



Circular No-CHO/PMG/14/2025-26

Date: 28.07.2025

TO ALL BRANCHES AND OFFICES

Reg: Availability of HRMS to all Staff Pensioners.

Our bank acknowledges the combined effort and contribution of all the stakeholders in creating the splendid history of over 83 years and contributing towards nation-building. We have around 22,000 staff pensioners, who have maintained their positive association with us for a long time. While in-services or post-retirement, our staff pensioners have left no stone unturned in contributing towards the growth of the bank and building our positive brand image.

Bank has already taken several initiatives for staff pensioners, like set-up of Helpdesk for retirees at HO level, observing Pensioners Day at HO- Level and several other staff-welfare schemes for retirees.

Our bank has introduced in house HRMS Package in April-2015 for all of its staff members; in order to access all staff related facilities information on single platform. The staff members who were retired on or before April-2015 can also access HRMS even after retirement; however the staff members who retired before April-2015 do not have had the HRMS login facility. We have received several requests from retirees as well as various retiree associations to provide HRMS login facility to all retirees.

Now Competent Authority has decided to extend HRMS login facility to all Staff Pensioners irrespective of their date of retirement. At present this facility will be available only for the staff pensioners who are getting pension from various branches of our Bank.

For providing HRMS login facility following steps will be followed:-

Step-1- Interested staff pensioner will submit the request form (as per Annex-I)

Step-2- Branch will update the pensioner's data (as per SOP- Annex-II)

Step-3- Pensioner's data will be approved by HO-PSD.

Step-4- After approval from HO-PSD, pensioners can login in HRMS using HRMS link- <https://hrms.ucoonline.in> → Forgot/Reset Password (as per SOP- Annex-III)

Branches should display this circular prominently for information and action of staff pensioners.


(Rajesh Nagar)

Chief General Manager
HRM, PSD, Training, OL, ARBD, FI & TMO

Encl: - As above





Branch Head
B/O -----

Annex-I

Dear Sir/Madam,

I request you to update the following data in HRMS System and provide HRMS login facility-

1.	EMP. No.	
2.	Name	
3.	Blood Group	
4.	Date Of Birth	
5.	Date of Joining	
6.	Date of Retirement	
7.	Nature of Retirement	
8.	Contact No	
	Emergency Contact No	
9.	Email ID	
10.	PPO No	
11.	PAN No	
12.	Pension AC No	
13.	Last Branch	
14.	Last Cadre	
15.	Last Scale	
16.	Last Designation	
17.	Last Basic Pay	
18.	Joining Cadre	
19.	Communication Address	
		City:
		Pin Code:
		State
	Signature of Staff Pensioner	
	Verifying Authority	

