**)

4. Retirement / Cessation Details

11. **Retired / Ceased from the Post of** : _____

12. **Whether any proceeding is pending as on date** :

(Tick and provide full details wherever applicable)

- Primary Enquiry : ☐No ☐Yes
- Any Other Enquiry : ☐No ☐Yes
- Disciplinary Proceeding : ☐No ☐Yes
- Criminal Proceeding : ☐No ☐Yes
- Any other proceeding in any Court / Authority : ☐No ☐Yes

If Yes, full details of the case(s) including case number, authority/court, present status, etc. are enclosed herewith on a separate sheet duly signed by me.

DECLARATION

I, the undersigned, do hereby solemnly affirm and declare that all the information, statements and particulars furnished by me in this declaration and in the enclosures thereto are true, complete and correct to the best of my knowledge and belief and are in conformity with the provisions of the **Chhattisgarh Gramin Bank (Officers and Employees') Service Regulations**, Pension Regulations, Conduct Regulations and other applicable rules, instructions and guidelines of the Bank, as amended from time to time.

I further declare and undertake as under:

1. That I am fully aware that the settlement and release of benefits arising out of my retirement / cessation of service, including but not limited to gratuity, pension, commutation of pension, leave encashment and any other terminal benefits, shall be governed strictly by the relevant Service Regulations of the Bank and shall remain subject to verification of records and clearance of all dues and liabilities.

2. That in the event any information furnished by me is found to be **false, incorrect, misleading, incomplete or suppressed**, either at present or at any time in future, I shall be **solely and exclusively liable** for the consequences arising therefrom, including **withholding, reduction, modification, withdrawal or revision of any benefit** arising out of my retirement / cessation of service, without any notice to me.

3. That I expressly agree and undertake that the Bank shall be fully competent and entitled, to **effect recovery of any excess or wrongful payment** made to me on account of false declaration, concealment of facts or misrepresentation, from any amount payable or already paid to me, including pensionary benefits, gratuity or any other dues, and I shall not raise any objection or claim in this regard.

4. That I further declare that no enquiry, disciplinary proceeding, vigilance case, criminal proceeding or any other proceeding, except those specifically disclosed by me in this declaration with full particulars, is pending or contemplated against me as on the date of submission of this declaration.

5. That I understand that this declaration shall form an **integral and binding part of my service record** and shall be relied upon by the Bank for the purpose of settlement of my terminal benefits or other benefits, and the same shall be enforceable against me under the relevant Service Regulations and law.

I submit this declaration voluntarily, with full understanding of its legal implications and consequences.

Signature of the Staff : _____

Name : _____

Staff ID No. : _____

Place : _____

Date : _____