

## **Scheme for Consideration of Extending Financial Assistance as Ex-Gratia (Lump-Sum) Amount to Family of Employees who expire while in Service**

The Ministry of Finance, Government of India vide their letter no. F.No.18/2/2013-IR dated 05.12.2014, has advised that all Public Sector Banks can have both the options i.e. Compassionate Appointment or Payment of Lump sum Ex-gratia amount. However, any of these two options can be used only when the other conditions of Compassionate Appointment are met.

The matter was accordingly approved by the Board and is reintroduced along with the scheme of appointment on compassionate grounds. Both the schemes viz. the scheme for compassionate Appointment & the Scheme for payment of Ex-gratia lump sum amount, will remain in operation with the provision that benefits under either of the two schemes is available to the dependents of the deceased employees subject to their eligibility for the same. However, the option for payment of lump sum Ex-gratia amount can be used only when the other conditions of compassionate appointment are met.

If otherwise found to be eligible, sanction of Ex- Gratia is subject to the following ceilings:

<b>a. In case of sub-staff</b>	<b>: Rs.6.00 lakhs</b>
<b>b. In case of Clerical Staff</b>	<b>: Rs.7.00 lakhs</b>
<b>c. In case of Officers Employees</b>	<b>: Rs.8.00 lakhs</b>

If otherwise found to be eligible, payment of Ex-Gratia (lump-sum) amount may be considered if the monthly income of the family from all sources, after the death / pre-mature retirement on medical grounds of the employee, is less than 60% of the last drawn gross salary (net of taxes) of the employee concerned.

A copy of the Scheme along with Application Form enclosed as under:

### **1. NAME OF THE SCHEME:**

The Scheme is called the “MODIFIED SCHEME FOR PAYMENT OF EX-GRATIA (LUMP-SUM) AMOUNT”

### **2. OBJECT OF THE SCHEME:**

**a.** The scheme envisages a balance between the business objectives of the bank and its social obligations, and is aimed towards providing financial assistance to the family of an employee:

- dying in harness,

- pre-mature retirement owing to incapacitation on medical grounds before the employee has attained 55 years of age.

**b.** To provide relief to the family of such employees, to tide over the sudden crisis brought about by premature death/incapacitation of the earning family member and to offer immediate financial assistance and succor to the distressed family to recover from the (unexpected) deprivation of the income of the breadwinner.

### **3. DEFINITIONS UNDER THE SCHEME:**

**a.** ‘Employee’ would mean and include a confirmed regular employee drawing full wages or a part-time employee drawing scale wages.

The term does not include anyone engaged on contract/temporary/casual/part-time on consolidated wages or any person who is paid on commission basis.

- b. **'Bank'** means Punjab National Bank.
- c. **'Board'** means Board of Directors of Punjab National Bank
- d. **'Competent Authority'** means an Official as approved by the Board in terms of the Scheme.
- e. **'Chairman'** would mean Chairman & Managing Director of Punjab National Bank.
- f. **Executive Director'** would mean Executive Director of Punjab National Bank.
- g. **'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.
- h. **'Family'** for this purpose for married employees would mean and include Spouse and minor Children (including legally adopted children). In case of unmarried employees, parents and unmarried brothers & sisters, individually having monthly income not exceeding Rs.2550/- p.m. would constitute 'Family'.
- i. **'Scheme'** would mean the MODIFIED SCHEME FOR PAYMENT OF EX-GRATIA (LUMP-SUM) AMOUNT.

#### **4. ELIGIBILITY TO SEEK FINANCIAL ASSISTANCE UNDER THE SCHEME:**

##### **APPLICABLE UNDER THE FOLLOWING CIRCUMSTANCES:-**

- i. Employee dying in harness (other than due to injuries sustained while performing official duty as a result of violence, terrorism, robbery or dacoity);
- ii. Employee dying due to injury sustained while performing official duty within or outside office premises (other than due to injuries sustained while performing official duty as a result of violence, terrorism, robbery or dacoity);
- iii. Employee Sanctioned Premature Retirement by the competent authority owing to incapacitation on medical grounds, before reaching the age of 55 Years.
- iv. However, the family of an employee who dies in harness due to injuries sustained while performing official duty as a result of violence, terrorism, robbery or dacoity, would also have the option to apply for financial assistance under this scheme, if they so desire.

**Note: In terms of Govt. Guidelines the case of dependents of missing employees can also be considered on a case to case basis by the Board of the Bank under the above Modified Scheme subject to the following conditions:-**

- a. The request can be considered after a lapse of at least 2 years from the date from which the employee is missing provided an FIR to this effect has been lodged with the police that the missing person is not traceable and Competent Authority feels that the case is genuine.
- b. This benefit will not be applicable to the employees who have less than 2 years to retire on the date from which he has been missing or is suspected to have committed fraud or suspected to have joined any terrorist organization or suspected to have gone abroad.

## **5. COMPETENT AUTHORITY TO ACCORD APPROVAL UNDER THE SCHEME:**

The following executives shall be competent to sanction Ex-Gratia payable under the Scheme:

- a. MANAGING DIRECTOR & CHIEF EXECUTIVE OFFICER; OR
- b. EXECUTIVE DIRECTOR designated by MD & CEO for the purpose; OR
- c. GENERAL MANAGER designated by MD & CEO for the purpose.

## **6. PROCEDURE:**

Claims under the Scheme of Ex-Gratia (lump-sum) amount would be considered only on receipt of written request for the same on the prescribed proforma. Such request, among other criteria, would also be examined keeping in view the past record of the employee. Other criterions applicable with regard to the procedure for application are:

- i. In case of pre-mature death of employees dying in harness:
  - a. Such requests should be received from the family by the Bank within a period of 6 months from the date of death of the employee.
  - b. In case 'Family' as defined under the Scheme under Para 3 above, consists of only (a) minor(s), the application should be moved by his/her legal guardian.
- ii. Where an employee seeks pre-mature retirement owing to incapacitation on medical grounds before reaching the age of 55 years, payment of Ex-Gratia would be considered subject to the following conditions:
  - a. On receipt of an application seeking pre-mature retirement owing to incapacitation on medical grounds, the Bank will constitute a Medical Board for deciding the claim of the employee whether he/she is medically fit to continue in Banks' service. On the basis of the report of the Medical Board, the Competent Authority will take a decision on the application. In such cases, the application to seek financial assistance under the scheme of Ex-Gratia (lump-sum amount) may be sought by/on behalf of the employee, provided such pre-mature retirement is approved by the competent authority before the employee has attained 55 years of age.
  - b. Before approval, the Competent Authority should satisfy itself about the genuineness of the case.
  - c. In cases of pre-mature retirement owing to medical incapacitation, the application for sanction of Ex-Gratia should be received by the Bank within a period of 60 days of date of retirement.

## **7. PAYMENT OF EX-GRATIA (LUMP-SUM) AMOUNT:**

If otherwise found to be eligible, sanction of Ex-Gratia is subject to the following ceilings:-

<b>In case of sub-staff:</b>	<b>Rs.6.00 lakhs</b>
<b>In case of Clerical Staff:</b>	<b>Rs.7.00 lakhs</b>
<b>In case of Officer Employees:</b>	<b>Rs.8.00 lakhs</b>

If otherwise found to be eligible, payment of Ex-Gratia (lump-sum) amount may be considered if the monthly income of the family from all sources, after the death/pre-mature retirement on medical grounds of the employee, is less than 60% of the last drawn gross notional salary (net of notional taxes) of the employee concerned.

**8. CALCULATION OF MONTHLY INCOME:**

**A) Amounts received under terminal benefits:**

- i) Provident Fund
- ii) Gratuity
- iii) Leave Encashment
- iv) Any other amount paid under a scheme of the Bank.

**SUB-TOTAL (a):**

**B) Liabilities to the bank:**

- i) Loans taken from bank and/or  
Other Financial institutions with  
prior approval of the Bank

**SUB-TOTAL (b):**

**C) Net Corpus of Terminal Benefits: (c = a-b):**

**D) Investments:**

- i. Deposits
- ii. NSCs
- iii. PPF
- iv. LIC policies
- v. Any Other

**SUB-TOTAL (d):**

**E) Details of Moveable property, if any, held  
and monthly income derived there from:**

**F) Details of Immoveable property, if any,  
held and monthly income derived there from:**

**G) Monthly income of the family from all sources:**

- i) Notional monthly income from interest at Bank's  
maximum term deposit rate as applicable as on  
the date of death of the employee, on the  
net corpus of terminal benefits received:
- ii) Notional monthly income from investments  
Based on notional monthly interest at Bank's  
maximum term deposit rate as applicable as  
on the date of death of the employee, on the  
net corpus received :
- iii) Monthly income from movable and Immoveable property:
- iv) Monthly income of family Members:
- v) Any other monthly income:

**Total Monthly income of the family: \_\_\_\_\_**

## **9. AMOUNT OF EX-GRATIA PAYABLE UNDER THE SCHEME:**

If otherwise eligible to seek assistance under the scheme, the family of an employee may be considered for receiving this assistance where the total monthly income of the family arrived at para 8 (G) above is less than 60% of the last drawn notional gross salary of the employee (net of notional taxes) for the complete month, during which he/she has expired or has been approved for premature retirement owing to incapacitation on medical grounds.

In such cases, the amount of Ex-Gratia payable shall be equivalent to 60% of the last drawn notional gross salary (net of notional taxes), payable for each complete month of remaining notional service of the employee (i.e. up to the notional age of normal superannuation in terms of extant service rules/conditions) at the time of his death/incapacitation, **subject to cadre-wise ceiling of “Maximum Amount” as follows:-**

<b><u>Category</u></b>	<b><u>Maximum Amount Payable</u></b>
<b>Officers</b>	<b>Rs. 8.00 lakhs</b>
<b>Clerical Staff</b>	<b>Rs. 7.00 lakhs</b>
<b>Subordinate Staff</b>	<b>Rs. 6.00 lakhs</b>

## **OTHER GUIDELINES APPLICABLE:**

**10.** In case of an employee seeking premature retirement due to incapacitation to work on medical grounds, Ex-Gratia (lump-sum amount) is payable only if all the extant provisions for such retirement are fully satisfied and the said premature retirement has been duly approved by the competent authority before the employee attaining 55 years of age.

**11.** While dealing with proposals for grant of Ex-Gratia, in cases where disciplinary action had been taken / was pending against the employee dying in harness or where the deceased employee was involved in financial irregularities, embezzlement of funds, committing of 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.

**12.** For eligible cases complete in all respects, the Ex-Gratia (lump-sum) amount shall be payable within 3 months of receipt of application at Head Office.

**13.** Assistance under the Scheme of Ex-Gratia is not an entitlement but may be granted in deserving and eligible cases only at the sole discretion of the bank, keeping in view the financial conditions of the family.

**14.** The Scheme shall remain effective from 31.07.2004. Cases of death that may have occurred under the specific circumstances as mentioned under Para 2.1 a & b of this circular, that may have occurred on or after 31.07.2004, and where a decision may either have been taken or may still be pending under the scheme of Ex-Gratia circulated vide HRD Circular No. 235, may now be reconsidered under the Modified Scheme for Employment on Compassionate Grounds.

**15.** The Board of the bank reserves its right to substitute, amend or vary any provision of the Scheme mentioned above, as and when required.

**APPLICATION FOR SANCTION OF EX-GRATIA**  
**(To Be Filled and Signed by Applicant from Family of Deceased Employee)**

Date: \_\_\_\_\_

THE GENERAL MANAGER  
PUNJAB NATIONAL BANK  
HRMD DIVISION  
HO: NEW DELHI

**REQUEST FOR SANCTION OF EX-GRATIA**  
**(To be submitted in Duplicate)**

I, \_\_\_\_\_ (relation) \_\_\_\_\_ of Late Shri/Smt./Km. \_\_\_\_\_, who was employed as \_\_\_\_\_ at PNB BO/RO/ZO/HO/: \_\_\_\_\_ has expired on \_\_\_\_\_ while in the service of the Bank. I hereby submit my request for being considered under the Revised Scheme for Payment of Ex-Gratia (lump-sum) Amount in lieu of Employment on Compassionate Grounds in terms of the Scheme circulated vide HRD Cir. No. \_\_\_\_\_ dated \_\_\_\_\_.

In this regard I submit as under:-

1. I, hereby state that none of my children/parents/brother/sister (please strike out whichever is not required) is/are in employment or engaged in any other business/occupation.

OR

I, hereby state that although Mr./Ms. \_\_\_\_\_ my son/daughter/ brother/sister, is/are in employment or is/are engaged in the business as per details given below, but taking into account the circumstances of my case, i.e. the income and assets & liabilities of the family (as defined under the scheme), I request the bank to sanction Ex-Gratia amount on account of death \_\_\_\_\_ of \_\_\_\_\_ my \_\_\_\_\_ spouse/father/mother/son/daughter.

2. Particulars of the family and related information thereof is as under:-

**A. PARTICULARS OF THE DECEASED EMPLOYEE :**

a) Name:

b) PF No:

c) Designation:

d) Last posting:

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 (Pl. specify):

**B. PARTICULARS OF FAMILY MEMBERS**

Name	Relationship 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****I) Immovable Properties:****i) House Properties:**

- (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 & family members:  
 (b) Details with addresses:  
 (c) Monthly Income, thereon:

**II) Details of Moveable property:**

Monthly income there from, 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)
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	
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)	
<b>TOTAL (A)</b>		<b>TOTAL (B)</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)

	<b>Amount (In Rupees)</b>	<b>Amt. of Loan there against, if any (In Rs.)</b>
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:	
	No. of shares:	
	Name of the co:	
	Market value per share:	
	Total value of shares:	
Any other Investment (please specify)		
	<b>TOTAL (A)</b>	<b>TOTAL (B)</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



**UNDERTAKING**

I hereby affirm that the particulars furnished above are true and undertake that in case the information is found to be incorrect, I undertake to refund to the bank the amount of payment received under the scheme of Ex-Gratia (lump-sum) amount. I further undertake, that this application is being moved by the undersigned on behalf of the family of Late Shri/Smt./Km. \_\_\_\_\_, who was in the employment of the Bank.

(Signature of applicant)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

**PROPOSAL TO BE SUBMITTED TO HRD DIVISION, HO: NEW DELHI IN  
TERMS OF HRMD CIR. NO..... DATED.....  
(TO BE PREPARED BY THE BANK AND NOT BY THE FAMILY/APPLICANT)**

(Copy of Form -16 last issued to the employee to be attached with this form)  
(One copy of Annexure 'A' submitted by the family to be attached herewith)

ZONAL OFFICE: \_\_\_\_\_  
REF. NO.: \_\_\_\_\_  
Date: \_\_\_\_\_

THE GENERAL MANAGER  
PUNJAB NATIONAL BANK  
HRMD DIVISION  
HO: NEW DELHI

**RE: PROPOSAL FOR SANCTION OF EX-GRATIA (LUMP-SUM) AMOUNT ON  
BEHALF OF LATE SHRI/SMT./KM. \_\_\_\_\_, EX-  
\_\_\_\_\_ AT BO/CO/ZO \_\_\_\_\_, 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 HRD Division Circular No. \_\_\_\_\_ dated \_\_\_\_\_.

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 payment of Ex-Gratia (lump-sum) Amount:

**A. PARTICULARS OF THE DECEASED EMPLOYEE:**

- a) Name:
- b) PF No:
- c) Designation:
- d) Last posted at:
- e) Circle/Zone:
- 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. PARTICULARS OF FAMILY MEMBERS**

Name	Relationship 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**

### **I) Immovable Properties:**

#### **i) House Properties:**

- (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 & family members:
- (b) Details with addresses:
- (c) Monthly Income, thereon:

### **II) Details of Moveable property:**

Monthly income there from, if any:

### **D) Details of dues settled by Bank:**

<b>Dues (Payable/paid)</b>	<b>Amount (In Rupees)</b>	<b>Outstanding Loans including intt. payable as on date of expiry of Employee</b>	<b>Amount (In Rupees)</b>
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	
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)	
<b>TOTAL (A)</b>		<b>TOTAL (B)</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)

	<b>Amount (In Rupees)</b>	<b>Amt. of Loan there against, if any (In Rs.)</b>
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:	
	No. of shares:	
	Name of the Co.:	
	Market value per share:	
	Total value of shares:	
Any other Investment (please specify)		
	<b>TOTAL (A)</b>	<b>TOTAL (B)</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

**G. TOTAL MONTHLY INCOME OF THE FAMILY:**

Total of C+D+E+F above:

## H. PAST RECORD OF THE DECEASED EMPLOYEE

1. Whether any discipline 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) Details of Punishment imposed:
5. a. Whether any financial implications were involved? YES / NO  
b. If yes, give quantum of apprehended loss.

## RECOMMENDATIONS OF INCUMBENT INCHARGE

Certified that the facts and information provided in the above proposal have been verified and found correct. It is, accordingly recommended that the application of Shri/ Smt. / Km. \_\_\_\_\_ for payment of Ex-Gratia (lump-sum) Amount, moved owing to the untimely death of Shri / Smt./ Km. \_\_\_\_\_, PF No. \_\_\_\_\_ may be considered in terms of the provisions of the Scheme provided in HRD Cir. No. \_\_\_\_\_ dated \_\_\_\_\_.

**(Signature of Incumbent Incharge  
with date and seal)**

**(TO BE FILLED IN BY CONCERNED CIRCLE / ZONAL OFFICE/ HO DIVISION):  
ELIGIBILITY FOR BEING CONSIDERED FOR EX-GRATIA PAYMENT**

**1. MONTHLY INCOME OF FAMILY:**

a	Net terminal dues paid	
b	Net amount of other investments / receipts	
c	Monthly income ( notional) at interest on Bank's maximum term deposit rate on net corpus of terminal dues paid	
d	Monthly income (notional) from interest on other investments / receivables at Bank's maximum term deposit rate	
e	Monthly income from immoveable property	
f	Monthly income from moveable property	
g	Monthly income from pension (if any)	
h	Monthly income of family member(s)	
i	Any other income of the family	
j	TOTAL INCOME (a to i)	

**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 Ex-Gratia Payable:**

(i) If the monthly income of the family (1-j above) is less than 60% of the deceased employee's last drawn notional gross salary (net of taxes) (i.e. Eligible Amount at 2-d above), the proposal for Ex-Gratia can be considered for:

(Eligible Amount) x (No. of remaining months of notional service) = Rupees \_\_\_\_\_

(ii) If the monthly income of the family (1-j above) is more than 60% of the deceased employee's last drawn notional (net of taxes) gross salary (i.e. Eligible Amount at 2-d above), the family is not eligible to be considered under the scheme of Ex-Gratia.

**4. Recommendations of Sr. Regional Manager / Regional Manager / Chief Manager ZO/HO Division (strike out whichever is not applicable):-**

a. The family may be considered for receiving payment of lump sum amount Rs. \_\_\_\_\_ under the scheme of Ex-Gratia, as per details above.

OR

b. The family is not eligible to receive financial assistance under the scheme of Ex-Gratia, as per details above. Hence the proposal may be declined.

**(Circle Head/ Chief Manager ZO/HO Division)**

**Recommendations of Zonal Manager/Divisional Head at HO**

**(ZONAL MANAGER/ DIVISIONAL HEAD AT HO)**