

Scheme for Compassionate Appointment to a dependent family member of a deceased employee/employee retired on medical grounds due to incapacitation before reaching the age of 55 years

The Scheme for Compassionate Appointment to a dependent family member of a deceased employee/employee retired on medical grounds due to incapacitation before reaching the age of 55 years was circulate vide PAD circular No. 236 dated 25.09.2014 as per Government guidelines, in terms of approval accorded by the Board in its meeting held on 19.09.2014.

The Scheme covers all cases where death of the employee occurs while in service on or after 05.08.2014.

2. Subsequently, in terms of Government letter dated 05.12.2014 forwarded by IBA permitting all Public Sector Banks to have both the option i.e. Compassionate Appointment or Payment of Lump sum Ex-gratia amount , the same was approved by the Board in its meeting held on 23.12.2014 and circulated vide PAD Circular No. 244 dated 3rd January 2015.

3. In order to bring an element of objectivity in assessment of proposal and to maintain uniformity and transparency in assessing the financial condition of a family, it is decided to set a standardized formula for assessing the financial condition of a family at minimum 60% of the last drawn gross salary (net of taxes) of the employee concerned.

3.1 A copy of the Revised Scheme is enclosed as **Annexure-A**.

3.2 Application for employment of dependent of a bank employee dying while in service/ retired on medical grounds is enclosed as **Annexure-B, B1**.

3.3 Proposal to be compiled by the Branch/Circle Office is enclosed as **Annexure-C, C1**.

3.4 A check-list for submission of proposal under the Scheme is enclosed as **Annexure-D**

4. Circle office will forward the said applications duly recommended to the respective Zonal Offices, keeping in view the eligibility criteria with regards to age/ qualification and also financial condition of the family and Zonal Offices will forward the case along with the recommendations of Zonal Managers.

1. NAME OF THE SCHEME:

The Scheme is to be called the “Scheme for Compassionate Appointment to a Dependent Family Member of a Deceased Employee/Employee Retired on Medical Grounds due to Incapacitation before reaching the age of 55 years”.

2. OBJECT OF THE SCHEME:

To enable family of a deceased employee/employee retired on medical grounds due to incapacitation before reaching the age of 55 years, tide over the sudden financial crisis.

3. DEFINITIONS UNDER THE SCHEME:

i) ‘Employee’ would mean and include only a confirmed regular employee who was serving full time or part-time on scale wages, at the time of death/retirement on medical grounds, before reaching age of 55 years.

The term does not include any one engaged on contract/temporary/casual or any person who is paid on commission basis.

ii) ‘Bank’ means Punjab National Bank.

iii) ‘Board’ means Board of Directors of Punjab National Bank.

iv) ‘Competent Authority’ means an Official as approved by the Board in terms of the Scheme.

v) ‘Executive Director’ would mean Executive Director of Punjab National Bank.

vi) ‘General Manager’ would mean General Manager of Punjab National Bank, an Executive of the Bank designated as such, and would include an Executive who may work or officiate in a stop-gap arrangement as such, irrespective of his actual designation.

vii) ‘Scheme’ would mean “Scheme for Compassionate Appointment to a Dependent Family Member of a Deceased Employee/Employee Retired on Medical Grounds due to Incapacitation before reaching the age of 55 years”.

4. COVERAGE:

4.1 To a dependent family member of a permanent employee of the Bank who -

a) Dies while in service (including death by suicide)

b) Is retired on medical grounds due to incapacitation before reaching the age of 55 years. (Incapacitation is to be certified by a duly appointed Medical Board in a Government Medical College/Government District Head Quarter Hospitals/Panel of Doctors nominated by the Bank for the purpose).

4.2 For the purpose of the Scheme, “employee” would mean and include only a confirmed regular employee who was serving full time or part-time on scale wages, at the time of death/retirement on medical grounds, before reaching age of 55 years and does not include any one engaged on contract/temporary/casual or any person who is paid on commission basis.

5. DEPENDENT FAMILY MEMBER:

- 5.1 Spouse; or
- 5.2 Wholly dependent son (including legally adopted son); or
- 5.3 Wholly dependent daughter (including legally adopted daughter); or
- 5.4 Wholly dependent brother or sister in the case of unmarried employee

6. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

- 6.1 Chairman & Managing Director.
- 6.2. Executive Director holding current charge of Chairman & Managing Director.
- 6.3. Board of Directors in special types of cases.
- 6.4. While dealing with proposals for appointment on compassionate grounds in otherwise eligible cases, where disciplinary action was pending against the deceased employee/employee retired on medical grounds or if the deceased employee was involved in serious financial irregularities, embezzlement of funds, committing frauds, etc., bank will continue to abide by the guidelines issued by the Government of India, requiring consideration and decision in each case by the Board of the Bank/Authority appointed by the Board.

7. POSTS TO WHICH APPOINTMENTS CAN BE MADE:

- 7.1 The appointment shall be made in the clerical and sub-staff cadre only.

8. ELIGIBILITY:

- 8.1 The family is indigent and deserves immediate assistance for relief from financial destitution; and
- 8.2 Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

9. EXEMPTIONS:

- 9.1 Compassionate Appointment under the Scheme are exempted from observance of the following requirements:
 - 9.1.1 Normal Recruitment Procedure i.e. without the agency of selection like IBPS/ Employment Exchange, Recruitment Board of Bank, etc.
 - 9.1.2 The ban orders on filling up of posts issued by Government of India or any controlling authority.

10. RELAXATIONS:

- 10.1 Upper age limit may be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

(Note-1: Age eligibility shall be determined with reference to the date of application and not the date of appointment;

Note-2: Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of age limit also for making such appointment).

11. TIME LIMIT FOR CONSIDERING APPLICATIONS:

11.1 Application for employment under the Scheme from eligible dependent should normally be considered upto five years from the date of death or retirement on medical grounds and decision to be taken on merit in each case.

11.2 However, Bank can consider request for compassionate appointment even when the death or retirement on medical grounds of the employee took place long back, even five years ago. While considering such belated requests, it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the employee in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the Board level.

12. DETERMINATION/AVAILABILITY OF VACANCIES:

12.1 Appointment on compassionate grounds shall be made only on regular basis and that too, only if regular vacancies meant for that purpose are available.

12.2 Compassionate appointment shall be made upto a maximum of 5% of vacancies falling under direct recruitment quota in clerical cadre or vacancies identified in the sub-staff category. The Bank shall hold back 5% of vacancies in the aforesaid categories to be filled by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against appropriate category viz.SC/ST/OBC/General, depending upon the category to which he/she belongs.

12.3 Widow appointed on compassionate ground upon re-marriage will be allowed to continue in service, even after re-marriage.

13. MISSING EMPLOYEE:

Cases of missing employees are also covered under the scheme for compassionate appointment subject to the following conditions:-

13.1 A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Employee has been missing, provided that:

- (i) An FIR to this effect has been lodged with the Police,
- (ii) The missing person is not traceable, and
- (iii) The competent authority feels that the case is genuine;

13.2 This benefit will not be applicable to the case of an Employee:-

- (i) Who had less than two years to retire on the date from which he has been missing; or
- (ii) Who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.

13.3 Compassionate appointment in the case of a missing employee also would not be a matter of right as in the case of others and it will be subject to fulfilment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;

13.4 While considering such a request, the results of the Police investigation should also be taken into account; and

13.5 A decision on any such request for compassionate appointment should be taken only at the level of the Chairman & Managing Director of the Bank.”

14. PROCEDURE:

a) The prescribed proforma for ascertaining necessary information and processing the cases of compassionate appointment is enclosed as per Annexure-II & III. Check list is available at Annexure-IV.

b) Some suitable Officer from the concerned Branch/Circle/HO Division, as the case may be, would meet the members of the family of the employee in question immediately after his death to advise and assist them in getting appointment on compassionate ground.

The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him/her.

c) An application for appointment on compassionate ground shall be considered by the Committee of officers consisting of three officers as under:

- General Manager-PAD/HRD – Chairman of the Committee
- Deputy General Manager-PAD/HRD - Member
- Assistant General Manager - PAD/HRD – Member

The Committee shall meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of facts of the case.

The recommendation of the committee shall be placed before the Competent Authority for a decision. If the Competent Authority disagrees with the committee's recommendation, such cases may be referred to the Board for decision.

15. UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE:

The person appointed on compassionate grounds under the Scheme, shall give an undertaking in writing as per Annexure-II that he/she will maintain properly the other family members who were dependent on the deceased employee in question, and in case it is proved subsequently (at any time) that the family members are being neglected or are not maintained properly by him/her, his or her appointment may be terminated forthwith. This clause shall be incorporated as one of the conditions in the offer of appointment applicable only in the case of appointment on compassionate ground.

16. REQUEST FOR CHANGE IN POST/PERSON:

When a person has been appointed on compassionate ground to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore –

- a) He/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion shall invariably be rejected.
- b) An appointment on compassionate ground cannot be transferred to any other person and any request for the same on consideration of compassion shall invariably be rejected.

17. SENIORITY:

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion, etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.

18. TERMINATION OF SERVICE:

The Compassionate Appointment Scheme can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Action and Procedure therefor.

In order to check misuse of this provision, the power of termination of service for non-compliance of the conditions in the offer of compassionate appointment shall vest only with the Chairman & Managing Director of the Bank.

19. GENERAL:

i) Appointment made on grounds of compassion shall be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

ii) It is not the intention to restrict employment of a family member of the deceased or medically retired sub-staff employee to an erstwhile sub-staff post only. As such, a family member of such erstwhile sub-staff employee can be appointed to a clerical post for which he/she is educationally qualified, provided a vacancy in clerical post exists for this purpose.

iii) If the total monthly income of the family arrived at in (E) above is less than 60% of the last drawn/payable monthly gross salary(net of taxes) of the employee, compassionate appointment may be granted.

In case monthly income of family is more than 60% of the last drawn salary (net of taxes) of the deceased employee/employee retired on medical grounds but is less than:-

(a) Rs.25000/- in case of employee in Officer & Clerical Cadre.

(b) Rs.15000/- in case of employee in Subordinate Staff (for Part time sweepers as per their scale of wages.)

The dependent family member will still be eligible for employment on compassionate grounds subject to fulfilling of other conditions as per the scheme.

iii) An application for compassionate appointment shall, however, not be rejected merely on the ground that the family of the employee has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family shall be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family etc.

iv) Compassionate appointment shall be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.

v) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile sub-staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

vi) Compassionate appointment will have precedence over absorption of surplus employees and regularization of temporary employees.

(HRMD Circular Nos. 495 dated 26.03.2020 and 550 dated 09.02.2021)

APPLICATION FOR EMPLOYMENT IN THE BANK
ON COMPASSIONATE GROUNDS

(TO BE FILLED AND SIGNED BY APPLICANT FROM FAMILY OF
DECEASED EMPLOYEE)

(TO BE SUBMITTED IN DUPLICATE)

Date _____

THE GENERAL MANAGER
PUNJAB NATIONAL BANK
HUMAN RESOURCE MANAGEMENT DIVISION,
CORPORATE OFFICE, DWARKA
NEW DELHI.

A. PARTICULARS OF THE APPLICANT:

1. Name of the Applicant:

2. Date of Birth:

3. a. Place of birth:

b. State which he/she belongs to:

4. Details of deceased employee in whose
place employment is being sought:

a. Name:

b. PF No.:

c. Designation:

d. Date of Birth:

e. Last place of posting:

f. Circle:

g. Category:

SC/ST/OBC/GEN

h. Date of Death/Retirement on medical grounds:

i. Cause of death:

j. Total length of service:

k. Whether permanent employee:

5. Relationship with the deceased Employee:

6. a. Details of Educational Qualifications:

Name of the examination passed	Year of passing	Name of the School/college	Subjects studied	% of marks obtained

b. Other qualifications, if any, with details thereof:

7. Past experience, if any, with details:

B. PARTICULARS OF FAMILY MEMBERS

Name	Relation-ship with deceased employee	Age (in completed Yrs.)	Educational Qualifications	Marital Status	Whether employed /in Business	Income per month (in Rs.)

C. DETAILS OF ASSETS & LIABILITIES AND INCOME

I) Immovable Properties:

i) House Property:

(a) No. of House Properties:

(b) Address (es) thereof:

(c) Whether self occupied:

(d) Monthly Income, thereon:

(e) Market Value:

ii) Landed Property:

(a) No. of Plots/farmland owned by the Deceased employee and family members:

(b) Details with addresses:

(c) Monthly Income, thereon:

II) Details of Moveable property:

Monthly income thereof, if any:

D) Details of dues settled by Bank:

Dues (Payable/paid)	Amount (In Rs.)	Outstanding Loans (including intt. payable as on date of expiry of Employee)	Amount (In Rs.)
Provident Fund (amount settled)		Housing Loan	
Gratuity		O/s in Clean OD	
Leave Encashment		Vehicle Loan	
Contributory Benefit Fund		Festival Loan	
Financial Aid (under staff welfare)		Society Loan with Bank's permission (please specify)	
Group Insurance		Any other Loan with Bank's permission (please specify)	
H/L Waivement		Any other amount recoverable from the employee (please specify)	
Others, if any (please specify)		Amount paid, if any, towards adjustment of an o/s loan a/c out of terminal dues, where deceased employee was a guarantor/co- borrower (e.g. Education loan etc)	
TOTAL (A)		TOTAL (B)	

NET AMOUNT RECEIVED FROM BANK (A-B):

**E) Details of Amounts Received/Receivable from Other Sources:
(All investments to be reported as on date of death)**

	Amount (in Rupees)	Amount of Loan there against, if any (In Rupees)
LIC: (For all the policies payable on the death of the deceased employee)	Sum assured:	
	Amount settled:	
Accident Insurance : Amt. Settled (apart from Bank's Group Insurance Policy)	Sum assured:	
	Amount settled:	
Amt. Received from Debit/Credit Card Insurance		
Amt. Settled under any other type of Insurance Cover		
Fixed Deposit With accrued intt. thereon		
NSCs: With accrued intt. thereon		
PPF : Amt Received		
Bonds :	Face Value:	
	Amt. payable / due:	
Shares :	No. of shares:	
	Name of the co:	
	Market value per share:	
	Total value of shares:	
Any other Investment (please specify)		
TOTAL (A)	TOTAL (B)	

NET AMOUNT RECEIVED FROM OTHER SOURCES / INVESTMENTS (A-B):

F. DETAILS OF MONTHLY FAMILY INCOME INCL. PENSION:

- (a) Family Pension (Break-up as Basic + DA):
- (b) Army Pension (Break-up as Basic + DA) :
- (c) Pension from Insurance Co., if any :
- (d) Income of family members employed or engaged in business

DECLARATION AND UNDERTAKING

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the deceased employee as mentioned in this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date: _____ Signature of the applicant
Name: _____
Address: _____
Tel. No. _____
E-mail _____

Shri/Smt./Km. _____ is known to me and the facts mentioned by him/her are correct and verified by me.

Date: _____ Signature of witness*
Name: _____ Address: _____
Tel. No. _____
E-mail _____

***Either any employee in the Senior level of the Bank or Gazetted rank official from State/Central Government.**

Separate annexure may be enclosed wherever required.

(TO BE SUBMITTED IN DUPLICATE)

THE GENERAL MANAGER
PUNJAB NATIONAL BANK
HUMAN RESOURCE MANAGEMENT DIVISION,
CORPORATE OFFICE, DWARKA
NEW DELHI.

Dear Sir,

**REQUEST FOR EMPLOYMENT ON COMPASSIONATE GROUNDS TO MY
SON/DAUGHTER**

I, _____, _____ of Late Shri /Smt. _____, who was employed as _____ at _____ and died on _____, while in service of the Bank, request that my application for employment on compassionate grounds in Bank's service may be considered favourably.

Or

I hereby declare that I am not interested/am not in a position to accept employment on compassionate grounds in Bank's service. Hence I nominate my son/daughter, namely _____, whose application dated _____ seeking employment in the bank on compassionate grounds is enclosed, may be considered favorably.

And / Or

I hereby state that although my son/daughter namely _____ is/are in employment*/engaged in business/profession#, but taking into account the circumstances of my case, i.e. the income of the son/daughter already employed, the size of the family, the assets and liabilities of the family etc., as per details given in the enclosed application, I request the bank to give employment to my son/daughter nominated by me.

I declare that the particulars furnished above and in the application submitted by Shri/Smt./Ms. _____, who has been nominated by me, are true. I undertake that in case any information so furnished is found to be incorrect, services of the applicant nominated by me may be dispensed with.

Yours faithfully,

Date:

Place:

(Signature)

Name & Address:

Phone/Mobile No.:

- NOTE: 1. * Please enclose salary certificate(s), proof of income,
2. # State nature of business /profession,
3. Strike off whichever is not applicable & furnish details deemed necessary.

ANNEXURE- C

PROPOSAL TO BE SUBMITTED TO HUMAN RESOURCE MANAGEMENT DIVISION, CORPORATE OFFICE, DWARKA, NEW DELHI IN TERMS OF PAD CIR. NO. DATED _____

(TO BE PREPARED BY THE BANK AND NOT BY THE FAMILY/APPLICANT)

(One Copy of Application by Family Annexure 'II' & 'II-A' To Be Attached)

(Copy of Form-16 last issued to the employee to be attached with this form)

CIRCLE OFFICE: _____

REF. NO.: _____

Date: _____

THE GENERAL MANAGER
HUMAN RESOURCE MANAGEMENT DIVISION,
CORPORATE OFFICE, DWARKA
NEW DELHI

REG: PROPOSAL FOR SANCTION OF EMPLOYMENT ON COMPASSIONATE GROUNDS ON BEHALF OF LATE SHRI/SMT. / KM. _____, EX-_____ AT BO/CO _____, EXPIRED ON _____.

We are in receipt of an application on the prescribed format from Shri/Smt./Km. _____, widow/son/daughter/parent/brother/sister of the above deceased employee in terms of PAD Circular No. _____ dated _____. (copy enclosed).

We confirm that Shri/Smt./Km. _____ was posted at _____ at the time of his/her death and the particulars submitted by the family have been verified and found correct.

We are giving below the requisite particulars/details of the deceased employee and his family, as required under the Scheme for Employment on Compassionate Grounds:

A. PARTICULARS OF THE DECEASED EMPLOYEE:

a) Name:

b) PF No:

c) Designation:

d) Last posted at:

e) Circle:

f) Date of Birth:

g) Date of joining the Bank:

h) Date of Death:

i) Cause of Death:

j) Category:

SC/ST/OBC/GEN.

k) Whether pension optee:

Yes/No

l) Whether in receipt of Pension from any other source (please specify):

B. 1**PARTICULARS OF FAMILY MEMBERS:**

Name	Relationship with the deceased employee	Age(in completed years)	Educational Qualifications	Address	Marital Status	Employed or not (if employed, particulars of employment and whether living together or separately)	Income per month (in Rs.)

B. 2

I. (a) Name of the candidate for Appointment _____

(b) His/Her relationship with the deceased/retired employee _____

(c) Age (date of birth) _____

Educational Qualifications _____

Previous experience, if any _____

(d) Post for which employment is proposed _____

(e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. _____

(To be filled in at PAD, HO)

(f) Whether the candidate fulfils the requirements of the Recruitment Rules for the post. _____

(g) Apart from waiver of recruitment procedure what other relaxations are to be given _____

C. DETAILS OF ASSETS & LIABILITIES

(In case of officer employees to be tallied with the Statement of Assets & Liabilities last submitted by the deceased employee. Copy of the said statement to be attached)

I) Immovable Properties:

i) House Property:

(a) No. of House Properties :

(b) Address(es) thereof :

(c) Whether self occupied:

(d) Monthly Income, thereon:

(e) Market Value:

ii) Landed Property

(a) No. of Plots/farmland owned by the

Deceased employee and family members:

(b) Details with addresses:

(c) Monthly Income, thereon:

II) Details of Moveable Property:

Monthly income thereof, if any:

D) DETAILS OF DUES SETTLED BY BANK:

Dues (Payable/paid)	Amount (In Rupees)	Outstanding Loans (including intt. payable as on date of expiry of Employee) Amount (In Rupees)	Amount (In Rupees)
Provident Fund (Amt. settled)		Housing Loan	
Gratuity		O/s in Clean OD	
Leave Encashment		Vehicle Loan	
Contributory Benefit Fund		Festival Loan	
Financial Aid (under staff welfare)		Society Loan with Bank's permission	
Group Insurance		Any other Loan with Bank's permission (please specify)	
H/L Waivement		Any other amount recoverable from the employee (Pl. specify)	
Others, if any (please specify)		Amount paid, if any, towards adjustment of an o/s loan a/c out of terminal dues, where Deceased employee was a guarantor/ co-borrower (eg. Education loan etc)	
TOTAL (A)		TOTAL (B)	

Net Amount Received (incl. notional receivables) after the death of the employee (A-B):

E) DETAILS OF AMOUNTS RECEIVED/RECEIVABLE FROM OTHER SOURCES:**(Investments/Receivables to be reported as on date of death)**

	Amount (in Rupees)	Amount of Loan there against, if any (In Rupees)
LIC: (For all the policies payable on the death of the deceased employee)	LIC: Sum assured: Amount settled:	
Accident Insurance : Sum assured: Amt. Settled (apart from Bank's Group Insurance Policy)	LIC: Sum assured: Amount settled:	
Amt. Received from Debit/Credit Card Insurance		
Amt. Settled under any other type of Insurance Cover		
Fixed Deposit : With accrued intt. thereon		
NSCs : With accrued intt. thereon		
PPF : Amt Received		
Bonds :	Face Value: Amt. payable / due:	
Shares :	No. of shares: Name of the co: Market value per share: Total value of shares:	
Any other Investment (please specify)		
	TOTAL (A)	TOTAL (B)

Net Amount Received (incl. notional receivables) after the death of the employee (A-B):**F. DETAILS OF MONTHLY FAMILY INCOME FROM PENSION:**

(a) Family Pension (Break up as Basic + DA):

(b) Army Pension (Break up as Basic + DA):

(c) Pension from Insurance Co., if any:

(d) Income of family member(s) Employed or engaged in any Business or Profession:

G. PAST RECORD OF THE DECEASED EMPLOYEE:

1. Whether any disciplinary proceedings were **contemplated OR pending** at the time of death of the employee YES/NO
2. If yes, punishment proposed/warranted for such misconduct. (Enclose details separately)
3. Whether any disciplinary action **was taken and decided** against the late employee YES/NO
4. If yes, following documents be annexed & details furnished:-

(i) Copies of Documents Required:

- a. Charge Sheet served:
- b. Order of Disciplinary Authority:
- c. Show Cause notice (if sent):

(ii) Details to be furnished:

- a) Date of Charge Sheet served:
 - b) Date of DA order:
 - c) Punishment imposed:
5. a. Whether any financial implications were involved? YES/NO
- b. If yes, give quantum of apprehended loss:

RECOMMENDATIONS

Certified that Late Shri/Smt./Km. _____ was posted at this office at the time of his/her death. The particulars furnished above with regard to the details of the deceased employee have been verified and found to be correct.

Particulars furnished by the applicant have been verified and found to be correct.

Date:

Place:

INCHARGE

MANAGER/OFFICER

RECOMMENDATIONS OF CIRCLE HEAD / DIVISIONAL HEAD

Date:

Place:

CIRCLE HEAD/DIVISIONAL HEAD
_____CIRCLE/DIVISION

ELIGIBILITY FOR BEING CONSIDERED FOR COMPASSIONATE APPOINTMENT

1. MONTHLY INCOME OF FAMILY:

A	Net terminal dues paid:	
	Provident Fund	
	Gratuity	
	Leave Encashment	
	Any other amount paid under Bank's Scheme(s) /NPS	
	Total	
B	Liabilities:	
	Loans taken from bank and/or other financial institutions with the prior approval of the bank.	
	If death is on account of prolonged illness and hospitalization, any unreimbursed expenses can be considered as liabilities.	
	Personal borrowing from friends/relatives can be considered under liabilities if the same was taken through proper Banking channels but not prior to one year from the date of death and proof of the said transfer of the respective amounts is shown to the satisfaction of the bank.	
	Total	
C	Net corpus of Terminal benefits (A-B)	
D	Investments:	
	Deposits	
	NSC	
	PPF	
	LIC Policies	
	Others	
	Total	
E	Monthly income (notional) at interest on Bank's maximum term deposit rate on net corpus of terminal dues paid	
	Monthly income (notional) from interest on other investments / receivables at Bank's maximum term deposit rate	
	Monthly income from immoveable property	
	Monthly income from moveable property	
	Monthly income from pension (if any)	
	Monthly income of family member(s)	
	Any other income of the family	
	TOTAL	

2. Salary (Net of Taxes) of Deceased Employee:

A	Notional Gross salary of the Employee for the complete month in which he/she has expired	
B	Amount of notional income tax on 'a' above	
C	Notional monthly Salary (net of taxes) (a – b)	
D	Amount to taken into account (Notional Eligible Amount i.e. 60% of 'c')	

3. Eligibility to be considered under:

- (i) If the monthly income of the family (as above) is less than 60% of the deceased employee's last drawn notional gross salary (net of taxes) the proposal for compassionate appointment can be considered.
- (ii) If the monthly income of the family (as above) is more than 60% of the deceased employee's last drawn notional (net of taxes) gross salary the family is not eligible to be considered for compassionate appointment.

4. Recommendations of Circle Head// Zonal Manager / Divisional Head- HO

CHECK LIST

1. Application be obtained from the dependent family member at the earliest after settlement of terminal dues of the deceased employee and eligible claims under various welfare schemes of the bank. Necessary assistance be provided to the family by meeting them immediately after the death of the employee.
2. If there is already an earning member in the family, necessary justification for seeking appointment on compassionate grounds from the family/BO/CO.
3. Supporting documents –
 - In respect of all dependent family members. The details should also have been entered in HRMS.
 - In case some of the family members are employed, their particulars of employment and emoluments.
 - ID of the applicant, his relationship with the employee, age (date of birth), educational qualifications and experience, if any.
4. In case there are more than one eligible dependent family members, necessary undertaking/mandate from the spouse/remaining family members.
5. In case any other dependent family member has been appointed on compassionate grounds, details thereof.
6. Separate Annexure in respect of any other assets.
7. Separate Annexure in respect of liabilities. Whether the liabilities shown are incurred with the bank's prior approval.
8. Any other document considered relevant.
