



PUBLIC NOTICE

Regarding Grant of Computer increment to Officers/Employees of Regional Rural Banks (RRBs)

Department of Financial Services, Ministry of Finance, GOI, vide its letter no 8/1/2023-RRb dated 18.09.2024 on the captioned subject has conveyed that all those employees/Officers of RRBs who were in service/probation as on 01.11.1993 will be eligible for the benefit of computer increment w.e.f 01.11.1993.

Therefore, **through this notice**, it is informed to the following officers / employees who were in the Bank's service/probation as on 01.11.1993 and

- Are not currently drawing pension in the Bank after 01.11.1993;
- Who have been dismissed from service after 01.11.1993;
- Who have resigned from services of bank after 01.11.1993;
- Who have been removed from the service, including CRS after 01.11.1993;
- The legal heir/s who have lost both pensioner /family pensioner after 01.11.1993

to apply for the benefit of Computer Increment as per attached format and forward the same to HRD Department at email id- personnel.hoj@jkgb.in. The last date for submission of application is **26-09-2024**.

Please note that eligible officers / employees (legal heirs in case of deceased eligible officers / employees) who are currently drawing pay or pension (or family pension) need not to apply for computer increment separately.

In case of any query, please feel free to contact HRD Department at 8082187899.

By Order

Sd/-
HOD, HRDD

**FORMAT OF REPRESENTATION BY THE ELIGIBLE STAFF/LEGAL HIER OF THE
DECEASED EMPLOYEE**

To

The Chairman,
J&K Grameen Bank,
Head Office Narwal, Jammu.

Dear Sir,

Sub: Request for release of Computer Increment benefit.

I _____ am an ex-employee of the bank and humbly submit this representation for your kind consideration. I have been ceased from the services of the bank on _____ by resignation/Compulsory Retirement/Voluntary Retirement/ termination/dismissal/removal (strike of which is not applicable). I would like to bring to your kind attention that I am **eligible** for the computer increment benefit as my name was on the bank payroll as of 01.11.1993, as per the applicable rules and policies.

OR

I/We _____ am/are legal heir/heirs of the deceased employee namely _____ who had been ceased to be in service of the bank on _____ by resignation/Compulsory Retirement/Voluntary Retirement/ termination/dismissal/removal/death (strike of which is not applicable). I/We humbly submit this representation for your kind consideration that I/we being the legal heir/heirs of Sh./Ms. _____ (Deceased employee name) am/are **entitled** for benefits of computer increment due to Sh./Ms. _____ (Deceased employee name) who was on the bank payroll as of 01.11.1993, as per the applicable rules and policies.

In View of my eligibility / entitlement being legal heir/s of late Sh./Ms. _____, request your good self to make the necessary arrangements for release of benefits of computer increment due to me/us. Below are details for disbursement of the said benefits:

1. Account holder name:
2. Bank Name:
3. Branch Name:
4. Account Number:
5. IFSC Code:
6. AADHAR Number:
7. PAN Number
8. Legal heir Certificate (only in case of application by legal heir/ heirs)
9. 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

Yours sincerely,

Signature _____

Name of Ex-Employee/ Legal heir of the deceased: _____

PPO No. _____

Address: _____

Contact number: _____