

**Employee Benefits Division (EBD)  
Human Resources Department, Central Office**

Staff Circular No:101308-2025

02 December 2025

**To: All Branches/Offices**

**Updation of Eligible dependents of Staff Pensioners in Union Parivar  
for Pensionary Benefits**

The Bank had earlier issued Staff Circular No. 8490 dated 10.12.2024 regarding the updation of dependent details for active employees. To address discrepancies in pensioner records and facilitate the updating of spouse and eligible family pensioner details wherever not available, the same module titled "Dependent Updation Application" has now been enabled for staff pensioners. This module allows to add, modify, or delete dependent details for the purpose of ensuring pensionary benefits.

The module can be accessed through the following navigation path in Union Parivar:  
**Employee Self Service > Personal Information > Dependent Updation Application**

Staff pensioners who wish to update their dependent details are requested to visit the nearest branch/office with the requisite supporting documents. After verification, the concerned branch/office will initiate and recommend the updation request through Union Parivar.

**In certain cases, the details of eligible family pensioner dependents may not be available, and family members may approach for family pension after the death of staff pensioner. In such instances, the concerned branch/office shall initiate and recommend the addition of dependent details based on documentary evidence establishing eligibility.**

**It is important to note that the official entering the details must also recommend the request by accessing their Worklist in Union Parivar.**

Details regarding the Competent Authority for approval of dependent up-dation, the list of requisite documents, procedural guidelines, and step-by-step navigation of the module are provided in Annexure-I for reference.

In case of any technical error or if the Branch/Office is unable to complete the up-dation process, the concerned Branch/Office is requested to send an email to [ebd.co@unionbankofindia.bank.in](mailto:ebd.co@unionbankofindia.bank.in) OR contact us via IP No. 116233 for assistance

**Please note that service record details pertaining to staff pensioners cannot be modified**

All branches/offices to ensure compliance of the same.

Sd/-

**(Vikash Kumar)  
General Manager**

**Competent authority for up-dation of dependent details:**

Sr No	Last posting of employees	Entry and Recommender	Approver	Sanctioner
1	Retired from Branches/Offices under Regional Office (including ULAs)	Branch/RO/ZO	HR regional office	Regional Head
2	Retired from Zonal Office	Branch/RO/ZO	Zonal HR	Zonal Head
3	Retired from Central Office (CO) including CO Annexes - up to Scale IV	Branch/RO/ZO	CM EBD	AGM (HR-EBD)
4	Retired from Central Office (CO) including CO Annexes - Scale V & VI	Branch/RO/ZO	AGM(HR-EBD)	General Manager(HR)
5	Retired as Zonal Head / General Manager / Chief General Manager	Branch/RO/ZO	AGM(HR-EBD)	Chief General Manager(HR)

**Staff Pensioners are required to submit the following documents, as applicable:****1. For Addition of Spouse details:**

- Request letter from the staff pensioner
- Copy of Aadhaar Card / PAN Card of the dependent
- Marriage / Remarriage Certificate
- Legal Heir Certificate / Succession Certificate / Family Certificate (as applicable per state regulations)
- Any other supporting documents (PPO, Pensioners record sheet, etc)

**2. For Addition of Son/Daughter/Parents/disabled dependent child (if eligible for pensionary benefit):**

- Request letter from the staff pensioner
- Copy of Aadhaar Card / PAN Card of the dependent
- Non - Marriage Certificate (in case of Son/daughter)
- Income certificate/income proof issued by state/central government/ Revenue Department as per relevant Bipartite/Joint note
- Legal Heir Certificate / Succession Certificate / Family Certificate (as applicable per state regulations)
- Supporting documents validating the change (e.g., updated Aadhaar, legal affidavit, etc.)
- Any other supporting documents (PPO, Pensioners record sheet, etc)
- Disability Certificate with clearly stating the %, type of disability & validity date issued by Medical Board/UDID(only in case of child with disability)

**3. Modification of Dependent details:**

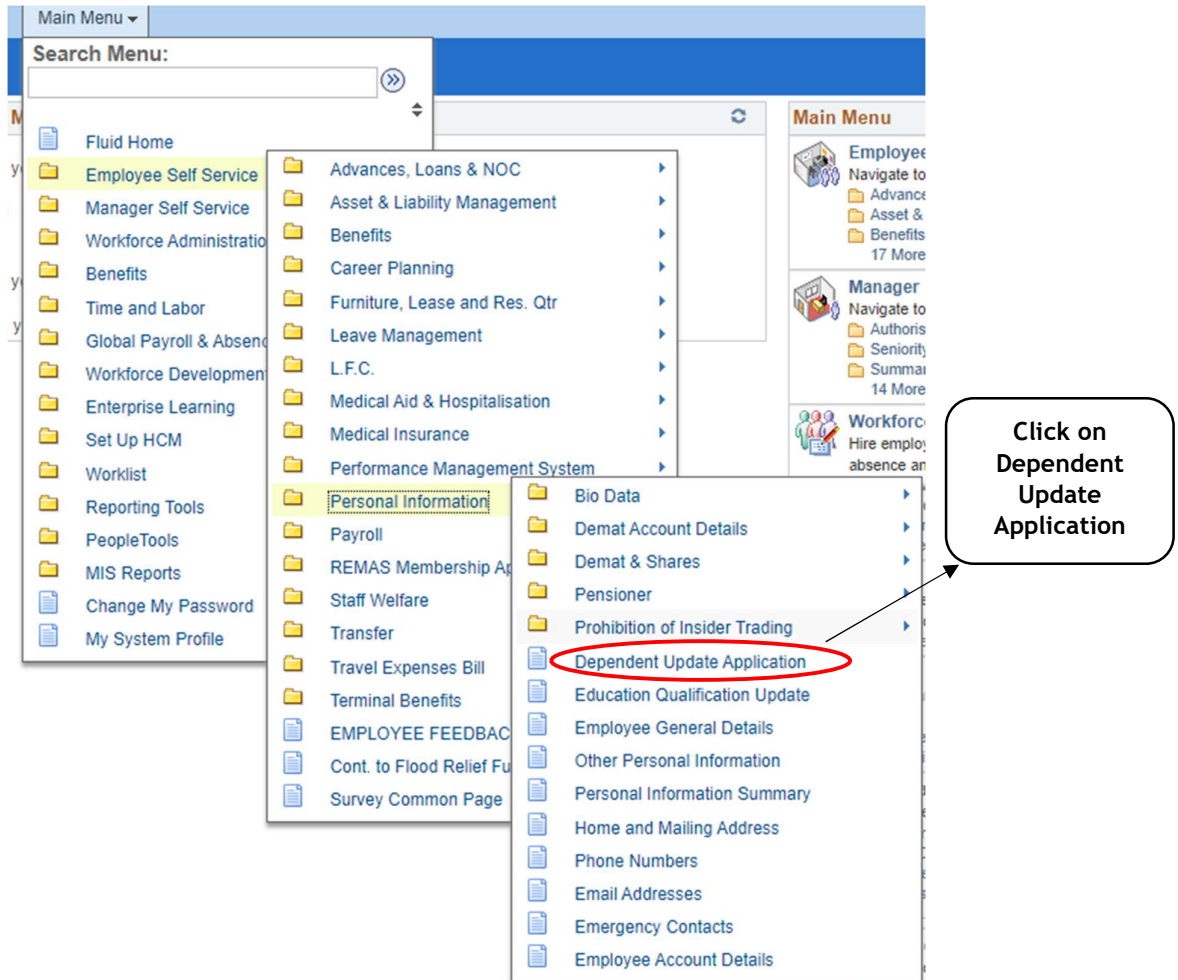
- Request letter from the staff pensioner
- Copy of Aadhaar Card / PAN Card of the dependent
- Supporting documents validating the change (e.g., Gazette notification updated Aadhaar, legal affidavit, etc.)
- Any other supporting documents (PPO, Pensioners record sheet, etc)

#### 4. For Deletion of Dependent:

- Request letter from the staff pensioner
- Death Certificate (if applicable)
- Divorce Certificate (if applicable)
- Any other supporting document

### Detailed Process:

Navigation: MAIN MENU ➡ EMPLOYEE SELF SERVICE ➡ PERSONAL INFORMATION ➡  
DEPENDENT UPDATE APPLICATION



1. Click on "ADD A NEW VALUE" tab, enter Employee ID/ PF No. and select request type New Addition

### Dependent Application

Find an Existing Value Add a New Value

Employee Id

Application Date 06/10/2025

Effective Sequence 0

\*Request Type

DELETION  
MODIFICATION  
NEW ADDITION

Add

Select New Addition / Modification / Deletion

In case after clicking the ADD button an error as displayed below occurs the concerned Branch /Office is requested to send an email to [ebd.co@unionbankofindia.bank.in](mailto:ebd.co@unionbankofindia.bank.in) OR Contact us via IP No.116233 for assistance.

Approver ID Not Set, Please contact Union Parivar Helpdesk Approver belongs to Paygroup: 8802 - ZONAL OFFICE-HYDERABAD

The PeopleCode program executed an Error statement, which has produced this message.

OK

2. Click on "**NEW ADDITION / MODIFICATION / DELETION**" request type for addition or modification or deletion of dependent:
  - a. Fill in all required details
  - b. Select the appropriate reason and purpose for addition
  - c. Upload supporting documents, duly signed and stamped
  - d. Enter relevant remark
  - e. Tick the required declaration (highlighted below)
  - f. Click 'Save' and then 'Submit'

Employee Id : 4  
 Name : M  
 Designation : S  
 Scale : M  
 Branch : N  
 Regional Office : RO - JABALPUR  
 Zonal Office : FGMO - BHOPAL

Request Type: NEW ADDITION

Application Status:

Recommender: 7  
 Approver: 6  
 Sanctioner: 6

Existing Dependent Details

Formal Name	Description	Date of Birth
	Father	01/01/1940
	Mother	01/01/1947
	Wife	01/07/1966
	Son	20/05/1987
	Son	24/03/1993

Dependent/Beneficiary ID	Name Prefix	First Name	Middle Name	Last Name	Relation	Date of Birth	Purpose for Addition / Modification of dependent	Reason for Addition / Modification	Annual
1 06	Mr								

We undertake that the above-mentioned dependents fulfill all the criteria covered under Bipartite Settlement / Joint Note and Pension Regulations.  
 We confirm that in case of wholly dependent physically & mentally challenged son/daughter, the disability certificate should be revalidated and submitted to the Bank for record.

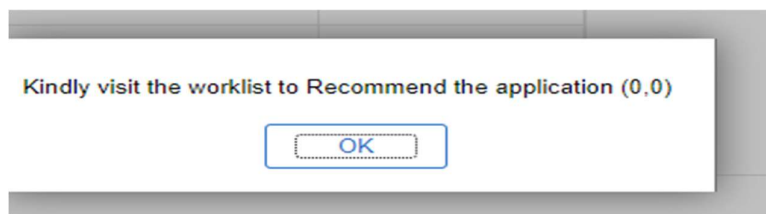
Save

Submit

Submit Date:

Submitted By:

3. Pop up message will appear on the screen as below.
  - a. Click on OK
  - b. Go to the worklist and select Dependent\_Upd\_recm
  - c. Select the application that was entered
  - d. Review the details and choose “Yes” or “No” in the Recommender checkbox:
    - i. Select “Yes” if details are correct
      1. Enter recommender comments
      2. Click on Recommend button
    - ii. Select “No” if details are entered incorrectly.
      1. Click on “Reject” button.
      2. Enter recommender comments
      3. Restart the process from the beginning



4. Once Recommended the application will move onto the “Approver” Id
  - a. Visit the Worklist and select Dependent\_Upd\_Appr
  - b. Upon selection, you will be redirected to the Dependent Update Application Page
  - c. Select the relevant application
  - d. Review the details and choose “Yes” or “No” in the Approver checkbox:
    - i. Select “Yes” if details are correct
      1. Enter Approver comments
      2. Click on Approve button
    - ii. Select “No” if details are entered incorrectly.
      1. Enter Approver comments
      2. click on “Reject” button.

3. Contact the Recommender regarding the rejection and advise to reapply if required
5. Once Approved the application will move onto the "Sanctioner" Id
  - a. Visit the Worklist and select Dependent\_Upd\_Sanc
  - b. Upon selection, you will be redirected to the Dependent Update Application Page
  - c. Select the relevant application
  - d. Review the details and choose "Yes" or "No" in the Sanctioner checkbox:
    - i. Select "Yes" if details are correct
      1. Enter Sanctioner comments
      2. Click on Sanction button
    - ii. Select "No" if details are entered incorrectly.
      1. Enter Sanctioner comments
      2. click on "Reject" button.
      3. Contact the Recommender regarding the rejection and advise to reapply if required.