

Scheme to Provide Financial Aid to the Families of the Employees Who Die While in Service of the Bank

The Scheme for extending Financial Aid to the family of employees expire while in service, as a staff welfare measure has been initiated with a view to extend immediate financial support to the bereaved family to meet sudden crises.

The guidelines are reiterated:-

- a) Cases of all employees, both workmen as well as officers, who die while in service of the bank may be considered for sanction of Financial-Aid.
- b) The employee should have served the bank at least for a period of five years.
- c) Financial - Aid may not be allowed In respect of such employees who were involved in a fraud case and enquiry against whom could not be completed/ punishment could not be awarded during the period of service.

The Quantum of Financial Aid to be provided to the Family of the Staff Members is as under:-

Cadre	Financial Aid (In Rs.)
Officer	1,50,000/-
Clerical	80,000/-
Subordinate Staff	50,000/-

PROCEDURE FOR PAYMENT

The following procedure may be followed for payment/reimbursement of the amount of Financial Aid:

The concerned branches/offices including HO Divisions will make payment to the legal heirs of the deceased employees against receipt (across revenue stamp) by debiting their suspense account after receipt of sanction from the Competent Authority. The branches/offices including HO Divisions after making payments of Financial-Aid, will submit claim along with Photostat copy of the receipt obtained from legal heirs as under:

All Employees upto Scale III working under:

- Branches – Circle Office
- Zonal offices – Concerned Circle Office
- HO Divisions – Concerned Divisions

Circle Offices/HO Divisions will book the expenses under the Scheme to the debit of **Staff Welfare A/c** (Code – 1042601)

- **Officers in Scale IV and above irrespective of their place of posting – HRMD, HO**

The Proposal for payment of Financial-Aid should be submitted in the format enclosed.

Competent Authority to Sanction Financial-Aid will be as under:-

S. No.	Staff	Competent Authority
1.	Subordinate staff, Clerical staff and officer staff upto MMG Scale-III working in Circle	Circle Head
2.	Subordinate staff, Clerical staff and officer staff upto MMG Scale-III working in Zonal Office and all other offices, reporting directly to ZOs	Zonal Manager
3.	Subordinate staff, Clerical staff and officer staff upto MMG Scale-III working in Head Office Divisions	Divisional Head
4.	All the Officers in SMG Scale-IV and above.	Dy. General Manager (HRMD)

(Human Resource Management Division Circular No. 495/2020 dated 26.03.2020)

The Circle Head

Circle Office: _____

**Proposal for Sanction of Financial–Aid in favour of Legal Heirs/
Families of the Employees Who Die While in Service of the Bank**

1.	Name of the deceased employee	
2.	Designation	
3.	Place of Posting	
4.	Date of Birth	
5.	Date of joining the Bank	
6.	Date of Death	
7.	Length of Service	
8.	Number of Dependents	
9.	Has any application been received for employment on compassionate grounds?	
10.	Whether any departmental action pertaining to fraud was pending, against the employee at the time of his death?	

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(Signature of Incumbent Incharge with Office stamp)