



HEAD OFFICE: BALLARI	Memo No:	180/2026-27
HUMAN RESOURCES WING	Index No:	38/2026-27
PENSION CELL	Date:	05-09-2026
SUB: ISSUING OF IDENTITY CARDS TO RETIRED STAFF		

The Government of India, vide Gazette Notification No. 1604 dated 07.04.2025, notified the amalgamation of Karnataka Gramin Bank and Karnataka Vikas Grameena Bank, both sponsored by Canara Bank, into a new Regional Rural Bank named **Karnataka Grameena Bank**. Accordingly, the new Bank commenced operations with effect from **01.05.2025**, with its Head Office at Ballari under the sponsorship of Canara Bank.

Prior to amalgamation, the erstwhile Grameena Banks were issuing Identity Cards to their retired employees. In order to provide a uniform identity and strengthen the continued association of retired employees with the Bank, it has now been decided to issue **Identity Cards** to eligible retired employees of Karnataka Grameena Bank, irrespective of the Bank from which they retired. The last date for submission of application is **31.10.2026**. **Identity Cards shall be issued only to employees who retired on attaining Superannuation/Voluntary Retirement Scheme.** Employees who ceased to be in service due to resignation, dismissal, removal, termination, or compulsory retirement imposed as a penalty shall not be eligible for issuance of Identity Cards.

Procedure to be followed by Retired Employees:

1. Eligible retired employees shall submit the application form to their Pension Drawing Branch.
2. The application shall be accompanied by two recent passport-size colour photographs and latest pension slip.
3. The applicant shall write his/her **Name and Staff Number** (as appearing in the latest pension slip) on the reverse of each photograph for identification purposes.
4. Pension slips may be downloaded from the Bank's website through **<https://karnatakagb.bank.in/> → Others → KaGB Pensioners Area → Pension Disbursement**
5. Retired employees shall collect the Identity Card from their Pension Drawing Branch against acknowledgement.
6. Retired employees are advised to carry the Identity Card whenever they visit any Branch or Office of the Bank.



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Procedure to be followed by Pension Drawing Branches:

1. On receipt of the application, the Branch shall verify the identity of the applicant with reference to KYC documents such as Aadhaar Card, PAN Card, Passport, Driving Licence, or Pension Account Passbook.
2. The Branch Manager shall verify and attest the signature of the retired employee on the application.
3. After ensuring that the application is complete in all respects and supported by the required documents, the Branch shall forward the original application along with photographs and latest pension slip to Pension Cell, Human Resources Wing, Head Office, Ballari.
4. The Branch shall maintain a register containing particulars of applications received and forwarded to Head Office.
5. On receipt of the Identity Card from Head Office, the Branch shall deliver the same to the retired employee against acknowledgement and record the details in the register maintained for the purpose.

On receipt of the application from the branches, the Pension Cell shall scrutinize the application with reference to eligibility. Upon verification, the Identity Cards shall be prepared and the same shall be forwarded to the concerned Pension Drawing Branch for delivery to the retired employee.

A copy of this Memo shall also be displayed on the Notice Board of all Branches / Offices.

Also, a copy of this Memo will be made available on the Bank's website:

<https://karnatakagb.bank.in/>

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KAMBLE RAMCHANDRA
TUKARAM
Date: 2026.09.05
16:41:23 +05'30'

GENERAL MANAGER

To: All Branches / Offices.

FORMAT

APPLICATION FOR ISSUING IDENTITY CARD TO RETIRED STAFF

From, Mr./Mrs.	To The Chief Manager, Human Resources Wing, Head Office, Ballari.
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Dear Sir,

This is to state that I have retired from the services of the Bank on _____. I request you to issue me Identity Card for retired staff. I hereby confirm that identity card shall be used solely for the purpose of identifying me as a retired employee of the Bank at our Bank branches/offices only.

The required details are furnished here under:

Name of the Retired Employee (as per pension slip)		Latest passport size colour photograph (On reverse of photograph write name and staff number)
Staff No. (as per recent pension slip)		
Designation at the time of Retirement:		
Blood Group (Mandatory)		
Date of Birth & Date of Exit		
Mode of Exit	Superannuation / Voluntary Retirement Scheme(tick)	
Mobile Number		
Personal E-mail ID (if any):		

Date:

Signature of the retired employee

FOR BRANCH USE

Signature of the retired employee attested and application forwarded to Human Resources Wing.

Signature of the Branch-in-Charge

Date:

Place:

Documents enclosed:-Two passport size colour photographs and latest month pension slip.