

All branches and offices of
State Bank of India

Madam / Dear Sir,

REVISED SCHEME FOR COMPASSIONATE APPOINTMENT – CORRIGENDUM

We invite a reference to Para-4 of e-Circular No. CDO/P&HRD-PM/90/2020-21 dated 16th March, 2021 and advise that “The Revised Scheme for Compassionate Appointment will be effective from the date of this Circular” be read as “The Revised Scheme for Compassionate Appointment will be effective from 24th February, 2021”.

Please refer to our e-Circular Nos. CDO/ P&HRD-PM/ 20/ 2011-12 dated 13th May, 2011 & CDO/ P&HRD-PM/ 65/ 2014-15 dated 27th December 2014.

2. We advise that the Central Board in its meeting held on 24th February, 2021 has approved the “Revised Scheme for Compassionate Appointment”. The scheme will be applicable to a dependent family member of confirmed regular permanent employee of State Bank of India, who;

- (i) dies while in service (including death by suicide) or
- (ii) 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 Quarters Hospitals/Panel of doctors nominated by the Bank for the purpose).

3. Recently, the Bank has revised the Ex-gratia scheme effective from 01st April, 2020 vide our e-Circular No. CDO/P&HRD-PM/33/2020 - 21 dated 04th September, 2020. The dependents of the deceased employee can exercise option to choose between “Revised Scheme for Compassionate Appointment” or “Scheme for payment of Exgratia in lieu of Compassionate Appointment” at their choice subject to fulfilling the prescribed eligibility criteria.

4. The “Revised Scheme for Compassionate Appointment” will be effective from the date of this Circular. However, the scheme will also cover the death due to COVID-19 with retrospective effect from 24.03.2020 (i.e. the date of announcement of first nationwide lockdown) and the benefit of retrospective implementation will be extended only to the dependents of employees who expired due to COVID-19. During this period, the dependent family members of some of the deceased employees who died due to COVID-19, on or after 24.03.2020 have received Ex-gratia under “Scheme for payment

of Ex-gratia in lieu of Compassionate Appointment". In such cases, the dependent family member, if opts for the "Revised Scheme for Compassionate Appointment", will have to refund the entire amount so received under "Scheme for payment of Ex-gratia in lieu of Compassionate Appointment", subject to his / her application for appointment is approved under the "Revised Scheme for Compassionate Appointment".

REVISED SCHEME FOR COMPASSIONATE APPOINTMENT - DETAILS

Bank had, earlier, vide Circular No CDO/P&HRD/PM/65/2014-15 dated 27th December 2014 announced a scheme for compassionate appointment of dependents of deceased employees under exceptional circumstances.

The Central Board in its meeting held on 24th February 2021 approved the "Revised scheme for Compassionate Appointment". The scheme will be applicable to a dependent family member of confirmed regular employee of State Bank of India who

- (i) Dies while in service (including death by suicide) or
- (ii) 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 Govt Medical college / Govt district headquarters hospital / panel of doctors nominated by the Bank for the purpose*)

The Revised Scheme will be effective from 24th February 2021. It will also cover death due to COVID with retrospective effect from 24.03.2020. During this period dependents of employees who had opted for and received ex-gratia lumpsum amount, can apply for compassionate appointment. They will however have to refund the entire amount received as ex-gratia, if they apply for compassionate appointment.

Objective: To enable the family to tide over the sudden crisis due to death of bread winner

Coverage: To a dependent family member of a permanent employee of the Bank who

- (i) Dies while in service (including death by suicide) or
- (ii) 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 Govt Medical college / Govt district headquarters hospital / panel of doctors nominated by the Bank for the purpose*)

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

Dependent family member

The eligible dependent family members under the scheme will be;

- a) Spouse; or
- b) Wholly dependent son (including legally adopted son*); or
- c) Wholly dependent daughter (including legally adopted daughter*); or
- d) Wholly dependent brother or sister in the case of unmarried employee

(*legally adopted son or daughter as the dependant family member shall be considered only if the adoption was done prior to the demise of the employee / retirement on medical grounds due to incapacitation before reaching the age of 55 years.)

Further, the term “**Wholly dependent**” for the compassionate appointment under the Revised Scheme for Compassionate Appointment shall mean ***such member of the family having a monthly income not exceeding ₹16,000/- p.m.***

Competent authority to approve appointment

- a. For employees working in Circles – The Circle CGM
- b. For employees working in Corporate Centre / its establishments – CGM HR

Posts to which appointments can be made:

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

Eligibility:

- i. Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provision of the relevant recruitment rules.
- ii. Age: Minimum age for clerical cadre will be 20 years and for subordinate cadre 18 years.

- iii. The upper age limit and its relaxations for SC/ST/OBC/PWDAs/Ex-Servicemen/widow candidates will be as per prevalent recruitment policy of the Bank and the relevant post and category.
- iv. Age eligibility will be determined with reference to date of application and not date of appointment.
- v. In case of death of employee in service due to COVID-19, for considering compassionate appointment to the dependent family members, the age eligibility shall be determined with reference to **Date of death** of the employee instead of Date of Application.
- vi. In case the surviving spouse of the deceased employee is the applicant under Compassionate Appointment, she/he shall be permitted to submit application within 6 months from the date of death of deceased employee due to COVID-19 subject to she/he is being within the prescribed age limit at the time of employee's death.
- vii. Where no dependent within the prescribed age limit is available for employment, DMD (HR) & CDO may in his / her discretion relax the upper age limit up to a maximum of 5 years. The lower age limit however, should not be relaxed under any circumstances.
- viii. As a special consideration, in case of death of both the employee & spouse simultaneously / separately due to COVID-19, leaving behind minor child/children, the dependent sole child / eldest child (in case more than one surviving child) shall be permitted to apply for appointment under compassionate ground on becoming eligible as per the age criteria applicable for the post applied, even after 5 years from the date of death of the employee. However, as on date of application the age of dependent sole child / eldest child (in case more than one surviving child) should be 21 years or less than 21 years.
- ix. Degree (Graduation level) from any recognised University, or any equivalent qualification recognised as such by the Central / State Government is required for appointment to Clerical cadre as minimum qualification for all dependents including the widow.
- x. For appointment in subordinate cadre, the candidate should pass Eighth standard or its equivalent and up to the level of below Graduation (other than widow)
- xi. In case a widow who has not passed VIII, is to be offered a job, in the subordinate cadre, it would be enough if she is literate enough to read in the regional language and / or Hindi or English. Where, however, reading is not essential for

performance of the job to be offered, this requirement need not be insisted up on and it should suffice if she can merely sign.

DELEGATION OF DISCRETIONARY POWER FOR RELAXATION OF UPPER AGE LIMIT FOR SPOUSE:

In the event where no dependent within the prescribed age limit is available for appointment, the below prescribed relaxations in the upper age shall be applied under the scheme.

- i) For spouse as the applicant under the scheme, the upper age limit as prescribed under the scheme may be relaxed up to 15 years subject to maximum entry age of 50 years. The maximum entry age for this purpose would mean the upper age limit for the post applied inclusive of all eligible relaxations available for the applicants under the scheme (**a.** eligible age relaxations for SC / ST / OBC / PWD / Ex-servicemen / Widow candidates as per prevalent recruitment policy plus **b.** prescribed age relaxation under the scheme by the Bank).
- ii) For applicant other than spouse, the existing provision of maximum 5 years relaxation in upper age will continue under the scheme.
- iii) The above relaxations shall be applied uniformly without discretion subject to fulfilment of all other norms by the dependent applicants under the scheme.
- iv) However, the lower age limit for the posts under the scheme shall in no case be relaxed.

FIXATION OF UPPER AGE LIMIT FOR SUB-STAFF UNDER REVISED SCHEME FOR COMPASSIONATE APPOINTMENT

The upper age limit for appointment of Sub-staff cadre on Compassionate ground shall be 28 years. All the reserved category relaxations for recruitment shall be available as per Govt. policy / guidelines. Further, the above relaxations of upper age by the Bank under the scheme shall also be available over and above the prescribed upper age limit in eligible cases.

Financial Condition of the family

The following guidelines should be taken into account for determining the financial condition/ eligibility for compassionate appointment of dependents of the family.

Compassionate Appointment will be sanctioned to the dependents of the deceased employee where the monthly income of the family will be less than 75% of the last drawn gross salary (net of taxes) calculated as under:

CALCULATION OF MONTHLY INCOME

(1) **Terminal benefits**

- (i) Provident Fund
- (ii) Gratuity
- (iii) Leave Encashment

Sub total (A) _____

(2) **LIABILITIES**

- (i) Loans taken from Bank and/ or other financial institutions
- (ii) Any other dues payable to Bank

Sub total (B) _____

(3) **Gross Corpus available** C (A – B)

(4) **Investments**

- (i) LIC/other policies

Sub total (D) _____

(5) **Net Corpus available**

E (C+D) _____

(6) Monthly income of the family from all sources

(i) Monthly notional interest at the Bank's maximum term deposit rate applicable to public on 80% amount of the net corpus available (E) @

(ii) Family pension and Defence family pension, if any

(iii) Monthly Gross salary of spouse (if employed)

Total Monthly income of the family (i)+(ii)+(iii)

@ The comparison is being made with 80% of the income on net corpus available in order to allow for certain immediate expenses viz. funeral, medical, children's education etc which the family has to spend from out of the monies available after death.

In case of ex-servicemen, the last drawn defence pension should be added to the last drawn salary received from the Bank, and similarly the defence family pension should be added to the proposed family pension from the Bank along with other interest accrued to the family of the deceased employee for the calculation of monthly income.

Others:

- i. Applicant must be an Indian citizen.
- ii. In case more than one dependent are eligible for appointment, the Bank will have the right to offer appointment under the scheme to the better qualified and most suitable dependent.
- iii. In case both the employee and the spouse are no more, and the request is received from one of the dependents, a letter of disclaimer from other dependents in the form of a sworn affidavit should be insisted upon.

Exclusions to the Scheme:

- a. Dependents of employee charge-sheeted for obtaining employment by producing false caste certificate will not be entitled for compassionate appointment.
- b. Where disciplinary action was not concluded i.e. pending at the time of death of the employee, compassionate appointment can be sanctioned, if otherwise eligible.

Exemptions:

Compassionate appointments under the scheme are exempted from the observance of the following requirements:

- a. Normal Recruitment Procedure i.e. without the agency of selection like IBPS / Employment Exchange / Recruitment Board of the Bank etc.
- b. The ban orders on filling up of posts issued by any controlling authority.

Time Limit for considering applications:

- Request for compassionate appointment should be submitted within six months from the date of death / retirement on medical grounds due to incapacitation before reaching the age of 55 years.
- In some cases, it is possible the dependent family may not be ready to submit the application for compassionate appointment because the dependent child is minor or is acquiring the qualification which will make it eligible for compassionate appointment. While considering belated requests, the fact that the family was able to manage all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. It should 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. However, five years shall be the outside limit in all cases and no proposal for compassionate appointment of a dependent will be considered after five years from date of death employee / retirement of the employee on medical ground.

Determination / Availability of vacancies:

- ~ Appointment on compassionate grounds will be made 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 the sub-staff category. However, positions filled under compassionate appointment will be adjusted against vacancies arising in future. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against appropriate category viz SC/ ST/ OBC / Gen depending on the category to which he / she belongs.

Where there is an earning member

- i. Even when there is already an earning member in the family, a dependent family member may be considered for compassionate appointment, by the competent authority after satisfying themselves that grant of compassionate appointment is justified having regard to the number of dependents, assets and liabilities left by the deceased employee, income of the earning member as also their liabilities including the fact that the earning member is residing with the family of the

employee and whether they should not be a source of support to the other members of the family.

- ii. In case where any member of the family of the deceased employee 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 ascertain 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 employed family member is not supporting the family. A suitable undertaking will be obtained from the applicant in this regard.

Missing Employee:

Cases of missing employees are also covered under the scheme subject to the following conditions:

- i. The request can be considered only after a lapse of at least 2 years from the date from which employee is missing provided that:
 - a. An FIR to this effect has been lodged with the Police
 - b. The missing person is not traceable and
 - c. The competent authority feels that the case is genuine.
- ii. This benefit will not be applicable to the case of an Employee:
 - a. Who had less than 2 years to retire on the date from which they are missing; or
 - b. Who is suspected to have committed fraud or suspected to have joined any terrorist organisation or suspected to have gone abroad
- iii. Compassionate appointment in the case of a missing employee 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 appointment under the scheme.
- iv. While considering such a request, the outcome of the Police Investigation should be taken into account
- v. A decision on any such request for compassionate appointment shall be taken only at the level of the DMD (HR) & CDO of the Bank.

Procedure for appointment:

- i. Application cum undertaking for compassionate appointment will be obtained in the prescribed format which will also record the recommendations and sanction
- ii. Officer from the bank should meet the family to advise and assist them in the matter.

- iii. Scrutiny of application and interview will be considered by a committee comprising the following:
Circle - General Manager (Network), Dy. Gen. Manager (CDO), Asst Gen Manager (HR). CM (IR) will be the convenor of the meeting.
Corporate Centre – General Manager (CS), Dy. Gen. Manager (PM) Asst Gen Manager (OAD). AGM / CM (PMD) will be the convenor.
- iv. Committee will once in a month or in higher frequency if needed to consider cases received during the previous month.

Interview

- (i) Applicants will be interviewed to assess their suitability for a particular post as per the existing procedure.
- (ii) When a candidate from SC/ST is being interviewed, an officer belonging to SC/ST should also be nominated to the Interview committee.
- (iii) Applicants will not be required to undergo any written test for appointment under the Scheme.
- (iv) Candidates calling for interviews from centres other than LHO/ZO centre may be reimbursed second class rail fare or bus fare incurred by them.
- (v) Recommendations of the interview committee shall be placed before the competent authority for a decision.

Interview Committee:

Circle - General Manager (Network), Dy. Gen. Manager (CDO), Asst Gen Manager (HR).

Corporate Centre – General Manager (CS), Dy. Gen. Manager (PM) Asst Gen Manager (OAD)

Whenever a candidate belonging to SC/ST community is interviewed, an officer belonging to SC/ST should also be nominated to the interview committee.

Medical Fitness:

Selected candidates should fulfil the norms of medical examinations as prescribed by the Bank for general recruitment.

Probation:

The employees appointed under the scheme shall be on probation for a period of six months and their confirmation will be based on their good work and conduct. If the work and / or conduct of an employee is not found to be so, the probation can be extended up to a period of one year.

Undertaking for maintenance of the family of the deceased employee

The person appointed on compassionate grounds under the Scheme, should give an undertaking in writing (**as in Annexure 'B-1'**) 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 should be incorporated as one of the conditions in the offer of appointment.

Uniform posting policy for appointees under the revised scheme for compassionate appointment

Applicants under Revised Scheme for Compassionate Appointment will be provided with a one-time option during application to exercise their choice for place of posting. No further request of any change in place of posting shall be considered in future. However, Bank reserves the right to transfer the appointee as per Bank's exigencies and extant transfer policy of respective cadre.

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 should 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 should invariably be rejected.

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.

Termination of service:

An appointment made under this 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 show cause notice asking him/her to explain why his/her services should not be terminated, and it is not necessary to follow the procedure prescribed in the

Disciplinary Rules /Services Rules /Awards.

The authority to terminate the service of compassionate appointee vests with the DMD (HR) & CDO on the recommendations of the Circle CGM or CGM (HR), as the case may be. No appeal shall lie against such decision.

GENERAL:

- i. Appointment made on grounds of compassion should 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.
- ii. It is not the intention to restrict employment of a family member of the deceased sub-staff employee to an erstwhile sub-staff post only. As such, family member of such erstwhile sub-staff employee can be appointed to a clerical post for which he / she is educationally qualified, provided vacancy exists for this purpose.
- iii. Compassionate appointment under exceptional circumstances should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he / she is found eligible and suitable under the scheme.
- iv. Compassionate appointment under exceptional circumstances will have precedence over absorption of surplus employee and regularisation of temporary employees.
- v. The Bank reserves the right to post the appointee at any of its branches depending on its need and priorities for business.
- vi. Widow appointed on compassionate ground upon re-marriage will be allowed to continue in service, even after re-marriage.
- vii. Under no circumstances benefits of both ex-gratia payment and compassionate appointment can be sought / granted to the dependents of any employee under whatsoever circumstances.

- viii. The Compassionate appointment under this Scheme does not confer any right or entitlement on/to any claimant for any reason whatsoever. The grant of compassionate appointment is purely at the sole discretion of the Bank on being satisfied that dependent of the employees are eligible in all respects as per provisions of the Scheme.

MODIFICATION – REMOVAL OF EXCLUSION CLAUSE FOR EMPLOYEES WHO HAVE DIED AFTER COMPLETION OF 60 YEARS OF AGE BUT BEFORE RETIREMENT ON SUPERANNUATION

Bank has approved for removal of the exclusion clause for the dependents of deceased employees, who had completed the age of 60 years in the month of retirement on superannuation in the Bank. Such families may be included in the coverage of the Revised Scheme for Payment of Ex-gratia amount in lieu of Compassionate Appointment & Revised Scheme for Compassionate Appointment.

This modification will be applicable for the “Revised Scheme for Payment of Ex-gratia amount in lieu of Compassionate Appointment” w.e.f. 01.04.2020 in line with original scheme. These modifications will be applicable for the “Revised Scheme for Compassionate Appointment” w.e.f. 24.03.2020 only for COVID-19 deaths, and w.e.f. 24.02.2021 for all other cases in line with original scheme.

In all above cases, where the families were excluded due to the provision, the dependents may apply / reapply under the Revised Scheme for Payment of Ex-gratia amount in lieu of Compassionate Appointment or Revised Scheme for Compassionate Appointment within 03 months from the date of the circular ie., 22.02.2024.