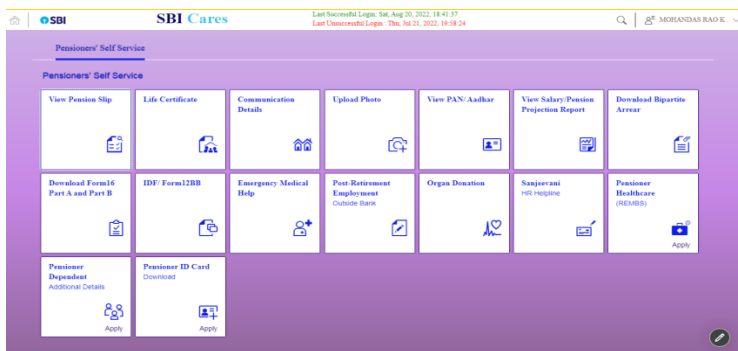


HOW TO DOWNLOAD YOUR ID CARD FROM HRMS:

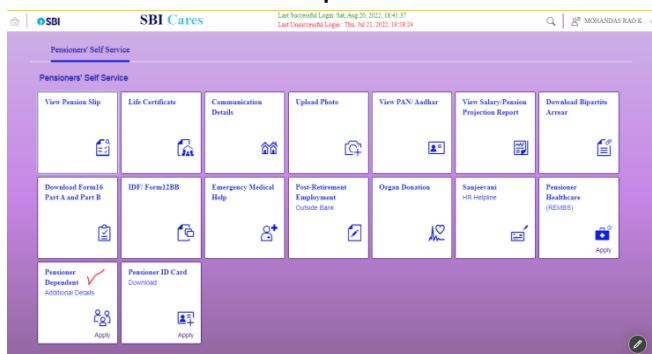
For the information to the regular SBI Bank Pensioners.

Now you can download your ID card with your spouse from HRMS. The card is useful at many places like the SBI Clinic, Holiday Home, for casting your vote, for services at another SBI Branch, etc. as it is valid Photo ID card with relevant details. The procedure is explained step by step:

- Log on to your HRMS as usual using your HRMS Number, Password and typing the Captcha correctly. Better use a Laptop or PC for this purpose.



- Select Pensioner Dependent Additional Details there.



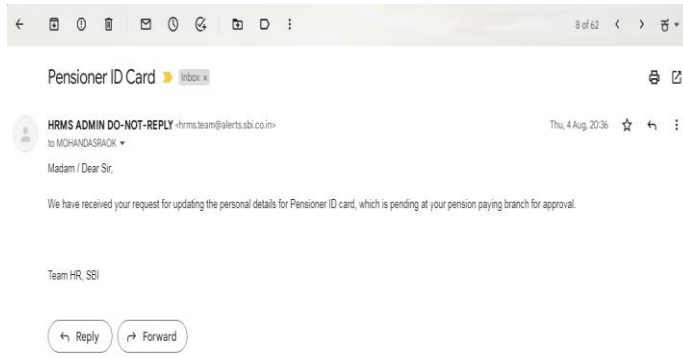
- You will be asked to update your Blood Group. After entering it, click "Submit".

- Then Click Pensioner Spouse details:

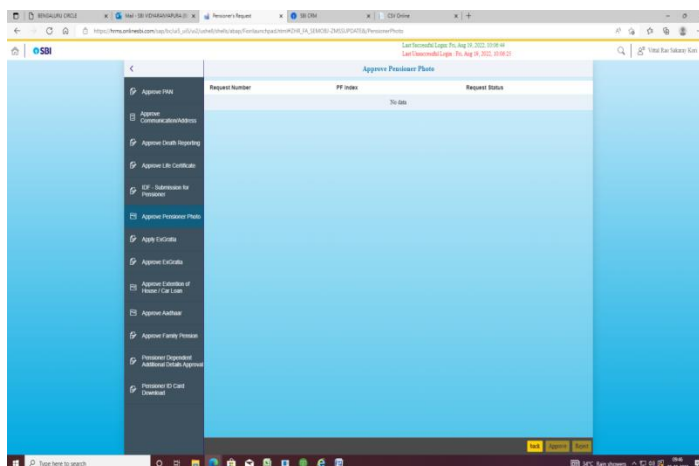
- The name of the Spouse and Date of Birth should be there. If so, fill the other details and submit. If the name and date of birth is not there, do not panic or waste of your time in repeated attempts. Writing to Sanjeevani would not be of help. Instead, send a mail to the AGM, PPG, LHO and request them to incorporate the same on your HRMS, attaching a recent Pension Slip, Copy of Aadhaar Card of yourself and your spouse. You will receive a mail that this has been done. Then proceed to fill the other details. Upload a joint photo of 50 KB or below. You can reduce the size of the photo with you to below 50KB through internet and then upload. Click “Submit”.

- If it is okay, you will immediately receive a POP-UP message that your request has been sent to the Pension Paying Branch and a reference number will be provided to you. Immediately, a mail will

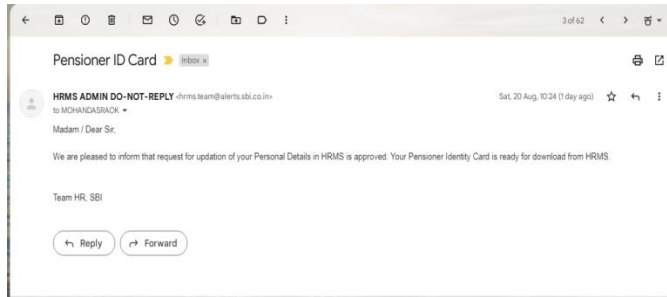
be received from the HRMS Team that your request is pending with the Pension Paying Branch.



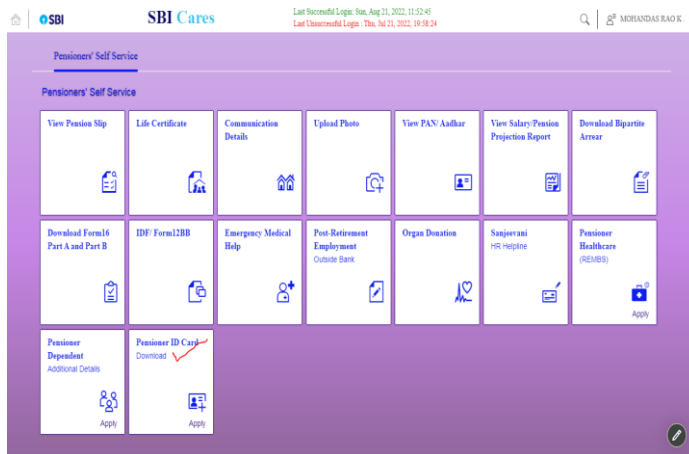
- Contact the Pension Paying Branch to approve the request. The Branch Manager has to approve **“Pensioner Dependent Additional Details”** [The last but one item on the following screen shot] and not the second item, **“Approve Pensioner Photo”**!



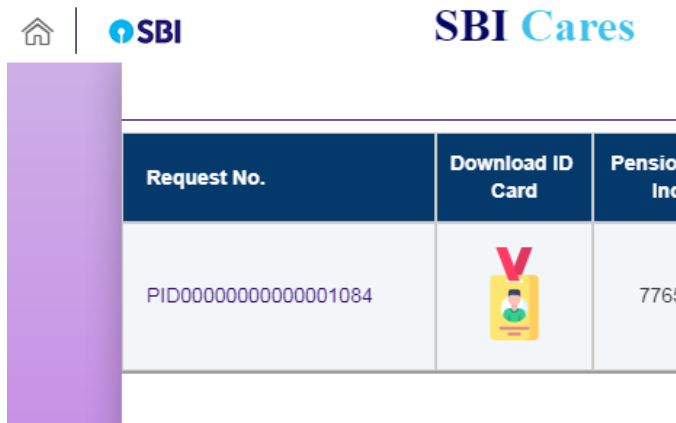
- If the branch does it properly, you will receive one more mail from the Team HRMS that the Pension Paying Branch has approved your request and that the ID card is ready for download. Then only you can download the PDF of the ID card any time and if you wish get it laminated as an ID card at a Cyber Cafe.



- Click Pensioner ID Card download for this:



- Here click to download:



- While converting it into an ID card, better get an extra copy so that you will have another handy if you misplace the first! Cost per copy is around Rs.50 depending upon its quality. The QR Code on the ID card is also having the particulars on the card.

[Prepared by: **K. MOHANDAS RAO** - Updated on 21.08.2022]