

Non Judicial

Indian-Non Judicial Stamp
Haryana Government

Date: 12/07/2022

Certificate No. HOL2022G374

GRN No. 92452632



Stamp Duty Paid: ₹ 101

Penalty: ₹ 0

Seller / First Party Detail

Name: State bank of India

H.No/Floor: X

Sector/Ward: X

LandMark: Ccs hau

City/Village: Hisar

District: Hisar

State: Haryana

Phone: 89*****92

Buyer / Second Party Detail

Name: Ccs hau

H.No/Floor: X

Sector/Ward: X

LandMark: X

City/Village: Hisar

District: Hisar

State: Haryana

Phone: 89*****92

Purpose: MOU



The authenticity of this document can be verified by scanning this QR Code Through smart phone or on the website <https://e-gadetry.nic.in>

MEMORANDUM OF UNDERSTANDING

AGREEMENT FOR DISBURSEMENT OF PENSION

This agreement is made on 13th day of July 2022 at Hisar between CCSHAU, Hisar (hereinafter referred as Comptroller, which expressions shall unless repugnant to the subject and context shall mean and include its successors and assigns) an autonomous body under Parliament Act, having its headquarters at Hisar.

And

State Bank of India, constituted under State Bank of India Act having its corporate Office at Mumbai and one of its Regional Business Offices at Hisar (hereafter referred to as the "SBI" which expression shall unless repugnant the context there of mean and include its successors and assigns)

WHEREAS

CCSHAU, Hisar represented by the Comptroller, CCSHAU, Hisar is to make arrangement for disbursement of pension to their retired employees through SBI and its branches situated all over India and desires that SBI undertakes disbursement of pension to its pensioners all over India in accordance with the applicable provisions of the scheme appoints SBI as its sole agent for the purpose.

SBI in consideration of the request/ premise by the appropriate authority of CCSHAU, Hisar has agreed to make the disbursement of pension to the retired/ to be retired employees of CCSHAU, Hisar under the scheme subject to the terms and conditions mentioned hereunder.

Definition and Role of Base Branch, Link Branch & Pension Paying Branch:

Base Branches:

Base branches are the branches of SBI situated anywhere in India, where the existing/prospective pensioners of CCSHAU, Hisar opened/ open and maintain pension account singly or jointly with the spouse and where the pension amount is credited every month through core banking system by the pension paying branch i.e. SBI, Centralized Pension Processing Cell, Panchkula (04469).

Link Branch:

Link Branch is the branch which acts as the intermediary between the pensioners, Pension paying branch and base branch. As agreed between the parties SBI, CCSHAU, Hisar (01566) has been designated as the Link branch during the tenure of the agreement. This arrangement may be altered on mutual agreement.

Pension Paying Branch:

Pension paying branch is the branch which undertakes the job of pension payments. Its calculation maintains the PPOs calculates income tax and deducts tax at source etc. As agreed between the parties. Centralized Pension Processing Cell, Panchkula (hereinafter referred it as CPP Cell) will be the paying branch for the pension payments of CCSHAU, Hisar pensioners.

Existing Pensioners:

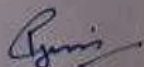
Existing pensioners are the retired employees of CCSHAU, Hisar, who are already drawing pension from the Branches of State Bank of India.

Prospective Pensioners:

Prospective pensioners are the prospective retirees/ employees of CCSHAU, Hisar who wish to opt for availing pension from Branches of SBI.

Role of Base Branch:

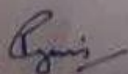
- It shall oversee whether pension payment is credited every month into the account of the pensioners of CCSHAU, Hisar. It undertakes to obtain the yearly Certificates like Life Certificate, Re-marriage Certificate and Unemployment Certificate in the month of November every year and send them to Link Branch well in time so as to facilitate the pension paying branch (CPP Cell) for the payment of pension payment.
- The Base Branches, still having the PPOs in their custody, shall forward the same immediately to the Link Branch for onward submission to the pension paying branch.
- It shall obtain the letter of undertaking in the prescribed form from the existing as well as prospective pensioners and forward the same to the pension paying branch for safe custody.



- The Base Branches henceforth shall not raise any debit to link branch through IBTS on account of pension payment of CCSHAU, Hisar pensioners.
- The Base branches shall also entertain and forward all the complaints/requests of the pensioners to the Link Branch for their redressal.
- All the branches situated within the States of Haryana shall do the job of punching the details of Life Certificate etc. annually during November through CBS to enable the payment of pension by pension paying branch uninterruptedly.
- All the base branches situated outside the state of Haryana shall obtain periodically the Life Certificate, Re-marriage Certificate, Re-employment Certificate etc. and send to the same to the link branch for doing the needful.

Role of Link Branch:

- Shall receive all pension payment orders from CCSHAU, Hisar.
- Shall receive all directions, communications from CCSHAU, Hisar and forward the same to pension paying branch and base branches.
- Shall receive all the Life Certificates, Re-marriage Certificates, Un-employment Certificates from the base branches situated outside the state of CCSHAU, Hisar in connection with the pensioners and forward the same to pension paying branch and shall also punch, annually, the details of life Certificates of pensioners received from the base branches situated outside the states of Haryana.
- Shall receive and resolve all the complaints of pensioners received from various base branches.
- Shall submit the monthly statement of account to pensioners.
- Shall in case of dispute, call for the meeting of the committee to solve the problem.
- Shall arrange for the receipt of existing pension payment orders laying with base forward the same to the pension paying branch.
- Shall not respond to any debits of other branches and debit the Current account No. 40780063359 of Comptroller, CCSHAU, Hisar on account of pension payment henceforth except the one raised already and not responded/ unaccounted so far.
- Shall submit a detailed statement of accounts with regard to pension payment made, charges recovered, recovery made etc in the format as mutually agreed to every month to CCSHAU, Hisar.
- Shall prepare and maintain such records relating to its activities and obligations in the agreement in such a manner as is usual in the course of normal banking business and or as may be agreed between Comptroller CCSHAU, Hisar and SBI, CCSHAU Branch, Hisar.

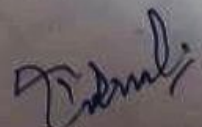



Role of Pension paying Branch:

- Shall prepare the pension payment and credit the individual accounts of the pensioners through Core Banking System every month by debit to the designated Current Account No. 40780063359 Comptroller, CCSHAU, Hisar maintained for the purpose at the link branch.
- Shall submit the list of all payments scroll relating to pension payment at monthly intervals to the Comptroller, CCSHAU, Hisar and also at email comptrollerhau@gmail.com through the link branch.
- Shall provide the list of charges to be recovered on account of pension payments made every month including service charges to the link branch for ultimate recovery.
- Shall recover TDS at the applicable rate from the eligible pensioners. However, the primary responsibility of correctly deducting TDS issuing Form No. 16 will be that of the base branch.
- Shall keep all the PPOs in proper custody of the authorized officers.

Duties and obligations of CCSHAU, Hisar:

- Shall pre-fund the Current Account No. 40780063359 with the sufficient amount by the 20th of every month and such funding shall precede payment of pension.
- Shall provide the specimen signatures of the officers authorized to sign the PPOs and issue circular instructions etc to the link branch every time there is a change in the incumbency.
- Shall forward the copies of the PPOs to the link branch i.e. SBI, CCSHAU, Hisar.
- Shall maintain a TDR equivalent to the mount as per requirement with mutual understanding with the link branch.
- Pensioners will be advised by the Comptroller, CCSHAU, Hisar to open an account with any branch of SBI in Haryana or elsewhere in India and advise the account number to the link branch.
- It is obligatory on the part of Comptroller, CCSHAU, Hisar to provide the correct details of base branch and the correct account number of the prospective pensioners to the link branch.
- On receipt of the list of certified copy of the pension payment scroll during a month from the link branch the SBI, CCSHAU, Hisar shall scrutinize for any discrepancies and advise the link branch accordingly within seven days of receipt of the same failing which it shall be construed that the payments are in order and no claim shall be entertained by SBI in this regard.
- In case of loss or non-availability of original PPOs of existing pensioners the Comptroller, CCSHAU, Hisar agrees to provide the duplicate PPOs



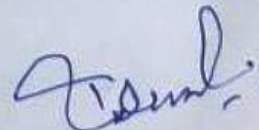
- From time to time Comptroller, CCSHAU, Hisar will arrange for the issuance of instructions/directions to the link branch with regard to change in DA, Commutation, reduction, increases in the pension payments.
- Comptroller, CCSHAU, Hisar also agrees that they shall retain SBI to be its sole banker for pension purpose and route their entire banking business related with Pension, including keeping or their deposit accounts for pension purpose.
- Comptroller, CCSHAU, Hisar not do so, they will request the SBI for creation of overdraft.
- Comptroller, CCSHAU, Hisar in such instances as mentioned above agrees to clear the overdraft within a period of 30 days and also agrees to pay interest on the overdrawn amount at the prevailing rate.
- In case of failure to clear the old/together with interest within 30 days. Comptroller, CCSHAU, Hisar agrees that the SBI has the right to adjust the amount payable including overdue interest from the TDR held in the name of Comptroller, CCSHAU, Hisar.
- In case any amount is required to be adjusted from the proceeds of TDR in full/part and the shortfall is caused in the deposit of Rs. —Nil- Comptroller, CCSHAU, Hisar undertakes to replenish the said shortfall immediately
- Comptroller, CCSHAU, Hisar shall ensure to keep the deposit of Rs. -Nil- during the subsistence of the agreement irrespective of any adjustment towards overdraft in the Current account.
- In case of not doing so as above Comptroller, CCSHAU, Hisar agrees to the deferment of payment of pension by SBI till such time Comptroller, CCSHAU, Hisar replenishes the entire amount.

Remuneration:

SBI shall not recover any amount for the services rendered to the Comptroller, CCSHAU, Hisar during the currency of the agreement. The SBI will provide services free of cost in view of large investment in Pension Current Accounts of University with the SBI, CCSHAU, Hisar.

Interpretation:

In connection with the operation of this agreement the SBI and the Comptroller, CCSHAU, Hisar provisions of this agreement as may in their joint opinion be inconsistent with the general tenor of this agreement and may do so in writing. Any such understanding in writing signed by both parties shall be annexed hereto provided that no such interpretation or additional provisions shall contravene any applicable law or regulations of the land.

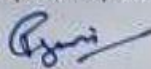



Period of validity:

This agreement shall be valid for 05 years from the date 14th July 2022 and to be renewed subsequently by mutual consent of both the parties, this agreement can be terminated by either party by giving 30 days notice to each other.

Dispute:

In case of any dispute between the parties the same shall be settled by mutual negotiation and for this purpose both parties agree to refer the matter to the committee set up for the purpose which comprises of the members of the Comptroller, CCSHAU, Hisar and SBI as below.


(Naveen Jain)
Comptroller
CCSHAU, Hisar
Member of CCS HAU, HISAR



(Rahul Raman)
Regional Manager
SBI Hisar
Member of SBI HISAR
भारतीय स्टेट बैंक/State Bank of India
क्षेत्रीय व्यावसायिक कार्यालय-II, हिस्ार
Regional Business Office-II, Hisar

Notice/Intimation

Any notice/intimation given hereunder shall be in writing and may be served by registered post courier or other electronic transmission to the parties at the address herein below:

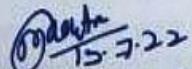
- In case of CCSHAU, Hisar to Comptroller, CCSHAU, Hisar.
- In case of SBI to AGM/ CM, SBI, CCSHAU, Hisar.

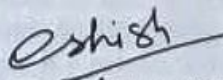
It is hereby agreed between the parties here to that the modalities procedure systems or any other aspect relating to such matter shall be in accordance with the normal practice and may be formalized by exchange of letters.

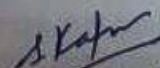
In witness each of the parties here to have signed this agreement at Hisar on this 13th day of July, 2022.

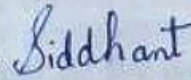
On behalf of CCSHAU, Hisar

On behalf of SBI, Hisar

Witness
Signature 
Name Dr. Manju Mehta
Address: DHRM, CCS HAU Hisar

Witness
Signature 
Name ASHISH AGGARWAL
Address: SBI, HAU.

Witness
Signature 
Name Shobhit Kapoor
Address: Dy CM, o/o Comptroller
CCS HAU, Hisar

Witness
Signature 
Name SIDDHANT GIRDHAR
Address: SBI, HAU, Hisar