



अंतर-कार्यालयीन पत्र

Inter-office Letter

FROM: Department of Personnel & HR Central Office, Mumbai. DP:PAD: 1897	TO: All Branches / Offices
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23.11.2012

UBIREMAS - Membership for Employees retired prior to Union Parivar Implementation

Attention is invited to Staff Circular no.5913 dated 11th October,2012 in terms of which retired employees have to apply online through Union Parivar for becoming a member under UBIREMAS. It was also stated that Accountant /Branch Manager who is having the HR rights can also apply on behalf of retired employee. It is reported that some retirees are unable to apply due to non-availability of their data in Union Parivar. It may be due to his /her retirement prior to Union Parivar Implementation & he /she being PF optee.

In order to enable them to apply for membership, Branches have to collect the data as per annexure and send the same to respective Regional Office.

Regional office HR administrator has to create the following EIS data in UNION PARIVAR through following navigation → **Manager self service→EIS Data Correction.** Then they have to load the data by running "data loading (ubi_load)" process. Third and final step would be updation of job data with "Retirement" action immediately for the retired employee.

Once the above process is completed, the retired employee or Accountant /Branch Manager will be able to apply for membership. You are requested to do the needful and guide/help such retired staff to apply for membership on or before due date i.e. 16th December,2012

Asst.General Manager (HRM)