

**CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA AND ABROAD**

**ISSUED BY  
HRM DEPARTMENT, HEAD OFFICE, BARODA**

**Re.: Revision of Scheme for Compassionate Appointment or Payment of Ex-gratia Financial Relief to dependents of deceased employees on Compassionate Grounds - 2022.**

We refer to our Circular No. HO : BR: 112:451 dated 01.12.2020 regarding "Scheme for Compassionate Appointment or Payment of Ex-gratia Financial Relief to dependents of deceased employees on Compassionate Grounds". The Ex-Gratia Financial Relief limits which was left unchanged for more than 20 years were increased substantially considering the cost of living in the changed socio-economic scenario and the eligibility criteria was also standardised. The said policy was made effective from 23.03.2020.

As per the said policy, the family of the deceased were considered for Compassionate Appointment or Ex-Gratia Financial relief only if the financial condition of the family is proven to be indigent and deserved immediate assistance from financial destitution i.e. the family income from all the sources is less than the stipulated limit (50%/60%) of the last drawn taken home salary of the deceased.

During the implementation of the policy, it was observed that generally take home salary of an employee is already at a lesser level on account of various loan deductions/tax and other statutory deductions etc. and since the eligibility for Compassionate Appointment/Ex-Gratia Financial relief was reckoned on the basis of the present income of the family with last drawn net salary, in many cases, the families were getting ineligible to be covered under the scheme.

In order to address the aforesaid issue in the Scheme and also to make the policy more inclusive and far reaching so as to extend helping hand to the families of the deceased to tide over the financial distress immediately after losing the bread earner in the family, the scheme has been reviewed and the Board of Directors of the Bank in the meeting held on 05.02.2022 have accorded approval for revision as under:

*"The financial condition of the family shall be assessed after reckoning the present income of the family with the last drawn **GROSS** salary instead of last drawn take home salary i.e. the family condition will be held as indigent, if the monthly income of the family from all the sources is less than 50% (where family is survived by only spouse and/or one child) / 60% (in all other cases) of the last drawn GROSS salary of the deceased."*

Further, the identification of the vacancies for recruitment on Compassionate grounds is de-linked with the Direct Recruitment.

The revised "Scheme for Compassionate Appointment or Payment of Ex-gratia Financial Relief to dependents of deceased employees on Compassionate Grounds - 2022 " is enclosed as Annexure to this circular and the said policy shall come into force with effect from 23.03.2020 i.e. the date since the revised scheme had been made effective.

-2-

All cases prior to the effective date of revision i.e. before 23.03.2020 shall be governed by the provisions mentioned in Circular No. BCC: BR: 108:82 dated 18.02.2016.

We trust that the aforesaid modifications in the scheme will go a long way in benefitting the families of our employees, who had served our organisation and help them to tide over the distress and financial burden being faced by them in view of the demise of the bread earner.

All Branches / Offices are requested to bring the contents of this circular to the notice of all the staff members.

Yours faithfully,



**(PRAKASH VIR RATHI)**  
**CHIEF GENERAL MANAGER – HRM**



Encl: As above

भारत एवं विदेश में स्थित सभी शाखाओं/ कार्यालयों के लिए परिपत्र

मानव संसाधन प्रबंधन विभाग, प्रधान कार्यालय, बड़ौदा द्वारा जारी

**विषय : अनुकंपा के आधार पर मृतक कर्मचारियों के आश्रितों को अनुकंपा आधारित नियुक्ति या अनुग्रहपूर्वक वित्तीय राहत के भुगतान हेतु योजना में संशोधन – 2022.**

हम "अनुकंपा के आधार पर मृतक कर्मचारियों के आश्रितों को अनुकंपा आधारित नियुक्ति या अनुग्रहपूर्वक वित्तीय राहत के भुगतान हेतु योजना" से संबंधित अपने परिपत्र सं. बीसीसी:बीआर:112:451 दिनांक 01.12.2020 का संदर्भ देते हैं. अनुग्रहपूर्वक वित्तीय राहत की सीमा, जो 20 वर्षों से अधिक समय से अपरिवर्तित थी, को बदले हुए सामाजिक-आर्थिक परिदृश्य में जीवन यापन की लागत को देखते हुए इसमें पर्याप्त वृद्धि की गई थी और पात्रता मानदंड को भी मानकीकृत किया गया था. उक्त पॉलिसी को दिनांक 23.03.2020 से प्रभावी किया गया था.

उक्त पॉलिसी के अनुसार मृतक के परिवार को अनुकंपा आधारित नियुक्ति या अनुग्रहपूर्वक वित्तीय राहत के लिए तभी विचार किया जाता था जब परिवार की वित्तीय स्थिति निर्धन सिद्ध होती है और वित्तीय अभावग्रस्तता के कारण तत्काल सहायता की जरूरत होती है अर्थात् परिवार के सभी स्रोतों से आय मृतक के अंतिम आहरित निवल वेतन की निर्धारित सीमा (50%/ 60%) से कम है.

पॉलिसी को लागू करने के दौरान यह पाया गया था कि सामान्य तौर पर कर्मचारी का निवल वेतन विभिन्न ऋण कटौती/ कर और अन्य सांविधिक कटौती आदि के कारण पहले से ही कम स्तर पर होता है और चूंकि अनुकंपा आधारित नियुक्ति/ अनुग्रहपूर्वक वित्तीय राहत हेतु पात्रता की गणना अंतिम आहरित निवल वेतन के साथ परिवार की वर्तमान आय के आधार पर की गई थी, कई मामलों में परिवार योजना के तहत कवर होने के लिए अपात्र हो रहे थे.

इस योजना में उक्त मामलों के समाधान हेतु तथा पॉलिसी को और अधिक समावेशी एवं इसकी पहुँच बढ़ाने के लिए ताकि मृतक कर्मचारियों के परिवारों को परिवार के जीवनयापन हेतु धन अर्जन करने वाले के निधन पर वित्तीय दबाव से तत्काल राहत पहुँचाने हेतु परिवार को सहायता प्रदान करने हेतु इस योजना की समीक्षा की गई है और दिनांक 05.02.2022 को आयोजित बैठक में बैंक के निदेशक मंडल ने निम्नानुसार संशोधन के लिए अनुमोदन प्रदान किया है:

"परिवार की वित्तीय स्थिति का आकलन अंतिम आहरित निवल वेतन के बजाय अंतिम आहरित सकल वेतन के साथ परिवार की वर्तमान आय की गणना के आधार पर किया जाएगा अर्थात् परिवार की स्थिति तभी निर्धन मानी जाएगी, यदि परिवार की मासिक आय सभी स्रोत से मृतक कर्मचारी के अंतिम आहरित सकल वेतन के 50% (जहां परिवार में केवल पति या पत्नी और/ या एक बच्चा है)/ 60% (अन्य सभी मामलों में) से



इसके अलावा, अनुकंपा के आधार पर भर्ती के लिए रिक्तियों के निर्धारण को सीधी भर्ती से अलग कर दिया गया है.

संशोधित "अनुकंपा के आधार पर मृतक कर्मचारियों के आश्रितों को अनुकंपा आधारित नियुक्ति या अनुग्रहपूर्वक वित्तीय राहत के भुगतान हेतु योजना - 2022" को इस परिपत्र के अनुलग्नक के रूप में संलग्न किया गया है और यह पॉलिसी दिनांक 23.03.2020 तारीख से प्रभावी होगी अर्थात् जिस तारीख से संशोधित योजना को प्रभावी बनाया गया था.

संशोधन की प्रभावी तारीख से पहले अर्थात् दिनांक 23.03.2020 से पहले के सभी मामले परिपत्र सं. बीसीसी:बीआर:108:82 दिनांक 18.02.2016 में उल्लिखित प्रावधानों द्वारा शासित होंगे.

हमें विश्वास है कि योजना में उपर्युक्त संशोधनों से हमारे उन कर्मचारियों के परिवारों को लाभ होगा, जिन्होंने हमारे संगठन की सेवा की है और जीवनयापन हेतु धन अर्जन करने वाले के निधन से उनके समक्ष आने वाले संकट और वित्तीय बोझ से निपटने में उन्हें मदद मिलेगी.

सभी शाखाओं/ कार्यालयों से अनुरोध है कि इस परिपत्र की विषयवस्तु से सभी स्टाफ सदस्यों को अवगत कराएं.

भवदीय,

हस्ता/-

(प्रकाश वीर राठी)

मुख्य महाप्रबंधक-मा.सं.प्र.

संलग्नक : यथोपरि



**OBJECTIVE**

To provide timely help by way of Compassionate Appointment or Financial relief to the family of the deceased employee to tide over the immediate crisis due to loss of sole breadwinner which could disturb the entire financial setup of the family and can lead to break in major family decisions like education of child/ children, health expenses, marriages in the family etc.

<b>1</b>	<p><b>COVERAGE :</b></p> <p>1.1. The scheme is applicable for the dependent family member of a permanent employee of the Bank as under :</p> <p>a) <u>Compassionate Appointment</u> : "Employee who dies while in service (including death by suicide) or is retired on medical grounds due to incapacitation" before reaching the age of 55 years.</p> <p>b) <u>Ex-Gratia</u> : Employee who, i. Dies while in service (including death by suicide) before the age of superannuation ii. Retires on medical grounds due to incapacitation before reaching the age of 55 years.</p> <p>(Incapacitation is to be certified by a duly appointed Medical Board in a Government Medical College/Government District Head Quarters Hospitals/Panel of Doctors nominated by the Bank for the purpose).</p> <p>1.2. Where the death of employee is before the age of 55 years, the dependent family member will have the option to apply EITHER for Compassionate Appointment OR Ex-Gratia Financial relief.</p> <p>In case of employee who die in harness at the age of 55 years and above, the dependents can apply for Ex-Gratia Financial relief ONLY.</p> <p>1.3. 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 i.e. before reaching the age of 55 years in case of Compassionate Appointment and before the age of superannuation in case applying for Ex-gratia OR retirement on medical grounds due to incapacitation , 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.</p>
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<b>2</b>	<p><b>DEPENDANT FAMILY MEMBER:</b></p> <p>2.1 Spouse; or 2.2 Wholly dependent son (including legally adopted son); or 2.3 Wholly dependent daughter (including legally adopted daughter); or 2.4 Wholly dependent brother or sister in the case of unmarried employee.</p>
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<b>3</b>	<p><b>COMPETENT AUTHORITY TO MAKE COMPASSIONATE APPOINTMENT/EX-GRATIA FINANCIAL RELIEF :</b></p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"><b>A</b></td> <td>Compassionate Appointment of eligible and suitable dependents of deceased/ medically retired employees' upto 5 years from the date of death or retirement on medical grounds.</td> <td style="text-align: center; vertical-align: top;">Executive Director holding charge of HRM portfolio</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><b>B</b></td> <td>Compassionate Appointment of eligible and suitable dependents of i) Deceased/ medically retired employees where the death or retirement on medical grounds has occurred before 5 years, at the time of application. ii) Missing Employees</td> <td style="text-align: center; vertical-align: top;">MD &amp; CEO</td> </tr> </table>	<b>A</b>	Compassionate Appointment of eligible and suitable dependents of deceased/ medically retired employees' upto 5 years from the date of death or retirement on medical grounds.	Executive Director holding charge of HRM portfolio	<b>B</b>	Compassionate Appointment of eligible and suitable dependents of i) Deceased/ medically retired employees where the death or retirement on medical grounds has occurred before 5 years, at the time of application. ii) Missing Employees	MD & CEO
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C	Ex-Gratia Financial relief	GM (HRM)/ Head - HR Operations												
D	Grant of Compassionate appointment/ Ex-gratia Financial relief in cases where Disciplinary Action had been taken / was pending against the employee dying in harness or the employee was involved in financial irregularities , embezzlement of funds, committing frauds, etc.	Executive Director holding charge of HRM portfolio or in his/her absence any Executive Director.												
4	<b><u>POSTS TO WHICH COMPASSIONATE APPOINTMENTS CAN BE MADE:</u></b> The appointment shall be made in the Clerical and Sub-staff cadre only.													
5	<b><u>ELIGIBILITY:</u></b> <b>5.1. MONTHLY FAMILY INCOME :</b> <p>The application for Compassionate Appointment/Ex-Gratia financial relief shall be considered only if the family is indigent and deserves immediate assistance for relief from financial destitution. The condition of the family shall be held indigent only if the monthly income of the family from all the sources is</p> <p>a) Less than 50% of the last drawn Gross Salary of the deceased, where the dependent family is survived by only the spouse and/or one child.  b) Less than 60% of the last drawn Gross Salary of the deceased, in all other cases</p> <p>If the total monthly Income of the family arrived at, is less than 50%/60% of the last drawn Gross salary of the deceased employee, Compassionate Appointment or Ex-gratia financial relief may be granted, subject to fulfilment of other eligibility criteria as detailed herein.</p>													
	<b>5.2. Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules which are as under at present:</b> <b>(a)Applicant should be an Indian Citizen</b> <b>(b)Age:</b> <table border="1" data-bbox="539 1178 1177 1301"> <thead> <tr> <th>Cadre</th> <th>Minimum Age</th> <th>Maximum Age</th> </tr> </thead> <tbody> <tr> <td>Clerical</td> <td>20</td> <td>28</td> </tr> <tr> <td>Sub-Staff</td> <td>18</td> <td>26</td> </tr> </tbody> </table>		Cadre	Minimum Age	Maximum Age	Clerical	20	28	Sub-Staff	18	26			
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	<b><u>Note:</u></b> <ul style="list-style-type: none"> <li>The age limit (minimum and maximum) will be as per the rules applicable from time to time to direct recruitment.</li> <li>In case of dependents belonging to Scheduled Castes/ Tribes/ OBCs/Widow, the concession as per government guidelines for Scheduled Castes/ Tribes/ OBCs/Widow for upper age limit will continue to apply, which is at present as under :</li> </ul> <table border="1" data-bbox="440 1554 1278 1688"> <thead> <tr> <th>Category</th> <th>Age relaxation</th> <th>Upper age limit for Widow</th> </tr> </thead> <tbody> <tr> <td>SC/ST</td> <td>5 years</td> <td>Upto 40 years</td> </tr> <tr> <td>OBC</td> <td>3 years</td> <td>Upto 38 years</td> </tr> <tr> <td>General</td> <td>NA</td> <td>Upto 35 years</td> </tr> </tbody> </table>		Category	Age relaxation	Upper age limit for Widow	SC/ST	5 years	Upto 40 years	OBC	3 years	Upto 38 years	General	NA	Upto 35 years
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6	<p><b><u>RELAXATIONS:</u></b></p> <p>6.1 Where no dependent of the deceased employee within the prescribed age limit is available for employment, the maximum age limit may be relaxed, wherever found to be necessary. The lower age limit will however, in no case, be relaxed below 20 years of age in case of Clerical recruitment and 18 years of age in case of Sub Staff recruitment.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Age eligibility shall be determined with reference to the date of application and not the date of appointment;</li> <li>• Authority competent to take a final decision for making compassionate appointment in a case, shall be competent to grant relaxation of age limit and educational qualifications also for making such appointment.</li> </ul>
7	<p><b><u>EXEMPTIONS:</u></b></p> <p>7.1 Compassionate Appointments under the Scheme are exempted from observance of the following requirements –</p> <ul style="list-style-type: none"> <li>• Normal Recruitment Procedure i.e., without the agency of selection like IBPS/Employment Exchange, Recruitment Board of Bank, etc.</li> <li>• The ban orders on filling up of posts issued by Government of India or any controlling authority.</li> </ul>
8	<p><b><u>TIME LIMIT FOR CONSIDERING APPLICATIONS:</u></b></p> <p>8.1 Request for Appointment should be received by the Bank within one year from the date of death/separation (in case of employees retiring on medical grounds due to incapacitation) of the employee.</p> <p>8.2 Application for employment under the Scheme from eligible dependents can normally be considered upto five years from the date of death or retirement on medical grounds due to incapacitation and decision to be taken on merits of each case.</p> <p>8.3 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 (in cases where the dependents' eligibility is not there immediately). However, the benefit of the new scheme shall be applicable for death/separation occurred on or after 23.03.2020 and the cases where the death/separation is prior to 23.03.2020 will be dealt as per the scheme/s prevailing at the time of death.</p> <p>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 (cases of death / medical retirement which occurred more than 5 years back) will, therefore, be taken only at the level of MD &amp; CEO.</p>
9	<p><b><u>DETERMINATION/ AVAILABILITY OF VACANCIES:</u></b></p> <p>9.1 Appointment on compassionate grounds should be made only on regular basis. No separate allotment will be made for Compassionate appointment against the vacancies falling under direct recruitment in Clerical cadre or vacancies identified in Sub Staff cadre.</p>



	<p>9.2 A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against appropriate category, viz., SC/ST/OBC/General Category, depending upon the category to which he/she belongs.</p> <p>9.3 Widows appointed on compassionate ground, upon re-marriage, will be allowed to continue in service, even after re-marriage.</p>
10	<p><b><u>WHERE THERE IS AN EARNING MEMBER:</u></b></p> <p>10.1 In deserving cases, even when there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with the prior approval of the competent authority of the Bank who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified, having regard to the number of dependents, assets and liabilities left by the employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the employee and whether he should not be a source of support to other members of the family.</p> <p>10.2 In cases where any member of the family of the deceased or medically retired employee is already in employment and is not supporting the other members of the family of the deceased employee, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the deceased employee so that, the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.</p>
11	<p><b><u>MISSING EMPLOYEE:</u></b></p> <p>Cases of missing employees are also covered under the scheme for compassionate appointment subject to the following conditions</p> <p>11.1 A request to grant the benefit of compassionate appointment can be considered only after a lapse of atleast 2 years from the date from which the Employee has been missing, provided that:</p> <ul style="list-style-type: none"> <li>(i) an FIR to this effect has been lodged with the Police,</li> <li>(ii) the missing person is not traceable, and</li> <li>(iii) the competent authority feels that the case is genuine;</li> </ul> <p>11.2 This benefit will not be applicable to the case of an employee:</p> <ul style="list-style-type: none"> <li>a) Who had less than two years to retire on the date from which he has been missing; or</li> <li>b) Who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.</li> </ul> <p>11.3 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 fulfillment of all the conditions, laid down for such appointment under the scheme.</p> <p>11.4 While considering such a request, the results of the Police investigation should also be taken into account.</p> <p>11.5 A decision on any such request for compassionate appointment will be taken only at the level of the MD&amp;CEO of the Bank.</p>
12	<p><b><u>PROCEDURE:</u></b></p> <ul style="list-style-type: none"> <li>a) The prescribed proforma will be used by the Bank for ascertaining necessary information and processing the cases of compassionate appointment.</li> </ul>



	<p>b) An officer from the HRM Department of the Bank will meet the members of the family of the employee in question immediately after his/her death and advice in person about the requirements and formalities to be completed by him/her.</p> <p>c) The applicant will be interviewed by the Selection Committee to be appointed by the Bank, in order to assess his/her suitability for a particular post and also for better appreciation of the facts of the case. For administrative convenience and for speedy disposal of the applications, the composition of the selection committee shall be as under:</p> <ol style="list-style-type: none"> <li>General Manager (Zonal Head of the Zone where the deceased employee was last posted) - Chairman of the Committee.</li> <li>Dy. Zonal Manager of the Zone / Regional Head where the deceased employee was last posted.</li> <li>Asstt. General Manager incharge of Zonal HR Department of the concerned Zone or if AGM (HRM) is not available, then any other AGM in the Zone as appointed by the respective Zonal Manager.</li> </ol> <p>(If the deceased employee is working in BCC/ HO/ Baroda Academy/ CIAD/ ZIAD, Zonal Head and other members of Zone under whose administrative jurisdiction such unit is attached shall constitute the Selection committee.)</p> <p>d) The recommendation of the committee will be placed before the Competent Authority for a decision. If the competent authority disagrees with the committee's recommendation, the case shall be referred to the next higher authority for a decision.</p>
13	<p><b><u>UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE:</u></b></p> <p>The person appointed on compassionate grounds under the Scheme, should give an undertaking in writing (as in <b>Annexure</b>) 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 will be incorporated as one of the conditions in the offer of appointment applicable only in the case of appointment on compassionate ground.</p>
14	<p><b><u>REQUESTS FOR CHANGE IN POST/ PERSON:</u></b></p> <p>When a person has been appointed on compassionate ground to a particular post, the set of circumstances, which led to such appointment, shall be deemed to have ceased to exist. Therefore -</p> <ol style="list-style-type: none"> <li>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 should invariably be rejected.</li> <li>An appointment on compassionate ground cannot be transferred to any other person and any request for the same on consideration of compassion should invariably be rejected.</li> </ol>
15	<p><b><u>TERMINATION OF SERVICE:</u></b></p> <p>The compassionate appointment 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 the condition(s) in</p>



	<p>the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Action and Procedure thereof.</p> <p>In order to check its misuse, the power of termination of service for non-compliance of the conditions in the offer of compassionate appointment will vest only with the MD &amp; CEO of the Bank.</p>
16	<p><b><u>GENERAL:</u></b></p> <p>16.1 Appointment made on grounds of compassion to 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.</p> <p>16.2 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.</p> <p>16.3 An application for compassionate appointment shall, however, not be rejected merely on the ground that the family of the employee has received the benefits due / the benefits under the various welfare schemes. While considering a request for appointment on compassionate grounds, a balanced and objective assessment of the financial condition of the family has to 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.</p> <p>16.4 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.</p>
17	<p><b><u>NOMINATION OF MINOR AND PERIOD FOR ACQUIRING CERTAIN QUALIFICATION :</u></b></p> <p>Where the dependent is a minor or does not possess minimum qualification, his or her case may be kept open at the discretion of the Bank, normally upto a period of 5 years from the date of death / medical retirement due to incapacitation of the employee to enable him/her to qualify in terms of age and/or qualifications provided the application is received by the Bank within one year from the date of death /medical retirement due to incapacitation of the employee. However, the Bank may also consider to keep open the case of a minor dependent, even beyond 5 years, in very special and extenuating circumstances.</p>
18	<p><b><u>EX GRATIA FINANCIAL RELIEF:</u></b></p> <p>18.1 In respect of the application submitted by the dependent of the deceased employee whose age at the time of death is below 55 years of age, the applicant has both the options i.e. to opt for Compassionate Appointment OR Payment of Ex-Gratia financial relief. In respect of the application submitted by the dependent of the deceased employee whose age at the time of death is 55 years and above, the applicant can opt for Ex-gratia only.</p> <p>However, the application of Ex-gratia financial relief will be considered only when all the other condition/s of compassionate appointment are met.</p>



	<p>18.2 The amount of Ex-gratia payable will be as follows:</p> <table border="1" data-bbox="459 282 1259 454"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="2">For employees deceased at age</th> </tr> <tr> <th>Below 55 years</th> <th>55 years and above</th> </tr> </thead> <tbody> <tr> <td>Officers</td> <td>Rs. 16 lakhs</td> <td>Rs. 22 lakhs</td> </tr> <tr> <td>Clerical</td> <td>Rs. 14 lakhs</td> <td>Rs. 18 lakhs</td> </tr> <tr> <td>Subordinate Staff</td> <td>Rs. 12 lakhs</td> <td>Rs. 15 lakhs</td> </tr> </tbody> </table> <p>18.3 Cases of employees who have retired on Medical Grounds due to incapacitation before reaching the age of 55 years and have opted for ex-gratia relief will be eligible for the ex-gratia amount as applicable for cases where the employee age at the time of death is below 55 years.</p>	Category	For employees deceased at age		Below 55 years	55 years and above	Officers	Rs. 16 lakhs	Rs. 22 lakhs	Clerical	Rs. 14 lakhs	Rs. 18 lakhs	Subordinate Staff	Rs. 12 lakhs	Rs. 15 lakhs
Category	For employees deceased at age														
	Below 55 years	55 years and above													
Officers	Rs. 16 lakhs	Rs. 22 lakhs													
Clerical	Rs. 14 lakhs	Rs. 18 lakhs													
Subordinate Staff	Rs. 12 lakhs	Rs. 15 lakhs													
<p>19</p>	<p><b><u>MODE OF PAYMENT OF EX-GRATIA:</u></b></p> <p>a) The ex-gratia amount shall be paid to the eligible dependent/s. In case of employees seeking 'Premature Retirement' due to total physical incapacitation, the Ex-gratia will be paid to the concerned employee.</p> <p>b) Outstanding by way of loan etc. payable to the Bank, if any, not recovered from Terminal benefits will be reduced from the Financial Relief and only remaining amount be considered for ex-gratia relief.</p>														
<p>20</p>	<p>The beneficiary (dependent) / recipient of the ex-gratia shall be decided by the Bank depending upon the circumstances. Normally, the Ex-gratia amount will be paid to the Spouse of the deceased employee. However, beneficiaries other than spouse will have to obtain a 'No Objection Certificate' from all other dependents</p>														
<p>21</p>	<p>This revised Scheme will be in complete supersession to the Scheme for payment of "Compassionate Appointment or Payment of Ex-Gratia financial relief to the dependents of deceased employees on compassionate grounds" circulated vide circular No. HO: BR: 112:451 dated 01.12.2020 and any other guidelines/ any earlier schemes for recruitment of / grant of financial relief to dependents of deceased employees/ employees retiring on account of total incapacitation in this regard.</p> <p>All pending cases and cases of death prior to the revision i.e. before 23.03.2020 shall be governed by the provisions mentioned in Circular No. BCC: BR: 108:82 dated 18.02.2016. However, the case/s of death prior to 01.04.2019 i.e. before the date of amalgamation, shall be dealt as per the schemes prevailing in the erstwhile Banks (Vijaya Bank and Dena Bank).</p>														
<p>22</p>	<p>The Board of the Bank reserves its right to substitute, amend or vary from time to time any provision of the Scheme mentioned above.</p>														



ENCLOSURES TO CIRCULAR HO: BR:114: 27 dated 11.02.2022

**Revision of Scheme for Compassionate Appointment or Payment of Ex-gratia Financial Relief to dependents of deceased employees on Compassionate Grounds – 2022**

Annexure	DESCRIPTION OF DOCUMENT/ INFORMATION
I	LETTER TO BE ADDRESSED TO THE FAMILY MEMBERS OF DECEASED EMPLOYEE
II	FORWARDING LETTER TO BE SUBMITTED BY REGIONAL/ZONAL OFFICE
III	CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY THE REGIONAL/ZONAL OFFICE TO HEAD OFFICE, TO BE VERIFIED BY REGIONAL/ZONAL HR
IV	CONFIDENTIAL REPORT (TO BE SUBMITTED IN CASES WHERE THE DOCUMENTS SUBMITTED DOES NOT ESTABLISH THE PENURIOUS CONDITION OF THE FAMILY)
DOCUMENTS TO BE OBTAINED FROM THE DEPENDENT/APPLICANT OF THE DECEASED	
A	LETTER OF OPTION / CLAIM
B	APPLICATION FOR EMPLOYMENT/FINANCIAL RELIEF IN BANK DULY VERIFIED BY BRANCH / OFFICE AND REGIONAL OFFICE
C	BIO-DATA OF THE APPLICANT (Applicable for Appointment only)
D	FINANCIAL DETAILS DULY CERTIFIED BY BRANCH / OFFICE, ALONG WITH DOCUMENTARY PROOF
E	NO OBJECTION FROM MAJOR FAMILY MEMBERS
F	UNDERTAKING TO LOOK AFTER DEPENDENT OF DECEASED EMPLOYEE FILLED BY APPLICANT
G	PARTICULAR OF DECEASED EMPLOYEE DULLY FILLED & VERIFIED BY BRANCH /OFFICE AND REGIONAL OFFICE



**ANNEXURE 'I'**

**LETTER TO BE ADDRESSED TO THE FAMILY MEMBERS OF DECEASED EMPLOYEE**

Mr/ Mrs.

Date::

Dear Sir / Madam,

**Re : Scheme for Compassionate Appointment / Payment of Ex-gratia Financial Relief to the dependents of Deceased employees on Compassionate grounds as circulated by Bank vide circular No. HO:BR:114:27 dated 11.02.2022.**

We deeply regret to learn about the sad demise of Mr./Mrs. \_\_\_\_\_.

At this juncture, we would like to inform you that there is a Scheme for Appointment / Payment of Ex-gratia Financial Relief to the dependents of Deceased employees on Compassionate grounds in our Bank, copy of which is enclosed for your ready reference.

As per the Scheme, the family may opt either for recruitment of a dependent of the deceased OR Ex-gratia Financial Relief, if the age of Late Mr./Mrs. \_\_\_\_\_ was less than 55 years at the time of death. However, if the age was 55 or above at the time of death, the family may apply for Ex-Gratia Financial relief only

You are, therefore, requested to submit your letter of option as per Annexure A for Appointment /Payment of Ex-gratia Financial Relief. Please note to submit the same within ONE YEAR from the date of death of the above employee.

If you opt for recruitment/financial relief under the scheme or if you intend to nominate any of the dependent family member for recruitment under the scheme, you are requested to submit your application to the Branch along with the following:

1. Details as per Annexure A to F along with copy of Death Certificate, Educational Qualifications, Income/Salary Certificates etc.
2. In case of widows,
  - a. Affidavit in respect of change in Maiden name, if any, after Marriage.
  - b. Marriage Certificate / Affidavit in lieu of marriage certificate duly notarized /attested.

However, it may please be noted that merely applying to the Bank does not confer upon you any right to claim for employment in the Bank / Financial Relief under the Scheme.

Yours faithfully,

Branch Head

Encl : Scheme along with all formats .

C.C. Regional Head - for information. EC No. of the deceased is \_



**Annexure II**

Letter No.....

Date:-.....

The Dy. General Manager (HRM)  
Bank of Baroda  
Head Office  
Baroda

Dear Sir/Madam

**Re: Forwarding the application under "Scheme for compassionate appointment or Payment of Ex-gratia financial relief to dependents of deceased employees Compassionate grounds - 2022" of Mr./Ms....., EC ....., Designation ....., ..... Branch/Office.**

We enclose herewith application dated ..... received from Mr./Ms..... w/o s/o d/o Late ..... (EC No. ....) under the Scheme.

We recommend to CONSIDER / REGRET (tick whichever is applicable and cross the other) the application of Mr./Ms..... who is eligible for Compassionate Appointment / Payment of Ex-gratia financial relief amount in lieu of Compassionate Appointment in terms of Bank's Scheme.

We certify that no action was pending / contemplated at the time of death of the employee.

Certified that all the information submitted (Annexure A to G) have been verified and are correct.

Signature

(Regional Head/ Departmental Head)

Name:

Seal



**ANNEXURE-III  
CHECK LIST FOR FORWARDING PAPERS UNDER COMPASIONATE APPOINTMENT/EX-GRATIA SCHEME**

<b>Name/ EC of the Deceased :</b>	<b>Branch/Office :</b>
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Annexure	DESCRIPTION OF DOCUMENT/ INFORMATION	Whether submitted (Yes/No)	REMARKS
A	LETTER OF OPTION / LETTER OF CLAIM		
B	APPLICATION FOR RECRUITMENT /FINANCIAL RELIEF IN BANK DULY VERIFIED BY BRANCH / OFFICE AND REGIONAL OFFICE		
C	BIO-DATA OF THE APPLICANT (Applicable for appointment only)		
D	FINANCIAL DETAILS TO BE SUBMITTED BY THE APPLICANT & DULY CERTIFIED BY BRANCH / OFFICE, ALONG WITH DOCUMENTARY PROOF		
E	NO OBJECTION FROM MAJOR FAMILY MEMBERS		
F	UNDERTAKING TO LOOK AFTER DEPENDENT OF DECEASED EMPLOYEE FILLED BY APPLICANT		
G	PARTICULAR OF DECEASED EMPLOYEE DULLY FILLED & VERIFIED BY BRANCH /OFFICE AND REGIONAL OFFICE		
Data to be verified & documents to be submitted wherever required	IN CASE OF WIDOWS (If Spouse name is not recorded in Bank's records) a. AFFIDAVTI IN RESPECT OF CHANGE IN MAIDEN NAME, IF ANY, AFTER MARRIAGE b. MARRIAGE CERTIFICATE/ AFFIDAVIT IN LIEU OF MARRIAGE CERTIFICATE DULY NOTARISED /ATTESTED		
	WHETHER OFFICIALLY VALID DOCUMENTS (viz. Aadhaar/Voters Id/PAN/ Passport etc.) FOR IDENTITY OF ALL THE DEPENDENTS OBTAINED?		
	CERTIFIED COPY OF DEATH CERTIFICATE OF THE DECEASED EMPLOYEE, DULY VERIFIED BY BRANCH/OFFICE		
	COMPLETE PARTICULARS OF PAYMENT OF TERMINAL BENEFITS VIZ. PF, GRATUITY, ARB,PENSION ETC. HAVE BEEN FILLED AND VERIFIED BY BRANCH		
	PHOTOCOPY OF EDUCATIONAL CERTIFICATES OF THE APPLICANT DULY VERIFIED BY THE BRANCH/OFFICE		
	CASTE CERTIFICATE OF THE APPLICANT, IF AGE RELAXATION IS SOUGHT		
	COMPLETE PARTICULARS OF BANK'S DUES RECOVERED / OUTSTANDING VIZ. LOAN ADVANCES ETC HAVE BEEN FILLED AND VERIFIED BY THE BRANCH		
	SHEET SHOWING DETAILS OF FAMILY MEMBERS THEIR AGE, RELATION, OCCUPATION, INCOME HAS BEEN ENTERED PROPERLY AND VERIFIED BY BRANCH/OFFICE		
	INCOME/SALARY CERTIFICATE/ IT RETURNS/ FORM 16 AND ACCOUNT STATEMENT FOR LAST 6 MONTHS OF ALL THE DEPENDENTS, wherever applicable		
	ANNEXURE- A,B,D, E & G HAVE BEEN SIGNED BY BRANCH/ OFFICE HEAD AND REGIONAL OFFICE HAS CERTIFIED IN B & G		
	FULL DETAILS OF DISCIPLINARY CASE PENDING / CONTEMPLATED, IF ANY HAS BEEN INCORPORATED INCLUDING DETAILS OF LOSS THE BANK MAY SUFFER/ SUFFERED		
	IN CASE OF ILLITERATE WIDOW THUMB IMPRESSION HAS BEEN VERIFIED BY BRANCH/ OFFICE		
	CONFIDENTIAL REPORT (TO BE SUBMITTED IN CASES WHERE THE DOCUMENTS SUBMITTED DOES NOT ESTABLISH THE PENURIOUS CONDITION OF THE FAMILY)		

Date :  
Place :

Seal of the  
department

Signature of Regional HR

Name :  
EC No.:  
Designation :



**Annexure IV**

**Confidential report**

<b>A</b>	Name of the Official who visited						
	EC No.						
	Designation						
	Branch						
	Date of visit						
	Place of visit						
<b>B) Details of deceased employee</b>							
<b>B</b>	Name of the deceased employee						
	EC No.						
	Designation						
	Last worked branch						
	Date of death						
	Cause of death						
<b>C) Family details of the dependents</b>							
<b>C</b>	Name of the family member who was contacted		Name				
			Relationship with the deceased				
			Contact No.				
	Details of dependents of the deceased						
	Name		Age	Relationship	Marital Status	Education qualification	Employment status (Employed/Not Employed)
Documents to be obtained and submitted along with application (Separately for each dependent), wherever applicable			<ul style="list-style-type: none"> <li>• Identity Proof</li> <li>• Address Proof</li> <li>• Marriage Certificate</li> </ul>				
No. of earning members in the family :							



Details of earning members with proof					
Name	Company	Designation	Salary/ Income	No. of years of service	Whether residing with other dependents (Yes/No)
Dependents of earning member					
Documents to be obtained from earning member		<ul style="list-style-type: none"> <li>• Latest Salary Slip</li> <li>• Offer Letter</li> <li>• IT Return if any</li> </ul>			
Any other details					
D) Financial status of dependent					
<b>D</b>	Brief about asset/s of dependent and income generated, if any (like rent)				
	Whether residing at own house				
	If rented, rent paid per month				
	Approx. Family Expenditure per month				
	Any other income				
Liabilities details		Bank & Branch	Outstanding balance		



	Any other details	
--	-------------------	--

Any other Comments about the financial condition of the family:

The above information and documents furnished are true and correct to the best of my knowledge and belief

Date

Signature

Place

Name :

Emp.Code :

Designation :



ANNEXURE 'A'

**LETTER OF OPTION / CLAIM FOR  
COMPASSIONATE APPOINTMENT / PAYMENT OF EX-GRATIA FINANCIAL RELIEF**

The Regional Head  
Bank of Baroda \_\_\_\_\_ Region

Dear Sir,

**Re : Scheme for Compassionate Appointment / payment of Ex-gratia Financial Relief to the dependents of Deceased employees on Compassionate grounds.**

I, \_\_\_\_\_, \_\_\_\_\_ of late \_\_\_\_\_ who was working as \_\_\_\_\_ at Branch / Office of Bank of Baroda, and died on \_\_\_\_\_ hereby **opt** for (Tick Mark the appropriate option) :

Compassionate Appointment to Mr. / Ms. \_\_\_\_\_, spouse / son/ Daughter / unmarried Brother / unmarried sister \*\* in the Bank's service for which all the necessary documents are hereby submitted.

OR

Ex-gratia Financial Relief for which necessary details are submitted herewith.

Details of Family members of the Deceased (including widow) are given below:

Sr No.	Name	Relationship	Date of Birth / Age	Occupation / Class Studying
1				
2				
3				
4				
5				

I, request you to consider my request sympathetically for Compassionate Appointment / payment of Ex-gratia Financial Relief as per the Scheme.

Yours faithfully,

Place:

Date :

( )

(\*\*cross out whichever is not applicable)

Received by the Branch On: \_\_\_\_\_

Seal of the Branch

Signature of Branch Head



**ANNEXURE 'B'**

**APPLICATION FOR EMPLOYMENT/EX-GRATIA FINANCIAL RELIEF**

EC No of Deceased employee \_\_\_\_\_

The Regional Head  
Bank of Baroda \_\_\_\_\_  
Region

Dear Sir,

**Re: Scheme for Compassionate Appointment / Payment of Ex-gratia Financial Relief to the dependents of Deceased employees on Compassionate grounds.**

I, Mrs./Mr./Miss \_\_\_\_\_, wife/son/daughter/unmarried brother/unmarried sister of late \_\_\_\_\_ hereby submit my application for employment/financial relief in the Bank's services in Clerical / Subordinate Cadre (cross out whichever is not applicable) on compassionate grounds, under the Bank's captioned Scheme.

I am enclosing the following documents for the purpose:

1. Copy of the death certificate of late \_\_\_\_\_
2. Documentary evidence regarding my date of birth.
3. Certificate/s in respect of my educational qualifications.
4. Caste/Community certificate (if applicable)
5. Submitted officially valid documents (viz. Aadhaar, Voters Id, PAN, Passport etc.) of all the dependents
6. Income/Salary Certificate/IT Returns/Form 16, Account Statement for Last 6 Months of all the dependents (*wherever applicable*)
7. In case of widow the following should also be submitted (If Spouse name is not recorded in Bank's records):
  - a. Affidavit in respect of change in Maiden Name, if any, after marriage.
  - b. Marriage Certificate / Affidavit in lieu of marriage certificate duly notarized / attested.

I request you to consider my request sympathetically and give me employment in Bank's service/Ex-Gratia Financial relief under the said scheme on compassionate grounds.

Yours faithfully,

(Signature of Applicant)

Date:  
Place:

Full Name:  
Contact No.  
Address :

-----  
(For Branch / Office Use)

Certified that the documents mentioned above have been verified by us from the original documents and found in order.

Date::

Branch / Office Seal

Signature of Branch Head

-----  
(For Regional Office use)

1. Verified all the documents and certify that the applicant is ELIGIBLE / NOT ELIGIBLE for recruitment under the Scheme.
2. Recommendations ..

Date:

Seal of R.O.

Signature of Regional Head



ANNEXURE 'C'

**BIO-DATA FORM**  
(To be filled up by candidate in case applying  
for Compassionate Appointment)

Passport Size Photo
---------------------

1.	Name in Full (in Block letter)	:	
2.	Relationship with the deceased	:	
3.	Post for which applied	:	Clerical / Sub staff
4.	Father's/Husband's Name	:	
5.	Date & Place of birth	:	
6.	a) Nationality b) Religion	:	
7.	Permanent Address	:	
8.	Present Address for Communication	:	
9.	Contact details Mobile Number	:	
	Land line Number	:	
10	a) Category to which you belong	:	SC/ST/OBC/General
	b) In Case of SC/ST/OBC mention the sub caste	:	
	c) Whether you belong to PWD Category	:	Yes/ No
	d) If yes, whether	:	OC/VI/HI % of disability
11	Marital Status (Single/married/widow/widower/ divorced/legally separated)	:	
12	Education Qualification	:	
	Computer related Qualifications, if any	:	

Signature of the applicant



13	Present / Past employment details a) Name of Employer b) Duration & Post held c) Monthly Emoluments (Salary certificate to be attached) d) Reason for leaving			
14	State the names of person, if any, who are dependent on you for support (Parents/wife/children/brothers/sisters/others)		Name of the Dependent	Age
				Relation
15	Particulars of relatives, if any, working in Bank of Baroda			
16	a) Mother tongue b) Language known		To Speak	To Read
				To write
17	Hobbies and other activities	:		
18	a) Have you, ever been arrested, kept under detention or bound down/fined, and convicted by a court of law for any offence involving moral turpitude: if yes give details. b) Were you previously employed in any Bank? If yes, please state the reasons for leaving the Bank, if dismissed from the service state the reasons for the dismissal.			
19	Details of industrial dispute raised by you/ Union on your behalf, if any OR writ petition filed and pending in connection with regularization of your service in Bank			
20	Additional information, if any which the candidate wishes to furnish.			

I, hereby declare that the information furnished above is true and correct. It is understood that employment, if any offered to me is, based upon the truthfulness of the statements made herein and in the events of any information being found false or incorrect, my appointment is liable to be terminated. I further state that, if selected, I am willing to be posted to any of the branches/ offices, including rural branches, of the bank to which I may be allotted.

Place

SIGNATURE & NAME OF THE APPLICANT

Date



**ANNEXURE 'D'**

**FINANCIAL DETAILS OF DECEASED EMPLOYEE AND HIS FAMILY MEMBERS**  
(To be filled by the applicant & certified by the Branch/Office head)

- |   |   |   |        |         |
|---|---|---|--------|---------|
| 1 | Name of the deceased Employee   | : |        |         |
| 2 | EC No.  | : |        |         |
| 3 | Last Monthly emoluments payable to the deceased (for full month, Notional i.e Loss of Pay etc. To be ignored) | : | Rs.    |         |
| 4 | Details of Terminal Benefits Paid   |   | Amount | Paid on |
| a | Provident Fund  | : |        |         |
| b | Gratuity  | : |        |         |
| c | Leave Encashment  | : |        |         |
| d | Add. Retirement Benefits  | : |        |         |
| e | Any other amount paid under Bank's schemes.   | : |        |         |
|   | Please specify  | : |        |         |
|   | Total   | : |        |         |
| 5 | Investments, if any   |   |        |         |
| a | Deposits with Banks and Other Deposits  |   |        |         |
| b | PPF, NSCs, KVPs, IVPs etc   |   |        |         |
| c | GTLI/Life Insurance Policies  |   |        |         |
| d | Shares, Mutual Funds & Debentures   |   |        |         |
| e | Others  |   |        |         |
|   | Total   |   |        |         |
| 6 | Financial Liabilities   |   |        |         |
| a | Housing Loan  | : |        |         |
| b | Vehicle Loan  | : |        |         |
| c | Personal Loan   | : |        |         |
| d | Demand Loan   | : |        |         |
| e | Computer Loan   | : |        |         |
| f | Exigency Loan   | : |        |         |
| g | PF Loan   | : |        |         |
| h | Overdraft Facility (O/s)  | : |        |         |
| i | BOBCARDS (O/s)  | : |        |         |
| j | Loan from Co-Operative Society*   | : |        |         |
| k | Loan from other Banks*  | : |        |         |
| l | Other Loans availed with permission of the Bank   | : |        |         |
| m | If death on account of Prolonged illness and Hospitalization, Amount of medical expenses not reimbursed       | : |        |         |

Signature of the Applicant



ANNEXURE D (Contd)

- n Borrowing from friends/relatives through proper banking channel within one year prior to death and proofs of banking transaction to the satisfaction of the bank@ :

TOTAL

\* Plz. attach certificate.

@ Plz .attach copy of passbook/statement certified.

7 Family Income

- a Details and earnings of Family members (including widow/widower)

Sn	Name	Relationship	Date of Birth/Age	Occupation/Class Studying	Monthly Income **

- b Monthly Family Pension (@) :
- c Income from Savings :
- d Income from other investment :

- 8 Details of Movable Property, if any held. any Monthly income derived thereon :

- 9 Details of Immovable Property, if any held. any Monthly income derived therefrom

**Signature of Applicant**

Place :

Date:

\*\* Salary Certificate of all employees family members to be submitted

@ Full Month's Family Pension amount to be mentioned



Annexure D - Contd

**Further Details**

I	Family has opted for	:	Recruitment /
II	Last Drawn Salary of deceased employee	:	Financial Relief
	Gross salary	:	
	Net salary	:	

Certified that

- 1 The Financial Liabilities mentioned in 'a' to 'n' above are correct and all our Bank's Loans have been recovered in full / Following amount of loan is yet to be recovered
- 2 Certificates submitted have been verified and found correct.
- 3 Amount of Family Pension, if any, mentioned above is correct.
- 4 All the Terminal benefits mentioned above have been paid as per the dates mentioned above

Date

Seal of the Branch

**Signature of the Branch Head**



**ANNEXURE 'E'**

**NO OBJECTION CERTIFICATE TO BE GIVEN BY THE MAJOR FAMILY MEMBERS OF THE DECEASED**

Name of Deceased employee: \_\_\_\_\_ EC No. \_\_\_\_\_

Mr./Ms....., has applied for recruitment / Financial Relief consequent upon the death of Mr./Mrs....., under the scheme for Compassionate Appointment / payment of Ex-gratia Financial Relief to the dependents of deceased employees on Compassionate Ground.

In this Connection, I/We advise that I/We have No Objection to Bank in recruiting Mr./Ms..... in the services of the Bank/ granting Ex-gratia Financial Relief to Mr./Ms....., who will look after all the family members of the deceased, upon employment in the Bank.

Sn	Name of the Dependent	Relationship	Address	Marital Status (Married/ unmarried)	Employment Status	Annual Income (in Rs.)	Signature
1							
2							
3							
4							
5							

I hereby certify that

- The identity of the above mentioned dependents in Sr.No..... to .... have been verified / confirmed by me.
- All the above have signed before me

Place :

Date :

Seal of the Branch

Signature

Name

EC No.

Designation

(Note: Branch Head to ensure that, all the required details are filled for each of the dependent)



ANNEXURE 'F'

**UNDERTAKING TO LOOK AFTER THE DEPENDENTS**  
(TO BE FILLED BY THE APPLICANT)

EC No of Deceased employee \_

The Regional Head  
Bank of Baroda  
\_\_\_\_\_ Region

Dear Sir,

Re: Scheme for Compassionate Appointment / Payment of Ex-gratia Financial Relief to the dependents of Deceased employees on Compassionate grounds.

1 I have submitted my application to the Bank for Recruitment / Financial Relief (cross out whichever is not applicable), under the captioned scheme

2 In this connection, I hereby agree and undertake to look after the dependents of Late.....

3 (Where the option is for Recruitment)

I, further agree and undertake that in the event I do not look after the dependents of the deceased employee, after employment in the Bank's service, the Bank may at its discretion deduct 1/3<sup>rd</sup> of my salary / wages every month and remit it to the widow / dependent of Late ..... and this authority be treated as standing instructions to the Bank in that event.

4 Further, I hereby declare that I shall maintain properly the other family members who were dependent on the deceased employee 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.

Yours faithfully,

(Signature of the applicant)

Date :

Place :

Full Name :

Address :



**ANNEXURE 'G'**

**Scheme for Compassionate Appointment / payment of Ex-gratia Financial Relief to the dependents of Deceased employees on Compassionate grounds.**

Particulars of the deceased employee (To be filled in by the branch / office)

**PARTICULARS OF THE DECEASED EMPLOYEE**

1	Name of the deceased Employee	
2	EC No. of the deceased	
3	Designation	
4	Last posted at	
5	Date of Joining	
6	Date of Birth	
7	Category	SC/ST/OBC/GEN
8	Whether belongs to	Ex-Servicemen/Physically Handicapped
9	Marital Status	Married/Unmarried
10	Nationality	
11	Date of death	
12	Cause of death	
13	Whether deceased employee had opted for pension	YES/NO
14	Option submitted by family for	Appointment / Financial Relief
15	Date of receipt of application	

Date :

Seal of the Branch

Signature of the Branch Head

(To be filled in by Regional Office)

1. Details of Disciplinary action, if any Contemplated / Pending (Brief note to be attached)

2. Comments / Recommendations

The above particulars have been verified and found correct and necessary Annexures and documents duly certified are enclosed.

Date :

Seal of the Branch

Signature of the Regional Head

