

# FOREWORD

CANARA BANK  
HEAD OFFICE  
112, JC ROAD  
BANGALORE-560 002



6<sup>th</sup> June 2015

‘Retirement’ is most exciting and precious phase in one’s life. Retirement brings unbound prospects to rejoice life every moment in its full glory, away from travails and turbulences of routine work. Now the time is flexible, at your disposal and you continue relieved and rejuvenated. No doubt, now you are your own boss.

You have realized all your professional pursuits, obligations and the time has come to look beyond that. It is a time to prioritize personal goals in this golden phase of life, to fine tune your dreams and to have lots of fun in the days to come.

I place on record the excellent work done by Human Resources Wing in bringing out this updated version of “Compendium for Retirees” for the benefit of all.

**PRADYUMAN SINGH RAWAT**  
MANAGING DIRECTOR & CEO



# PREFACE

CANARA BANK  
HEAD OFFICE  
112, JC ROAD  
BANGALORE-560 002.



6<sup>th</sup> June 2015

Retirement, in cricket parlance is an exciting and decisive second Innings in the journey of life, full of thrill and fervor. It is said that retirement is not an end but a perfect beginning of an illustrious phase in one's life. It is a time when you can realize all your dreams and accomplish things which you never did though always aspiring to do.

We gratefully remember the yeoman service rendered by our retired employees while in service of this great institution and we always look forward to them as 'Beckon Light' and guiding force behind all efforts and success.

To have a cheerful and eventful start for a new chapter in life and to have a perfect launch pad for making true life's unfulfilled ambitions amidst our kith & kin and near & dear ones, an earnest effort is made to codify the various benefits available to the retired employees in our Bank and release the updated version in the form of a book-let titled "Compendium for Retirees".

I am sure this small gesture would be beneficial to all.

**C P GIRI**  
GENERAL MANAGER (HR)



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# INTRODUCTION

The retirement benefits which accrue on cessation from service are covered under various Settlements and Regulations. Similarly the benefits extended to the ex employees are covered under various Circulars, guidelines issued by the Bank from time to time. The present Booklet is an effort to consolidate the same hoping the same will be beneficial and useful to all.

Though sufficient care has been taken while consolidating the relevant information, please note that the information furnished herein is in brief and in case of any doubt or requirement of complete details, one has to refer to the relevant Regulations/ Rules/ Circulars and the guidelines/provisions/settlements contained therein shall prevail.

“The best revenge is massive success.” - *Frank Sinatra*

## RETIREMENT BENEFITS

### **PROVIDENT FUND (PF):**

In case employee is a PF optee, on retirement, the employee will receive Employee's Contribution to PF & Bank's Contribution to PF with interest accumulated thereon. If the employee is a Pension optee, on retirement, he will only receive Employees' Contribution to PF with accumulated interest, subject to the provisions of Canara Bank Staff Provident Fund Regulations.

The retiring employee may retain the settlement amount under Provident Fund partly or fully with the Fund. This has to be intimated in writing before the settlement is made. The retained amount will earn interest as applicable to the regular employees. The amount can be retained in the Fund till the life time of the employee and can be withdrawn in one stretch at any time at the ex employee's request. However, part withdrawal is not permissible.

In case of death of employee eligible PF amount will be settled to the nominee or to the legal heirs in the absence of nomination.

Those employees who have joined the Bank on or after 01.04.2010 are not members of staff provident fund but they are covered under New Pension Scheme [DCPS] formulated by PFRDA. [Please refer HO Circular No. 128/2013 dated 21.03.2013]



**GRATUITY:** At present the maximum amount of gratuity payable under The Payment of Gratuity Act, 1972 is Rs.10 lakhs. There is no ceiling for amount of gratuity payable under Canara Bank Officers' Service Regulations 1979 and Canara Bank Gratuity Fund Rules & Regulations. The amount of gratuity payable is calculated as below:

(a) Under the Payment of Gratuity Act, 1972:

- Gratuity Amount = Salary\* x 15 x Number of years of service ÷ 26

\*Salary = Basic pay, Dearness Allowance and all allowances of permanent nature which rank for PF.

- Minimum Qualifying Service 5 years.
- Period of service six months and above shall be rounded off to next higher year.

(b) Under Canara Bank Officers' Service Regulations 1979 (in case of Officers):

- The amount of Gratuity payable to an Officer shall be one month's pay for every completed year of service, subject to a maximum of 15 months pay.
- Provided that where an Officer has completed more than 30 years of service, he shall be eligible by way of Gratuity for an additional amount at the rate of one half of a month's pay for each completed year of service beyond 30 years.

"The only way to do great work is to love what you do.  
If you haven't found it yet, keep looking. Don't settle." - *Steve Jobs*

- If the fraction of service beyond completed years of service is 6 months or more, Gratuity will be paid pro-rata for the period.
- Last drawn pay as on the date of cessation to be taken into account. For this purpose Pay = Basic pay + stagnation increment + other allowances which are permanent in nature ranking for PF only.
- For further details Regulation 46 of Canara Bank Officers' Service Regulations 1979 shall be referred.

In case of officers, the gratuity is calculated both under Payment of Gratuity Act, 1972, and Canara Bank Officers' Service Regulations, 1979, and whichever is beneficial to the employee is being paid.

(c) Under Canara Bank Gratuity Fund Rules & Regulations (in case of Workmen):

- The amount of gratuity shall be equal to one month's salary for each completed year of service subject to a maximum of fifteen months' salary and if the total number of years of continuous service exceeds thirty years an extra amount by way of additional gratuity shall become payable at the rate of half months salary for each completed year of service in excess of thirty years. (Service of six months and above shall be rounded off to

next higher year and less than 6 months to be ignored)

- For workmen, average of the Pay components for last 12 months immediately preceding the cessation of service shall be taken into account. For this purpose Pay = Basic pay + stagnation increment + other allowances which are permanent in nature ranking for PF only.

In case of workmen the gratuity is calculated both under Payment of Gratuity Act, 1972, and Canara Bank Gratuity Fund Rules & Regulations, and whichever is beneficial to the employee is being paid.

- (d) As on date, Gratuity Paid upto Rs.10.00 lakhs is exempted from Income Tax.
- (e) In case of death of an employee eligible gratuity will be settled to the nominee or to the legal heirs in the absence of nomination.
- (f) For latest definition of Salary/Pay for the purpose of calculation of Gratuity time to time Bi-partite settlements/Joint Notes shall be referred.

**PENSION:**

- (i) Those employees who have opted and permitted to join the Pension Scheme are only eligible for pension subject to the provisions of Canara Bank Employees' Pension Regulations, 1995.
- (ii) Those employees who have joined the Bank on or after 01.04.2010 are not covered under

“Don't worry about failures, worry about the chances you miss when you don't even try.” - *Jack Canfield*

Canara Bank Employees' Pension Regulations, 1995 but they are covered under New Pension Scheme [DCPS] formulated by PFRDA. (Please refer HO Circular No. 128/2013 dated 21.03.2013.)

- (iii) To be eligible for pension, as on the date of retirement on superannuation an employee has to render a minimum of ten years of qualifying service. (Regulation 14)
- (iv) An employee who has opted for pension, on completion of 20 years of qualifying service, may opt for voluntary retirement from the services under Regulation 29 of Canara Bank Employees' Pension Regulations, 1995, by giving a notice of not less than 3 months. (Regulation 29)
- (v) Over and above the qualifying service, broken period of service of more than six months shall be treated as one year.
- (vi) Resignation or dismissal or removal or termination of an employee from the service of the Bank shall entail for forfeiture of his entire past service and consequently shall not qualify for pensionary benefits (Regulation 22)
- (vii) An employee whose qualifying service is 33 years or more is eligible for full pension.
- (viii) Pay for this purpose means, average pay (which rank for PF) drawn during the last 10 months of service.

- (ix) If the qualifying service is less than 33 years, basic pension is equal to  $\text{Pay} \times \text{qualifying service} \div 66$ .
- (x) Upto a maximum of 1/3rd of basic pension can be commuted.
- (xi) Total pension receivable per month is equal to Basic pension + applicable Dearness Relief (DR) on basic pension. DR rate will be as applicable to regular employees, but will be varied only in February and August every year.
- (xii) DR payable is arrived on the full basic pension before commutation.
- (xiii) Commutation factor is arrived as per Regulation 41 of Canara Bank Employees' Pension Regulations, 1995.
- (xiv) Commutation amount is fully exempted from income tax. After commutation, a pensioner will get total pension equal to residual basic pension (basic pension minus commuted portion) + DR on basic pension before commutation. Commuted portion of pension will be restored after 15 years from the date of commutation. Commutation date, amount etc., will be informed to the pensioner in the pension sanction letter issued to him.
- (xv) Pension is treated as salary for the purpose of Tax calculations and appropriate Income Tax will be deducted.

“Build your own dreams, or someone else will hire you to build theirs.”

- *Farrah Gray*

- (xvi) A pension fixed at a monthly rate shall be payable monthly on or after the first day of the following month.
- (xvii) Life Certificate: The Pensioners have to submit Life certificate in the prescribed format made available in Bank's website during the month of November every year to the pension disbursing branch. In case of failure to submit Life Certificate as stipulated, the pension disbursing branches will stop debit transaction in the concerned accounts.
- (xviii) Family Pension: On death of an employee who had opted for pension or an ex-employee who was in receipt of pension, his family becomes eligible for family pension. Family for the purpose of pension is defined under provisions of pension Regulations same may be referred.
- (xix) Family Pension is payable as per Chapter VII of Canara Bank Employees' Pension Regulations, 1995.
- (xx) The Canara Bank Employees' Pension Regulations, 1995 is available both in Canner and Bank's website i.e., [www.canarabank.com](http://www.canarabank.com).
- (xxi) Regarding papers to be submitted along with Pension Application, and submission of Life Certificate and other details HO Circular 346/2012 dated 08.11.2012 may be referred.

- PL ENCASHMENT:**
- A. Eligible components of Pay and allowances are Basic Pay, Dearness Allowance, HRA [Notional HRA applicable to the place of posting (if quarters provided)], CCA, Split Duty allowance, Special Area Allowance, Project Area Allowance, Hill and Fuel Allowance, PQP, Deputation allowance, Personal allowance, Fixed Pay Allowance.
  - B. The pro-rata PL earned during the year till the date of retirement credited to the PL account.
  - C. Maximum of 240 days of PL can be encashed on retirement/death.
  - D. For latest definition of Salary/Pay for the purpose of calculation of PL Encashment time to time Bi-partite settlements/Joint Notes shall be referred.

Encashment of privilege leave on retirement is calculated on the basis of last drawn salary, and is exempted from Income Tax upto a maximum of Rs. 3,00,000/-.

PL encashment in case of resignation will be 50% of accumulated PL subject to a maximum of 120 days.

**REGULATION 20 [3] [iii] OF CBOSR INVOKED CASES:** An Officer against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue, as if he is in service until the proceedings are concluded and final order is passed in respect thereof. The concerned Officer

will not receive any pay and / or allowance after the date of superannuation. He will also be not entitled for payments of retirement benefits till the proceedings are completed and final order is passed thereon except his own contribution to PF and provisional pension in terms of Regulation 46 of Canara Bank Employees' Pension Regulations, 1995, if he is a Pension Optee.



# BENEFITS AVAILABLE TO THE FAMILY/ LEGAL HEIRS IN CASE OF DEATH OF EMPLOYEE WHILE IN SERVICE

Apart from the eligible terminal benefits the family/ legal heirs in case of death of an employee, may apply for the following schemes subject to eligibility mentioned there under.

**EX-GRATIA  
&  
COMPASSIONATE  
APPOINTMENT  
IN EXCEPTIONAL  
CASES:** Bank has formulated the scheme for payment of ex-gratia lump sum amount in lieu of appointment on compassionate grounds in the following cases where the death occurred on or before 04.08.2014.

- (a) Employee dying in harness (other than due to injury sustained while performing of the duty as a result of violence, terrorism, robbery or dacoity).
- (b) Employee dying due to injury sustained while performing official duty within or outside the office premises (other than due to violence, terrorism, robbery or dacoity and excluding travel from residence to place of work and back).
- (c) Employee seeking premature retirement due to incapacitation before reaching the age of 55 years,

“The only disability in life is a bad attitude.” -*Scott Hamilton*

subject to compliance of norms specified in the scheme.

In the above cases, ex-gratia amount will be paid to the family of the employee/ employee, if eligible and if requested for within six months from the date of death of the employee/ three months incase of point number (c) above. Family, for this purpose, would mean and include spouse, wholly dependent children (son including legally adopted son, unmarried daughter including legally adopted unmarried daughter.)

In case of unmarried employee, parents who are wholly dependent on the employee will constitute a family.

The ex-gratia will be subject to ceiling specified, if the monthly income of family from all sources is less than 60% of the last drawn salary [net of taxes] of the employee.

Exgratia relief under the Scheme cannot be claimed as an entitlement but may be granted at the sole discretion of the Bank looking into the financial conditions of the family and in deserving & eligible cases only.

The Bank reserves the right to substitute, amend or vary from time to time any provision of the scheme.

For details, please refer HO Circular No.35/2005 dated 14.02.2005 and HO Circular No.262/2007 dated 24.09.2007.

With effect from 31.07.2004 the exceptional cases under which Compassionate Appointment is applicable are as follows:

- [i] Employee dying while performing his official duty as a result of violence, terrorism, robbery or dacoity;
- [ii] Employee dying within 5 years of his first appointment or before reaching the age of 30 years, whichever is later, leaving a dependant spouse and / or minor children:

The appointment on compassionate grounds may be offered to one among the next of kin of the deceased employee.

The appointment shall be made only in the Clerical and Sub Staff Cadre.

Application for employment under the scheme from eligible next of kin should be received by the Bank, at the earliest, in any case not later than 12 months from the date of death of the employee.

Since penury and want of any means of livelihood should alone decide the need for employment, as observed by the Hon'ble Supreme Court of India, the appointment

"In three words I can sum up everything I've learned about life:  
it goes on." – *Robert Frost*

made under this Scheme should also conform to the guidelines.

Appointment under the Scheme is not an entitlement but may be granted at the sole discretion of the Bank looking into the financial conditions of the family and in deserving and eligible cases only.

For details, please refer HO Circular No.262/2007 dated 24.09.2007.

The other conditions/ eligibility norms specified under HO Circular 35/2005 dated 14.02.2005 shall apply.

**SCHEME OF  
REWARD FOR  
RESISTING  
DACOITS/  
ROBBERS  
IN CASE OF  
BANK  
ROBBERIES:**

Bank is providing compensation, reward, compassionate appointment and certain other benefits to the family of the deceased employees who are killed while resisting Bank Robberies/ terrorist attacks on Bank including left wing extremism.

For more details, HO Circular 243/2013 dated 30.05.2013 may be referred.

**SCHEME OF  
COMPASSIONATE  
APPOINTMENT  
-IN CASE OF  
DEATH OCCURED  
ON OR AFTER  
05.08.2014.**

Bank has formulated a scheme for Compassionate Appointment in tune with guidelines received from Ministry of Finance, Government of India effective from 05.08.2014. For eligibility and other details HO Circular No. 143/2015 dated 20.03.2015 may be referred.

**PAYMENT OF  
DEATH RELIEF**

Death relief is being paid to the family members of deceased employee under Staff

**UNDER STAFF  
WELFARE  
MEASURES:**

Welfare Measures. However, since the scheme is under Staff Welfare Measures the duration of which is for one financial year, the concerned are requested to refer the latest Memo on Staff Welfare Measures to know the details and changes/ modification, if any, in the scheme.

The concerned may contact HRM Section, where the deceased employee last worked for further details.

**DEATH DUE  
TO ACCIDENT:**

Bank is having a Group Personal Accident Insurance Policy for the employees in service under Staff Welfare Measures. In case of death of employee in service due to accident, claim needs to be preferred as per the requirement of the said policy. For further details/ necessary formats/ application, please contact the HRM Section, where the employee last worked immediately before death.

“It is better to be hated for what you are than to be loved for what you are not.” – *André Gide, Autumn Leaves*

## OTHER BENEFITS / INFORMATION

**MEMENTO ON SUPERANNUATION:** Bank is presenting memento to the employees retiring from the service on attaining superannuation. Such retiring employees are eligible to purchase gift article of their choice and Bank will be reimbursing an amount upto Rs.10,000/-.

For further details, please refer HO Circular No.350/2011 dated 29.11.2011.

**REIMBURSEMENT OF EXPENSES TOWARD SHIFTING ON RETIREMENT ON SUPERANNUATION:** The Officers, who retire on superannuation only, are eligible for reimbursement of TA, shifting personal belongings/baggage and other expenses for self & dependent family members, as applicable on transfer.

The reimbursement shall be as applicable from the last station at which the officer is posted to the place where he/she proposes to settle on retirement.

Advance TA expenses shall not be permissible and reimbursement of expenses incurred is to be claimed from the respective HRM Sections of the Circle.

TA expenses shall be claimed within six months from the date of retirement.

The facility shall be extended to the family members in the case of death of an officer while in service.

**RETENTION OF  
QUARTERS/  
TELEPHONE FOR  
TWO MONTHS ON  
RETIREMENT ON  
SUPERANNUATION:**

Retention of quarters/ residential accommodation, if provided, to the officers at the last place of work is permitted for a maximum period of two months subject to house rent recovery and furniture rent recovery.

Telephone facility is permitted to be retained, if provided, to the quarter/ residence of the officers, for a maximum period of two months subject to the officer agreeing to reimburse the telephone bills.

For the above, retiring officer has to give a written request in advance to the HRM Section of the concerned Circle.

The amount of gratuity, Bank's Contribution to Provident Fund (in case of PF Optee), Commutation of Pension and monthly Pension shall be released to the Officers only after getting the vacant possession of the quarters and settling the telephone bills etc.

At their request, the family members of deceased Officer will be permitted to retain Bank's quarters together with furniture items for a maximum period of six months from the date of death of officer, provided the officer was provided with residential accommodation at the time of his/her death subject to recovery of charges which were being recovered from the officer while he/ she were in the services of the Bank. In such cases, the amount of gratuity, Bank's

“Good friends, good books, and a sleepy conscience:  
this is the ideal life.” – *Mark Twain*

contribution towards PF (If employee was PF optee), payable to legal heirs / nominee of the deceased officer will be released only after getting the vacant possession of quarter and settlement of telephone/ electricity bills.

However, the family members of the deceased officer are not entitled to retain residential telephone, if provided with.

**RETENTION OF FURNITURE ON SUPERANNUATION AVAILABLE TO OFFICER EMPLOYEES:**

The Officers, who have availed furniture facility, are eligible to purchase furniture items at concessional rates as per norms, when they retire on superannuation/ Voluntary Retirement/ Special Voluntary Retirement Schemes.

The new scheme for providing furniture / fixtures to the officers has come into force from 24.06.2013. For details/ rules with respect to retention/ purchase of the same at the time of retirement / death/ resignation or termination for any other reasons HO Circular 303/2013 dated 26.06.2013 be referred.

**CONTINUATION OF HOUSING LOAN UNDER CONCESSIONAL RATE OF INTEREST:**

[A] HL limits/liabilities are permitted to be continued on the same terms and conditions of the Employees' Housing Loan (EHL) for a period upto 10 years from the date of retirement/Voluntary retirement from the services of the Bank. However, the total repayment shall not exceed 20 years.



The revised guidelines as above shall be applicable to those employees who are retired/voluntarily retired from the services of the Bank on or after 03.12.2012. For further details, please refer HO Circular No. 403/2012 dated 26.12.2012 and HO Circular No. BI 18/2013 dated 06.05.2013 and 270/2013 dated 13.06.2013.

- [B] As per the modified guidelines which are applicable in case of the permission accorded on or after 30.04.2015 for continuation of limits/liabilities of housing loan, on the same terms and conditions of the Employees' Housing Loan (EHL), HL limits/liabilities are permitted to be continued for a period up to 15 years from the date of retirement/ Voluntary retirement from the services of the Bank or the ex-employee attaining the age of 75 years, whichever is earlier. However, the repayment tenor [including continuation of repayment after retirement] shall not exceed the repayment tenor stipulated as per sanction terms.

In this regard, HO Circular No.230 / 2015 dated 11.05.2015 may be referred.

“Life is like riding a bicycle. To keep your balance, you must keep moving.” – *Albert Einstein*

**CONTINUATION  
OF LIMITS/  
LIABILITIES UNDER  
CAR LOAN**

Continuation of limits/liabilities under car loan is permitted at the option of the employee on the Rate of Interest of the respective schemes viz., car loan scheme for officers and car loan to workmen employees for a period of 5 years (60 months) from the date of cessation of the service. However, the total repayment period shall be within 180 months including the extended period of 5 years as above.

The above guidelines are applicable to loans sanctioned on or after 01.02.2013.

For further details please refer HO Circular No. 73/ 2013 dated 18.02.2013 and 279/2013 dated 15.06.2013

**IDENTITY CARDS  
TO RETIRED  
EMPLOYEES:**

Bank is issuing identity cards to the ex-employees retired on Superannuation / VRS / SVRS only. It may be noted that the identity card is issued only for the purpose of identification and not for any other purpose.

The application along with two stamp size photographs in the prescribed format has to be submitted by the retired employee (upto Scale V) to the HRM Section of respective Circle /SA Section, Inspection Wing/HOSA Section, HR Wing, HO where the retired employee has last worked. Retired executives in Scale VI & VII to submit application to HOSA Section, HR Wing, HO through the pension drawing branch or branch where they are having account.

For further details, please refer HO Circular 230/2004 dated 11.09.2004.

**PREFERENTIAL RATE OF INTEREST ON DEPOSITS:**

Bank is extending preferential rate of interest on deposits to retired employees and certain other category of former employees.

For further details please refer HO Circular No.15/2009 dated 16.01.2009.

**PREFERENTIAL RATE OF INTEREST ON DEPOSITS W.E.F 19.05.2014 IS AS UNDER:**

**1.For Ex-employee Senior Citizens:**

SL NO.	PARTICULARS	REVISED ADDITIONAL ROI OVER AND ABOVE GEN. PUBLIC
1	Domestic Term Deposits irrespective of size of deposits	1.50%  [Except NRO and CGA Term Deposits
2	Canara Tax Saver Deposits	1.00 %

**2. For Employees/Ex-employees:**

SL NO.	PARTICULARS	REVISED ADDITIONAL ROI OVER AND ABOVE GEN. PUBLIC
1	Domestic Term Deposits-all maturity slabs -irrespective of size of deposits	1.00%  [Except NRO and CGA Term Deposits
2	Canara Tax Saver Deposits	1.00 %

“If you judge people, you have no time to love them.”  
– *Mother Teresa*

Please refer HO Circular 274/2014 dated 19.05.2014 and circular from time to time for further details.

**CONCESSIONS  
IN SERVICE  
CHARGES:**

The following facilities shall be extended to ex-employees of the Bank and others who are eligible for preferential rate of interest on deposits without levying any commission, postage and other charges.

- a. Issuance, cancellation and issuance of duplicate Demand Drafts.
- b. Collection of all outstation and local instruments, deposit receipts, transfer of deposit accounts, provided the instruments in question are drawn in their favour. (not endorsed in their favour.)
- c. Issuance of duplicate passbooks, pass-sheet and deposit receipts.
- d. Collection of foreign currency instruments drawn in their favour (not endorsed in their favour). This also covers foreign inward remittances expressed in Indian Rupees.
- e. The following charges shall not be applicable in the case of above category of persons.
  - i. Ledger folio charges for over draft accounts in their individual capacity.
  - ii. Charges for carrying out standing instructions.

- iii. Appraisal charges in respect of gold loans.
  - iv. Safe custody charges of approved securities pledged for loans.
  - f. Processing charges for loans/ advances granted to them in their individual capacity.
  - g. CBS Charge/RTGS/NEFT/NET Banking.
  - h. Annual fee for ATM / Debit Cards .
- For details please refer HO Circular - 301/2013 dt 26/6/2013.

**MEDICAL  
CHECK-UP:**

Bank is extending medical check up facility under Staff Welfare Measure Schemes:-

**Eligibility:**

1. Employees who have retired from the services of the Bank on superannuation before the commencement of financial year.
2. Employees who have exited from the services of the Bank under SVRS 2001 / VRS before the commencement of financial year and have attained the age of 60 years as on the date of submission of claim.

The following are not eligible:-

1. Employees who have exited from the services of the Bank under SVRS 2001 / VRS and who have not attained the age of 60 years.

“Not all of us can do great things. But we can do small things with great love.” – *Mother Teresa*

2. Employees who have exited from the services of the Bank in view of punishment of discharge / dismissal/ removal from the service / compulsory retirement / termination, etc.
3. Employees who have resigned from the services of the Bank.
4. In nutshell employees other than those mentioned in clause No.1 & 2 under “Eligibility” clause above are not eligible.

Bank is also Considering reimbursement of medical expenses on declaration basis to spouses of deceased employees (Retired from the Bank on Superannuation/ VRS/ SVRS) who are drawing family pension from our bank subject to maximum of Rs.1,000/-.

However, since the scheme is under Staff Welfare Measures, the duration of which is one financial year, the concerned are requested to refer the latest Memo on Staff Welfare Measures to know the details and changes/ modifications, if any, in the scheme.

**DISPENSARY:**

At present Dispensary facility is available at Circle Offices, Head Office, Head Office Annexe and ID Mumbai. The retired employees may also avail the facility. For further details concerned HRM Sections may be contacted.

**ENGAGING  
RETIRED**

1. Bank is engaging the services of retired officers as Inquiring Authorities to

**OFFICERS  
AS RECOVERY  
AGENTS,  
ENQUIRING  
AUTHORITIES:**

conduct domestic enquiry at its sole discretion, on need basis subject to following:-

- a. He/she shall not be more than 65 years of age and should be physically and mentally able to perform the job.
  - b. He/she shall have worked in the capacity of not less than Middle Management Grade Scale-III prior to retirement and;
  - c. He/she shall have experience in handling departmental enquiries, investigations etc., and well versed with the Rules, Regulations and procedures of departmental proceedings in the Bank.
  - d. He/she shall not have blemished past records touching upon his her honesty and integrity and must be sincere, committed and prompt in attending to the work.
2. A. Bank has issued detailed guidelines on engaging retired employees of Canara Bank as Recovery Agents of our Bank for recovery of small value NPA accounts, doubtful and loss assets through persuasive method subject to the followings:

“Be the change that you wish to see in the world.”  
– *Mahatma Gandhi*

- a. Recovery Agents have to undergo, 100 hours training conducted by IIBF or their affiliated institutes or our Staff Training College, Bangalore;
- b. Antecedents of Recovery Agent including police verification are to be verified by the Bank;
- c. Branch has to conduct due diligence of Recovery Agents recommended by them;
- d. R & L Section of concerned Circle Office shall obtain a clearance certificate from the concerned HRM Section, Circle Office, where the retired employee has last worked and if the Recovery Agent to be empanelled is retired executive of Canara Bank, concerned R & L Section, Circle Office shall obtain a clearance certificate from the PM Section, HR Wing, Head Office;
- e. Recovery Agent shall be required to execute an agreement containing the Terms & conditions of the Bank;



- f. Recovery Agent shall give Bank guarantee/ deposit of approved security for an amount equivalent to ₹ 50,000/-.
- B. The empanelment of retired employees as Recovery Agents of the Bank shall be at the sole discretion of the Bank.
- C. For further details, refer HO Circular No.216/2011 dated 15/07/2011 and No.273/2011 dated 15/09/2011.

**PERMISSION TO  
TAKEUP  
EMPLOYMENT  
AFTER  
RETIREMENT:**

As per Regulation 50 of Canara Bank Employees' Pension Regulations, 1995 and Regulation 4 of Canara Bank Officer Employees' (acceptance of jobs in private sector concerns after retirement) Regulations, 2001, an Employee who was holding a post of Officer in the Bank prior to his retirement is required to obtain prior permission, if he is intending to take up commercial employment within ONE year of retirement. For further details, the above mentioned Regulations may be referred. The same are available in Canned as well as website of the Bank i.e., [www.canarabank.com](http://www.canarabank.com) under the head "Regulations".

For prescribed format the concerned may request at [hoir@canarabank.com](mailto:hoir@canarabank.com) or at concerned HRM Sections of Circle Offices.

"Live as if you were to die tomorrow. Learn as if you were to live forever." – *Mahatma Gandhi*

**LEGAL AID:**

Scheme is available to enable retired officer employees to initiate legal action which shall include defending of a legal action in India against outsiders / private parties who with a malafide intention makes baseless allegations, pass derogatory remarks, lodge motivated false complaints on matters arising out of bonafide execution of Bank's work while in service.

As per the scheme Litigation expenses shall mean court fee and other related miscellaneous expenditure, advocate fee, travelling allowances as per entitlement.

For the purpose of this scheme, Outsider/ Private party means any outsider other than a Government Agency such as CBI, CVC etc.

For further details refer HO Circular 84/2010 dated 05.03.2010.

**TA/HA FOR  
ATTENDING  
COURT ENQUIRY  
ETC.,  
ON BEHALF  
OF BANK:**

The guidelines with respect to TA/HA payable to the Retired Employees of Banks are as under:

CIRCUMSTANCES		
Cases filed by Police/ CBI against employee for official Acts	As accused	No
	As witness on behalf of Bank	Yes
	As witness on behalf of Employee	No

Cases filed by Employee against the Bank	As a petitioner	No
	As witness on behalf of Bank	Yes
	As witness on behalf of Employee	No
Cases filed by outsider/ customers etc pertaining to official acts.	As accused	Yes
	As witness on behalf of Bank	Yes
	As witness on behalf of Employee	No

The entitlement for TA/HA in eligible cases will be as applicable to the cadre in which the officer employee was last working.

**HOLIDAY HOME:**

The Holiday Home facility is available to ex-employees retired on superannuation / VRS / SVRS only. The dependents of retired employee cannot avail the facility independently, for this the retired employee has to necessarily accompany them.

Retired employees can book holiday home one month in advance in prescribed format through the pension drawing branch or branch where they are having account.

“I know God won’t give me anything I can’t handle. I just wish he didn’t trust me so much.” – *Mother Teresa*

**AT PRESENT BANK IS HAVING HOLIDAY HOME FACILITY IN THE  
FOLLOWING PLACES:**

<b>Name of Holiday Home</b>	<b>Address of Holiday Home</b>	<b>Tele No.</b>	<b>Address, contact No. &amp; email id of overseeing office</b>
Goa	Hotel Le Magnifique, 406/230, Plot No. 90, Nova Cidade, Behind P.D.A, Alto Porvorim Bardez, Goa- 403521	0832-6511651	Canara Bank, Circle Office, 1st Floor, Mathias Plaza, 18th June Road, Panaji, Goa - 403501, pecogoa@canarabank.com, 0832-2220321/2426477
Visakhapatnam	Canara Bank Holiday Home, 301, Sandeep Apartments, Plot 57 B, Kirlampudi Layout, Visakhapatnam - 530003, Land Mark- Near Submarine, RK Beach	0891-2547945	Senior Manager, P & E Section, Circle Office, Visakhapatnam Ph : 0891-2547914 Email : pecovsp@canarabank.com
Madurai	Meenakshi Apartments, 74, Ram Nagar, 3rd Street (Near Aparna Towers) S S Colony Madurai - 625016	0452-2302066	Canara Bank, Premises & Estate Section, Circle Office, St. Mary's Campus, East Veli Street, Madurai - 625001 Tele : 0452-2337060 Email : pecomdu@canarabank.com

Kanyakumari	Holiday Home, Near Government Hospital, Kanyakumari - 629702	04652-247549	Canara Bank, Main Road, Kanyakumari - 629702 Tele : 04652-246249/247249 Email : co1026@canarabank.com
Rameshwaram	Hotel Sri Saravana A/C 12-A, G H Road, Rameswaram 623526	04573-223367	Canara Bank, 12-A, G H Road, Ramanathapuram - 623501 Tele : 04567-220201/224221 Email : cb2808@canarabank.com
Hyderabad	Canara Bank Holiday Home, 4th Floor, TAURUS PRIDE, Heritage Supermarket Building, Opp: Hotel Pearl Regency, Redhills, Lakdikapul, Hyderabad-500 004	040-23436900	Premises & Estate Section, Circle Office, Ruby House, Opp: Old MLA Quarters, Himayatnagar, Hyderabad-500029 Tele : 040-23436921/22  23260060 Email : pecohyd@canarabank.com
Katra	Hotel Mount View, Jammu Road, Katra Dist - Reasi	01991-234405	Canara Bank Jammu Main Tele : 01912543262 01912573107 01912575073 Email : cb0100@canarabank.com

“Two things are infinite: the universe and human stupidity; and I’m not sure about the universe.” – *Albert Einstein*

Mussorie	Hotel Sunny Cot Mall Road Kulri Mussorie	0135-2632789 +91- 9837368810	Canara Bank, 59-60 Kulri Road Mussorie 248179 Tele : 0135-2636924 Mobile : 9456591118 Email : cb5495@ canarabank.com
Haridwar	Hotel Jahanvi Dale Bye Pass Road, Kankhal, Haridwar - 249408	01334-244932 244934	Canara Bank Haridwar Railway Road Branch Near Mahila Hospital Haridwar Tel : 01334- 227208/220331 Email : cb2225@ canarabank.com
Nainital	Hotel Shalimar, The Mall, Opp. Municipal Library Nainital	05942-235432	Canara Bank, New Deodars Sukhatal, Malital Nainital - 263001, Tele : 05942-232181 / 09456591181 Email : cb5871@ canarabank.com
Chennai	Canara Bank Holiday Home, No.10, Rangan Street, (1st & 2nd Floor) Adjacent to GRT Jewellery Shop, Above Vijaya Bank, T Nagar, Chennai 600 017	044-24348182	Canara Bank, Circle Office, Premises & Estates Section, 524, Anna Salai, Teynampet, Chennai 600018 Tele : 044- 24349350/24326011 Email : pecochn@ canarabank.com holicochn@ canarabank.com

Delhi	Canara Bank Holiday Home, II Floor, No. 5/8, Deshbandu Gupta Road, Paharganj, New Delhi 110055	011-23589879	Paharganj Branch, Canara Bank 9000-9011, Deshbandhu Gupta Road Paharganj, New Delhi - 110055 Tele : 011-23588772, 23589879 Email : cb2021@ canarabank.com
Shirdi	Hotel Sai Palace Budget Near Sai Baba Temple Pimplewadi Road Shirdi (Maharashtra)	02423-258181- 185 Fax:02423- 258186	Premises & Estate Section, CO Pune, FP 790(Part) Shivaji Road, Shivaji Nagar, Near Mangala Talkies, Pune-411005 Tele : 020-25530647, 25571000 Extn-232 Email: pecopne@ canarabank.com
Mahabaleshwar	Canara Bank Holiday Home Hotel Stone House Behind Shanti Villa Near Bus Stand Mahabaleshwar -412806	09403944537 09403305959	Premises & Estate Section, CO Pune, FP 790(Part) Shivaji Road, Shivaji Nagar, Near Mangala Talkies, Pune-411005 Tele : 020-25530647, 25571000 Extn-232 Email: pecopne@ canarabank.com
Lonavala	Inn One O Five Near Masjid Pune Mumbai Highway Khandala, Lonavala Dist : Pune	9923190153	Canara Bank, Dr. Parmar Building G Ward, Plot No. 8 Lonavala - 410401 Tele : 02114-271898 cb0273@canarabank. com

“Do not fear to be eccentric in opinion, for every opinion now  
accepted was once eccentric.” — *Bertrand Russell*

Manali	Hotel Shandela, Near HPSEB, Manali, Dist : Kullu Himachal Pradesh 175131	01902-252426	Canara Bank, Himalayan Shopping Arcade, Opp : Nagar Parishad, The Mall Manali cb3451@canarabank. com
Shimla	Canara Bank Holiday Home, Prime Rose, Near Bus Stand, Shimla	0177-2658439, 9805833871	Canara Bank, Middle Bazar, 20 Kashmiri Mohall, Shimla 171001
Bangalore	Holiday Home Bangalore No. 1811, 4th Floor, Behind Old Shanthi Talkies South End Road Bangalore - 560004	080-26910962	Premises & Estate Section, Circle Office, Metro Bangalore, Spencers Towers, No. 86, MG Road, Bangalore-560001 Tele : 080-25588641 extn : 120/121 080-25586318
Ooty	Canara Bank Holiday Home No. 121, Vijayanagaram Farm Road, Off Ettines Road Ooty	9360102517	Canara Bank, P.B. No. 18, Ootacamund Branch Tele : 0423-2444087, 0423-2447155 Email : cb1234@ canarabank.com
Bhubaneswar	Panthaniwas O.T.D.C. Ltd Lewis Road Bhubaneswar	0674-2432515	Canara Bank, Premises & Estate Section Circle Office, Red Cross Bhavan Bhubaneswar - 751022 Email : pecobhu@ canarabank.com



Puri	Hotel Roopam, Near Birla Guest House Baliapanda P.S: Sea Beach Police Station Puri	06752-211421	Canara Bank, Puri Branch, Hospital Square Puri - 752002 Tele : 06752-223561 Email : cb1439@ canarabank.com
Guruvayur	Canara Bank Holiday Home 1st Floor, Poonthanam Guest House, Chavakkad Road, West Nada, Guruvayur, Trichy Dist, Kerala	0487- 2560100/  2560200	Canara Bank, Guruvayur Branch Tridhur Dist Kerala
Kodaikanal	Hotel Lone Star Euretta Lane Near Prakash Construction Observatory Road Kodaikanal - 624101	9842109207	The Manager, Canara Bank Kodaikanal, Dindigul District Tamil Nadu - 624101 Tele : 04542-242405, 241052 Email : cb0945@ canarabank.com managercb0945@ canarabank.com
Srirangam	Hotel Vamanna Royal 204, East Uthira Street Srirangam Trichy 620006	0431-2435667/ 2434114	The Manager, Premises & Estate Section, Circle Office, Canara Bank, No.1, Royal Road, Muthiah Towers, Cantonment, Trichy 620001 Tele : 0431-2468214 Email : pecotci@ canarabank.com

“Life is about making an impact, not making an income.”

- Kevin Kruse

Agra	Hotel Swarajya Palace 2/363A, Mall Road Pratapura Crossing in front of Hotel Kirandeep Agra - 282001	0562-2464802	Canara Bank, Circle Office Premises & Estate Section, 71 Nehru Nagar, Agra - 282002 Tele : 0562-2525750 Email : pecoagra@ canarabank.com
Tirupati	Hotel Bliss 45, Near Rajanuja Circle Renigunta Road Tirupati	0877-223773/  6563773	Canara Bank, P & E Section, Circle Office. 15-2- 118, GS Mada Street, Tirupati Tele : 0877-2500113 Email : pecotpt@ canarabank.com  blisstirupati@gmail. com
Jaipur	Hotel Welcome New Colony, Jayanti Market Near Panch Batti M.L. Road Jaipur - 302001	0141-2372270 0141-2379974 9829210424	Canara Bank, Circle Office P & E Section, Orbit Mall, Ajmer Road, Jaipur - 302006 Tele : 01412222909 Mob : 7726008956 Email : premisescojpr@ canarabank.com
Mount Abu	Hotel Hill Top Plot NO. 22-A New Old Toll Barrier, Mount Abu - 307501	02974- 238133/ 9414200455 9952857503	Udaipur Main Branch 9-C, Madhuban, Udaipur - 313001 Tele : 0294-2415256 / 2415255 Email : cb0169@ canarabank.com

Udaipur	Hotel SITA Infront of NCC Office, Saheli Marg, Near Chetak Circle, Udaipur - 313001	0294-5120678 9660855471	Udaipur Main Branch 9-C, Madhuban, Udaipur - 313001 Tele : 0294-2415256 / 2415255 Email : cb0169@ canarabank.com
Kolkata	Canara Bank Holiday Home 34A, South End Park Kolkata - 700029	9830364872	P & E Section, Circle Office 21, Camac Street, Kolkata - 700016 Tele : 033- 22831501/22831524 Email : pecokol@ canarabank.com
Darjeeling	MOVILA Near Bardhaman Palace Rajbari, Darjeeling 734101	8509063090	Canara Bank, Gandhi Road Darjeeling-734101, West Bengal Tele : Email :
Mysore	Canara Bank Holiday Home No. 689, Double Road Opposite to Water Tank Saraswathi & puram Mysore - 570009	0821-2344753 8050236577	Canara Bank, Circle Office No. 26/A, Guest House Road Nazarbad, Mysore - 570010 Tele : 0821- 2528291/2528245 Fax : 0821-2528217 Email : mysprem@ canarabank.com

“Strive not to be a success, but rather to be of value.”  
- Albert Einstein

<p>Madikeri</p>	<p>Ganga Chain Gate Near Housing Board Madikeri Town 571201 Kodagu Dist, Karnataka State</p>	<p>08272-229561</p>	<p>Canara Bank, Madikeri Main Branch Kodave Samaja Building Near Policy Station, Madikeri Kodagu Dist, Karnataka-571201 Tele : 08272- 229302/225417</p>
<p>Mumbai</p>	<p>Mumbai Holiday Home No. 35, Mukund Niwas, Flat No. 15 &amp; 16, 3rd Floor Sion West, Mumbai - 22</p>	<p>022-24074749</p>	<p>Canara Bank, P &amp; E Section, Circle Office, C-14, G Block Bandra Kurla Complex Bandra East, Mumbai - 51</p>

## VISHRANTI:

Vishranti is a half yearly news bulletin issued by Pension Fund, HR Wing, Head Office, Bangalore for the benefit of Pensioners. The same will be available at Bank's Website i.e. [www.canarabank.com](http://www.canarabank.com) under the head "Announcements >> Pension Information".

"Definiteness of purpose is the starting point of all achievement."  
- W. Clement Stone

# POLICY ON USE OF SOCIAL MEDIA / ELECTRONIC MEDIA

Bank has introduced a Policy of “Use of Social Media/ Electronic Media/ Internet Blogs etc., by the employees- Do’s and Dont’s. with a view to sensitize the employees/ ex-employees to be more responsible while communicating /airing their views on the Social media/ Public Domain about the Policies of the Bank, its employees, its customers or of any nature which has direct or indirect bearing on the reputation/ goodwill of the Bank. Please refer HO Circular 247/2015 dated 18.05.2015 for more details.

# HOW TO PREPARE FOR RETIREMENT

Only a few persons would argue against the notion that it is important to prepare for retirement. Indeed, the majority would understand the importance of planning for retirement. However, knowing what to do, knowing how to do it and actually doing it are three different spheres.

Everyone might prepare for retirement in a different way. For those close to retirement, preparations would be financial, social and psychological. Those who have some years to go could afford a one-dimensional focus on retirement (finances). However, to prevent retirement planning from becoming retirement panicking, you have to know how to go about it.

## 1) Assess your financial status

Even if you have already started planning for retirement in earnest, you need to review your retirement plans and your overall financial health. If you are saddled with debt, this would most likely affect your plans. Assessing your situation is necessary before you proceed. You also have to know and understand what is happening with your existing retirement portfolio. After all, retirement planning is a function of financial planning.

## 2) Create your retirement vision

You should literally dream about your ideal retirement. While you have some latitude with dreaming, do not hope for pie in the sky. The reality check would be your finances, resources and your willingness to sacrifice, if necessary.

“We become what we think about.” - *Earl Nightingale*

### **3) Set your retirement goals**

Your retirement goals will translate your dreams to measurable targets. When you set your goals, you would have a time frame in mind. You should also have an idea of what your retirement dreams would cost. Then you'll be able to set definitive targets in terms of an accumulated retirement fund and your income stream (pension/annuity payout).

### **4) Compare where you want to be to where you're at**

Based on your lifestyle requirements you can determine through a simple financial calculation how much more you will need to reach your target at a given accumulation rate.

### **5) Factor in inflation and a retirement period of 30 years**

Increased life expectancy, contingent expenses, fixed income and the consequences of an increasingly higher life expectancy are just part of the reality of retirement. If you do not fully cater for it, you may be residing happily in fool's paradise. You'd only moan and despair when you realise that your target income was too low or that you failed to account for the impact of post-retirement inflation.

### **6) Determine what you need to do to reach your target**

You have some degree of influence over:

- i) The lifestyle you want in retirement
- ii) Your average rate of return on retirement savings and investment
- iii) The financial products that you choose to prepare for retirement with
- iv) Your retirement age



You could manipulate all those variables to determine how you can reach your goal. Maybe you have to set a more realistic target or forgo globe-trotting in the future because you started too late.

### **7) Develop or improve your retirement portfolio**

Portfolio diversification applies especially to your retirement fund. Whether you are on the cusp of retirement or far from it, you need to create an optimal portfolio that has security from income and cash options and the capital appreciation offered by growth options.

The way that you diversify your retirement portfolio would be based largely on your investment horizon. You have a choice among money market funds, mutual funds, annuities (fixed or variable), stocks and the Forex market. Those on the cusp of retirement would focus more on creating an income stream. Those who have a larger investment period can place more emphasis on capital growth.

### **8) Develop a budget to support your retirement plan**

The previous steps focused on the planning stages as preparation. At this implementation phase, you will allocate your resources accordingly. You will know what vehicles you are using and how much will go towards debt servicing, mortgage reduction, your fixed annuities, preferred stock and money market funds. You will abide by this budget to ensure that you are not sidetracked or distracted.

### **9) Monitor your plan**

Preparing for retirement is a journey, not a one-stop destination. Your circumstances change every so often, as might your retirement goals. Your retirement preparation must reflect this.

“An unexamined life is not worth living.” - *Socrates*

It doesn't matter what stage of life you are at. Planning for retirement is essential. How you plan for retirement and the level of awareness of retirement challenges would determine the success of your method. There are many paths to retirement planning success. However, your chances of identifying these multiple paths are greater when you follow these broad guidelines.

Article Source: [http://EzineArticles.com/?expert=D.\\_Victor](http://EzineArticles.com/?expert=D._Victor)

# HOW TO ADJUST TO BEING RETIRED ?

Despite the hype we see about the joys of retirement, being retired is a significant life change. Research indicates many people struggle with making the transition. What can you do to make this a positive shift in your life ?

Recognize retirement is a significant life change. We hear so much about the fantasy about retirement that many people are not prepared for the day to day life. The first thing you need to realize is that retirement is not an extended vacation. If you are mentally prepared to approach retirement as a significant change requiring effort, the adjustment will be easier.

Find a balance between being still and activity. If you have had a stressful and busy working life, there is a tendency to vacillate between over activity or not doing anything. Find a balance between the two. Make sure you don't get so busy that you don't have quiet time. It's important for your brain and body to be given the opportunity to slow down, but not to the point of becoming depressed.

Balance fun with responsibilities. At one extreme, new retirees tackle their list of to-do's they've put off with a vengeance. Closets are cleaned out, the house is painted, work that was on hold replaces employment. On the other end, some people begin to lead a life of decadent leisure, with one play activity after another. A good retirement consists of neither all work nor all play. Making time to finish projects is important, as is finding time for leisure and play activities. Creating a life with a healthy dose of both work and play makes for the best retirement.

Develop routines. Being able to do what you want, when you want, is the ideal retirement. For a rewarding retirement, start to develop routines immediately. You get to experiment and chose

“Winning isn't everything, but wanting to win is.” - *Vince Lombardi*

the patterns, but you will find much more time to do what you want when you want if you establish routines from the beginning.

Identify support and connections. The loss of work relationships can be a sudden shock to many. If spouse is still working, family and friends are engaged in their hectic lives, the newly retired person can suddenly find themselves feeling alone and isolated. Therefore, identify like minded friends circle.

Establish healthy patterns immediately. If you've put off exercising and eating correctly because you didn't have time when you worked, as soon as you retire develop healthy habits. Make sure you get outside and have some sort of physical activity. Look at your eating habits and determine if you're making the best choices. If not, start now to eat healthier.

Find something new to learn. Just like with your body, keeping your brain active and engaged is paramount to a successful transition into retirement. Take classes, read books, and play games. If you don't have hobbies, spend time exploring what new interests you can develop. You may have to experiment with a lot of different activities, but enjoy the process of learning to find what is a good match for your interests.

Don't get too comfortable. Take on new challenges and risks. Humans feel most alive when they are outside their comfort zone. You don't have to put yourself in harms way, but find ways to stretch yourself. Meet new people, volunteer, take up a new sport or new hobby. If you're reluctant to try something because you don't feel comfortable, then try it exactly for that reason. Complacency is the worst choice you can make when you first retire.

Retirement is a significant life change. It can be the most rewarding time of life. By following these suggestions, you can start to develop the life you want to lead.

Article Source: [http://EzineArticles.com/?expert=Cathy\\_Severson](http://EzineArticles.com/?expert=Cathy_Severson)

# HEALTH IN RETIREMENT / HEALTHY RETIREMENT

Retirement generally heralds a transition from an active official life to a relatively slower pace. This automatically translates into lowered tensions, mental and physical activity and therefore lesser calorie requirement for the body. The decreased activities if not substituted by alternate activities that prevent boredom can lead to binge eating of snacks and consequent weight gain and this will cause immediate and long term havoc on health and well being of individuals. To stay healthy and independent as long as possible, a careful diet becomes inevitable in view of the decreased physical activity. Long standing medical problems contribute to ill health due to inactivity of retirement, since excess calories may not be burnt off by activity for various reasons, diet control will assume primary focus in maintaining healthy well being in retirement. Here are few tips to that end:

1. To burn 300 calories a day, walk briskly for 40 minutes.
2. To improve the general health conditions, especially relating to heart, diabetes and arthritis, consume 1 table spoon of flax seed powder per day.
3. Eat a banana every day as they are an excellent source of potassium, which plays an important role in lower Blood Pressure. It is filling and can be eaten as a low calorie [about 80 - 100 calorie] snack as opposed to a vada, chakli, pakoda or a pastry, which is about 200 to 250 calories per serving.
4. Drink at least two glasses of skimmed milk every day to keep the bones healthy.

“Defeat is not bitter unless you swallow it.” - *Joe Clark*

5. Regular exercise, Yoga and diet modification can greatly improve HDL level [good cholesterol] in the body. Choose your fat carefully. Limit animal fat, coconut oil and palm oil. Avoid transfatty acids which are found in cakes, pastries, burgers and French fries.
6. Drink at least 8 to 10 glasses of water per day to keep your body adequately hydrated.
7. For acidity chew 8 to 10 pudina leaves [mint] early in the morning on an empty stomach. Cucumber juice and tender coconut juice also helps in combing acidity.
8. Reduce abdominal fat, which is closely related to health risks. A waist circumference greater than 35 inches for women and 40 inches for men should be kept in mind.
9. Diabetics should maintain strict and hygiene as they are more susceptible to gum infection. Diabetics should visit eye Doctors regularly. Any eye problems, if detected early, can be treated early.
10. Instead of craving for sweets, satisfy it with fruits, flavoured fruit yoghurt or dry fruits.
11. Adding 10 to 15 grams of fibre to one's diet lowers blood cholesterol levels considerably. High fibre diet also helps in preventing constipation and controlling weight. Include lot of green leafy vegetables, fruits, whole grain cereals, dried beans, peas, nuts and dry fruits.

Revathi Nataraj - Dietician

# POST-RETIREMENT ACTIVITY - TIPS FOR MAKING THE MOST OUT OF EACH DAY

Imagine waking up to the sound of an alarm clock only to realize you don't have anywhere to go. The first day of retirement can be wonderful and confusing at the same time. While getting up at 4 am has now become a thing of the past, the question you may ask is: Now what? Here are a few tips for making the most out of each day in post-retirement.

1. Avoid the rut. For the first few days you will have to acclimate yourself to a new kind of freedom. Instead of getting up at the crack of dawn, turning over in bed becomes quite attractive, at least for the first week. Afterwards, make a list of activities you have always wanted to engage in. It doesn't matter what it is, as long as it gets you up and out of the house.
2. Exercise and nutrition. Now that you are retired, you may want to start an exercise regimen or rev up the one you may have been on for some time. Join a gym or call a friend and make a commitment to walk at least three days a week. Choose a diet plan, if appropriate, and in combination with an exercise program you can revitalize your mental, emotional, and physical well-being.
3. Redefine your interests. What have you always wanted to do, but never had the opportunity or the time? Travelling, painting, writing, and gardening are just

"The two most important days in your life are the day you are born and the day you find out why." -*Mark Twain*

some of the hobbies you would like to turn into full time skills. Perhaps you would have wanted to attend classes on history, sociology, or the arts. Now you can. Or perhaps you wish to start a home-based business in your area of expertise. Now you can.

4. Exercise the brain. Studies have shown that brain exercises can add 10 years to your cognitive capacity and increase stimulation through such activities as scrabble, puzzles, or focusing on problems that require critical thinking. Just as you continue to exercise the body; it is just as important to exercise the brain.

Retirement poses several options. You can live a sedentary life because, after all, you've worked very hard and deserve the rest; or you can choose to engage in activities which not only improve your lifestyle, but afford you the opportunity to fully explore all of those things you have been interested in during your lifetime. The latter sounds more exciting, doesn't it?

Make the most out of each day - now that you can.



## JUST RELAX:



A woman came home to find her retired husband waving a rolled up newspaper round his head.

Wife: 'What are you doing dear?'

Husband: 'Swatting flies - I got 3 males and 2 females'

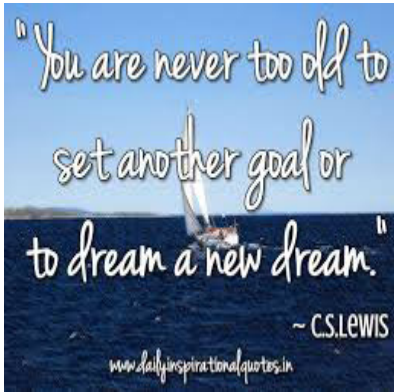
Wife: 'How on earth do you know which gender they were?'

Husband: 'Easy - 3 were on the beer, and the other 2 were on the phone'

Today we would like to thank Albert for his service to our company. Albert is someone who does not know the meaning of impossible task, who does not know the meaning of lunch break, who does not understand the meaning of the word no. So we have clubbed together and bought Albert a dictionary.



"Life shrinks or expands in proportion to one's courage." -Anais Nin



On the day before his retirement, a construction worker sat with his supervisor at lunch.

“Last day, huh?” asked the supervisor. “Are you looking forward to retirement?”

Let me put it like this,” said the construction worker. “The most miserable existence I can imagine is spending years constantly performing manual labor, under the direction of a tyrannical overlord.”

“Wow,” said the supervisor. “I didn’t realize I was making your life so miserable. In fact, I thought you liked this job.”

“I do like this job. I was talking about my wife’s plans for my retirement.”

## RETIREMENT DEFINED

Responsibility towards family, society and motherland;

Endurance is tolerance and makes you respectable;

Togetherness brings happiness in life;

Interest in life sustains your journey forward;

Ripe thoughts open doors of mental peace;

Enjoy every remaining moment of life;

Movement in right path is a symbol of healthy life;

Eat well not more;

No wrong doing, but do not be coward;

Teach what you have learnt.

“Life is like a coin. You can spend it any way you wish,  
but you only spend it once.” -*Lillian Dickson*

# IMPORTANT TELEPHONE NUMBERS AND CONTACT DETAILS

1. Industrial Relations Section  
Human Resources Wing  
No.112, J.C. Road, Head Office, Bangalore - 560 002.  
Phone: 080-22116914 / 080-22116923  
Email: hoir@canarabank.com
2. Personnel Management Section  
Human Resources Wing  
No.112, J.C. Road, Head Office, Bangalore - 560 002.  
Phone: 080-22116916  
Email: hopm@canarabank.com
3. Canara Bank Employees' Pension Fund  
Human Resources Wing  
No.14, M.G. Road, Head Office Annexe  
Naveen Complex, Bangalore - 560 001.  
Phone: 080-25323801  
Email: hopenfund@canarabank.com
4. Staff Provident Fund & Gratuity Section  
Human Resources Wing  
No.14, M.G. Road, Head Office Annexe  
Naveen Complex, Bangalore - 560 001.  
Phone: 080-25321985  
Email: hospf@canarabank.com
5. Head Office Staff Administration Section  
Human Resources Wing  
No.112, J.C. Road, Head Office, Bangalore - 560 002.  
Phone: 080-22223161 / 080-22223389  
Email: hosa@canarabank.com







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“Happiness is an attitude. We either make ourselves miserable or happy and strong. The amount of work is the same.” *-Francesca Reigler*