

**HUMAN RESOURCES & PUBLIC RELATIONS WING
 INDUSTRIAL RELATIONS VERTICAL
 INDUSTRIAL RELATIONS & POLICIES SECTION
 HEAD OFFICE : BENGALURU-560002**

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Sub: Permission to Take up Employment After Retirement (PTER) – Submission of Application through Web Based Package

In terms of Regulation 50 Clause (1) of Canara Bank [Employees'] Pension Regulations, 1995, if a pensioner who immediately before his retirement was holding the post of an Officer and wishes to accept any commercial employment before the expiry of one year from the date of his retirement, he shall obtain the previous sanction of the Bank to such acceptance.

At present, the permission for taking up employment after retirement is being processed manually. Retirees seek permission in the prescribed format and the details are placed before the Competent Authority for necessary permission. The orders of the Competent Authority are conveyed to the Retiree through letter/ e-mail.

As a part of digitalization and to reduce the turn-around-time, a page is created in Bank's website (www.canarabank.bank.in) under Ex-employees Page for submission of request by the Retirees for taking up employment after retirement. Further, a page is also made available in Canarites App. The link for the above purpose is as under:

https://canarites.canarabank.bank.in/PTER_PUBAPP/webLogin

The details of the Process flow of the web based PTER package is attached as Annexure.

The Retirees who intends to seek permission to take up employment after retirement shall henceforth submit the application through the Web Based Package only.

**B P JATAV
 CHIEF GENERAL MANAGER**

TO: ALL BRANCHES/OFFICES OF THE BANK

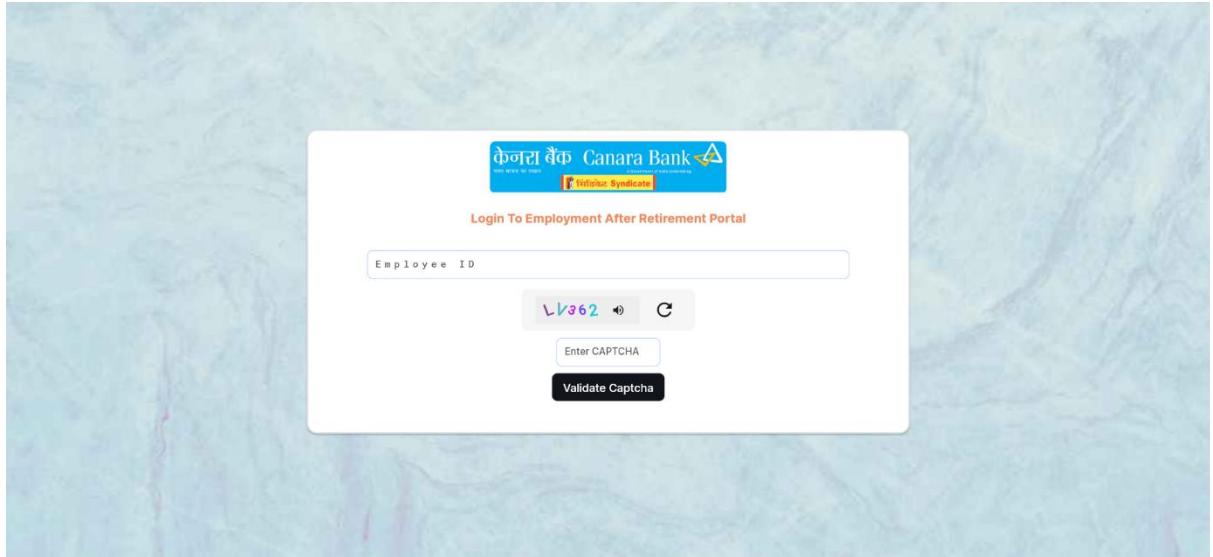
ANNEXURE

1. Login to Employment After Retirement Portal, users can login from Canarites app and Canara Bank Corporate Website.

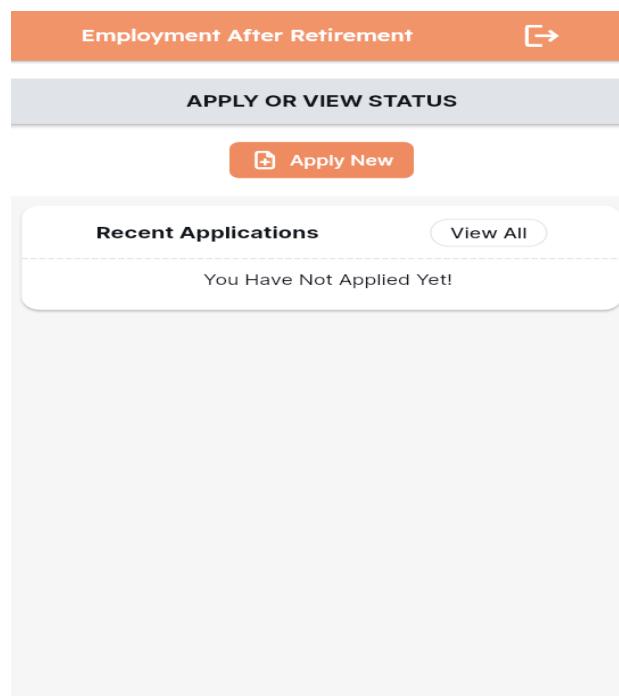
2. URL is given below

https://canarites.canarabank.bank.in/PTER_PUBAPP/webLogin

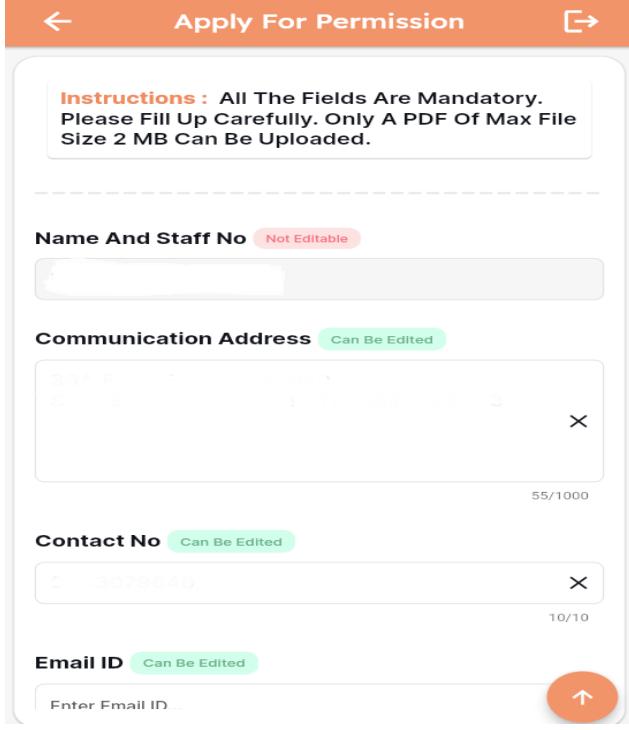
3. User has to enter staff ID and Captcha to get OTP on the registered mobile number.



4. After successful validation of OTP, user will be redirected to Home Page which will have Apply New button.



5. User has to click Apply New button to raise a request and it will show the basic details. All the fields are mandatory and user has to upload a PDF of maximum size 2 MB in order to submit the request successfully.



Instructions : All The Fields Are Mandatory.
Please Fill Up Carefully. Only A PDF Of Max File
Size 2 MB Can Be Uploaded.

Name And Staff No Not Editable

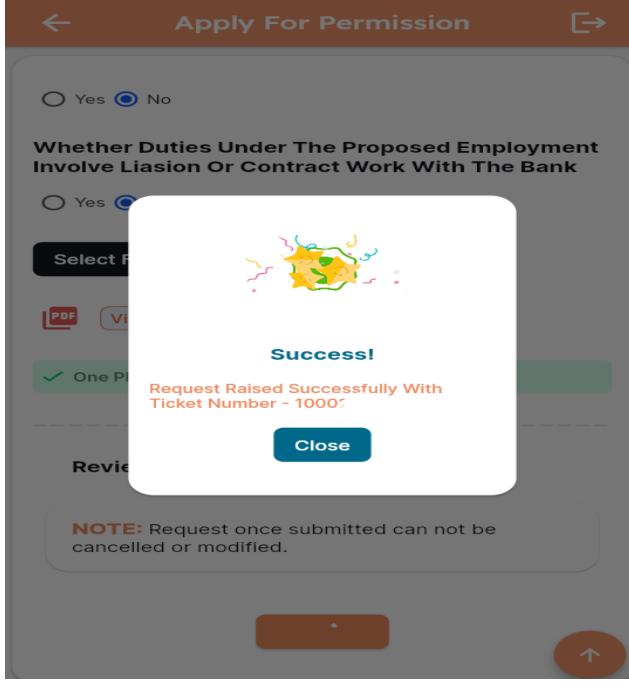
Communication Address Can Be Edited

Contact No Can Be Edited

Email ID Can Be Edited

Enter Email ID...

6. Once submitted successfully, it will show a Ticket No. for further reference.



Yes No

Whether Duties Under The Proposed Employment
Involve Liason Or Contract Work With The Bank

Yes No

Success!

Request Raised Successfully With
Ticket Number - 1000

NOTE: Request once submitted can not be
cancelled or modified.



7. User can see the status of the request in the home page.

A screenshot of a mobile application interface. At the top, a red header bar contains the text 'Employment After Retirement' on the left and a back/forward navigation icon on the right. Below this is a grey bar with the text 'APPLY OR VIEW STATUS' in bold. A red button labeled 'Apply New' with a plus sign is positioned below the grey bar. The main content area is a white box titled 'Recent Applications' on the left and 'View All' on the right. Inside this box, there is a card with the following details: 'Staff Number' (Submitted), 'Ticket Number' (10002), and 'Request Raised On' (2025-12-26T14:16:33).

8. Details can also be seen on clicking the record.

A screenshot of a mobile application interface titled 'View Application' in a red header bar. The page displays a form for a specific application record. The record number is 1000. The status is shown as 'Submitted'. The form fields include: Name And Staff No (input field), Communication Address (input field), Contact No (input field), Email ID (input field), Position Held At Retirement (input field), Date Of Retirement (2024-06-30T00:00:00), Place Of Last Working (input field), Whether Opted For Pension (RP), Name And Address Of The Company Proposed To Join (DWD), and Post To Be Hold (DED).

9. Once the application is processed, the Retiree shall download the communication from the package itself and no separate communication will be sent.

Internal

Internal