



श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता  
SYAMA PRASAD MOOKERJEE PORT, KOLKATA

हलदिया गोदी परिसर  
HALDIA DOCK COMPLEX

वित्त प्रभाग / Finance Division  
Pension Section, 3<sup>rd</sup> Floor, Jawahar Tower, Haldia



**CIRCULAR**

No. PB-446/339/HA

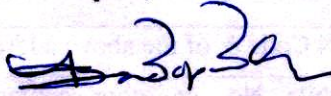
18 February, 2021

In order to induct ease in submission of Life Certificate by the pensioners of Haldia Dock Complex under SMP, Kolkata, the process of generation of Digital Life Certificates through India Post Payments Bank has already been initiated by Haldia Dock Complex, SMP, Kolkata.

In its efforts to further streamline the process of generation of aforesaid Digital Life Certificates of the pensioners (including family pensioners), all the pensioners a/c Haldia Dock Complex, SMP, Kolkata are hereby requested to provide to this office the contact information in the attached format for updating the relevant data base at this office.

Every pensioner is requested to submit the filled up format along with a self attested copy of his/her Pension Card issued by Haldia Dock Complex, SMP, Kolkata in his/her favour. Besides, the self attested copy of any of the documents recognized/approved by the Government as proof of address should also be submitted by the concerned pensioner along with the filled up form to be so submitted by them.

The early action and cooperation of all the pensioners a/c Haldia Dock Complex, SMP, Kolkata is solicited in this regards.

  
18/02/2021  
(S.K. Bandopadhyay)  
Deputy Manager  
Finance Division  
for General Manager (Finance), I/C  
Haldia Dock Complex, SMP, Kolkata



**FORMAT FOR PROVIDING AND UPDATING THE CONTACT DETAILS OF  
PENSIONERS A/c HALDIA DOCK COMPLEX, SMP - KOLKATA**

To,

**The General Manager (Finance), I/C  
Haldia Dock Complex  
Syama Prasad Mookerjee Port, Kolkata**

Sir,

Reference your office CIRCULAR No. PB-446/339/HA dated 18 February, 2021, I, the undersigned pensioner, submit hereunder the particulars of my pension references and contact information. Please update the records at your end accordingly.

Name of Beneficiary receiving Pension (Write in BLOCK Letters)	:	
Status of Beneficiary (Self/Family Pension/Dependent Family Member)	:	
Pension Roll No.	:	
Annuity No. (Only in case of pensioners who are receiving pension through LIC)	:	
Postal Address of the present place of residence of the Beneficiary	:	
District & PIN Code & of the above address	:	
Existing Mobile No. or other contact no. of the beneficiary	:	
Name of the Bank and Branch (along with IFS Code) in which the account for Pension payment is presently held.	:	

The **SELF ATTESTED** photocopies of the following documents are enclosed herewith.

- Encl. : (1) Photocopy of Pension card issued by Haldia Dock Complex, SMP, Kolkata  
(2) Photocopy of .....  
(3) Photocopy of .....  
(4) Photocopy of .....

Thanking you,

Sincerely yours,

\*Signature of Pensioner in FULL with date : .....

Name (in BLOCK LETTERS) : .....

\*The Pensioners who are cannot write and/or sign and accordingly have put / recorded Thumb Impression in the Pension Card and P.P.O. Book issued by **Haldia Dock Complex, SMP, Kolkata** (instead of putting his/her signature in such records), may put Left Thumb Impression in the above space designated for Signature.