

All branches/offices of
State Bank of India

Madam / Dear Sir,

SBI SCHEME FOR APPOINTMENT ON COMPASSIONATE GROUNDS IN EXCEPTIONAL CASES

We advise that the Executive Committee of the Central Board in its meeting held on 12th May, 2011 has approved a scheme for appointment on compassionate grounds in exceptional cases. The "SBI Scheme for Appointment on Compassionate Grounds in Exceptional Cases" shall be effective from 4.8.2005 the date on which the scheme of payment of ex-gratia lumpsum amount replaced the earlier scheme of compassionate appointment scheme.

3. We enclose, for your information and necessary action the scheme for appointment on compassionate grounds in exceptional cases. The scheme will be applicable in the following cases :

- i. **Employee dying while performing his official duty, as a result of violence, terrorism, robbery or dacoity,**
- ii. **Employee dying within five years of his first appointment or before reaching the age of 30 years, whichever is later, leaving a dependent spouse and/or minor children.**

4. The cases of death related to the period prior to 4.8.2005 will not be considered for compassionate appointment under the scheme.

5. The cases where the dependents have been paid ex-gratia lumpsum amount will not be considered for compassionate appointment under the scheme.

6. Application for employment under the scheme in respect of past eligible cases of death on and after 4.8.2005 and upto 12.5.2011 shall be obtained by the branch/office where the deceased employee had last worked. The concerned branch/office shall immediately contact the family of the deceased employee and provide them prescribed applications and complete all necessary formalities in this regard. Any laxity/delay in communicating this scheme to the family of the deceased employee will be viewed seriously.

The time limit for last date of submission of applications by the dependents/family in respect of past cases is 31st December,2011

The time limit for submission of applications by the dependents/family in respect of death cases on and after the date of this circular will be six months from the date of death.

5. Please arrange to submit the control return on monthly basis on the enclosed format (Annexure – VI) alongwith a soft copy on floppy diskette for our necessary action.

6. Please arrange accordingly.

Yours faithfully,

**for Dy. Managing Director &
Corporate Development Officer**

**SCHEME FOR APPOINTMENT ON COMPASSIONATE GROUNDS
IN EXCEPTIONAL CASES IN STATE BANK OF INDIA**

1. **NAME:** "SBI Scheme for Appointment on Compassionate Grounds in Exceptional Cases"

2. **BACKGROUND:**

i) The Banking Division, Government of India, on 12.9.1978 advised a scheme for appointment of dependents of deceased employees on compassionate grounds to be uniformly implemented by Public Sector Banks. The Scheme was introduced in our Bank with effect from the 1st January, 1979. There have been modifications in the Scheme from time-to-time in line with GOI directives. In August, 1996, the Government of India had advised all the public sector banks to keep in mind the principles laid down by the Supreme Court of India in the landmark judgement concerning Umesh Kumar Nagpal vs. State of Haryana and others {JT 1994(3) SC 525} while deciding compassionate appointments in the banks.

ii) Notwithstanding the objective of the Scheme, over a period of time, Bank has been facing several difficulties in administering the Scheme, viz:

- a. Building up of excess manpower due to appointments on compassionate grounds in supernumerary positions.
- b. Compulsion to appoint dependents despite their not possessing the competency required for the job in the emerging competitive and technological environment when business models and strategies are undergoing constant change.
- c. Litigations for employment by the dependents, even when their requests were turned down on the grounds of family not facing the penurious conditions.
- d. Practical difficulties in determining indigent condition of the family of the deceased employee.

The system was creating some problems for the families too as the process for recruitment under the Scheme was taking quite some time, during which

period the family needs to take care of itself out of the terminal benefits received. In some cases, none of the dependents of the family was eligible to take up the job immediately and as such there was no immediate support to the dependent family.

To overcome these problems being faced by the Bank as well as bereaved families, the Government in July, 2004, had advised that banks may formulate their own schemes for payment of monetary assistance in lieu of appointment on compassionate grounds based on the model scheme. Accordingly, "SBI Scheme for Payment of Ex-Gratia Lumpsum Amount" incorporating some modifications in the model scheme of IBA was formulated, which was approved by the ECCB on 4th August, 2005. The Scheme came into effect from 4th August, 2005.

The Indian Banks' Association vide letter No. PD/CIR/76/532/1549 dated the 19th July, 2007 has advised modifications to the existing scheme for payment of ex-gratia lumpsum amount, providing for compassionate appointment in exceptional cases, where an employee-

- i. dies while performing his official duty as a result of violence, terrorism, robbery or dacoity; or
- ii. dies within five years of his first appointment or before he reaches the age of 30 years, whichever is later, leaving a dependent spouse and/or minor children.

3. Objective

The Supreme Court, in its judgement in Shri U.K. Nagpal vs. State of Haryana and others case laid down "...The whole object of granting compassionate employment is thus to enable the family to tide over the sudden crisis. The object is not to give a member of such family a post much less a post for post held by the deceased...." The relief envisaged could be of a nature which would provide the distressed family immediate succour and financial assistance to recover from the unexpected deprivation of the income of the sole bread-winner of the family.

Keeping this in perspective and with a view to bring about a balance between the business objectives and their social obligations towards the families of employees dying in harness, it is proposed that while the existing ex-gratia scheme in lieu of compassionate appointment will continue, appointment on compassionate grounds in certain exceptional cases as

provided in the paragraph 5 below, will be considered subject to the terms & conditions given below.

4. DEFINITIONS :

Unless the context, otherwise require in the Scheme,

- i. "Bank" means – The State Bank of India
- ii. "Board" means – Board of Directors or the Executive Committee of the Bank's Board of Directors of SBI.
- iii. "Chairman" means – The Chairman of the State Bank of India.
- iv. "Managing Directors" of the Bank means – the Managing Directors of the State Bank of India.
- v. Deputy Managing Director and Corporate Development Officer means an officer of State Bank of India in Top Executive Grade designated as such and / or who is in-charge of Personnel & HR functions and / or any other functions at Corporate Centre of the Bank and may include any officer of the Bank who is officiating or acting as such irrespective of officer's designation / grade.
- vi. "Chief General Manager (HR)" means – an officer of the State Bank of India in Top Executive Grade designated as such and/ or who is in charge of Personnel and H R functions and/ or any other functions at Corporate Centre of the Bank and may include an officer of the Bank who is officiating/ acting as such irrespective of officer's designation/ grade.
- vii. Chief General Manager means- an officer of State Bank of India in Top Executive Grade designated as such and / or who is in-charge of Bank's Local Head Office and is controlling Banks' business and other operations at branches / offices within its jurisdiction or any other functions at Local Head Office of the Bank and may includes an officer of the Bank who is officiating / acting as such irrespective of officer's designation / grade.
- viii. "Employee" would mean and include only a confirmed regular employee of State Bank of India governed by its Service Rules/Regulations and Bipartite Settlements, who was serving full time or part time on scale wages, at the time of death/premature retirement and does not include any one engaged on contract/temporary/casual/part-time on consolidated wages or any person who is paid on commission basis.
- ix. "Family" / Dependents: dependents or the "family" mean and include spouse, wholly dependent children (son, including legally adopted son/ unmarried daughter including legally adopted unmarried daughter).

5. **APPLICABILITY:**

The Scheme of compassionate appointment will be applicable in the following cases:

- iii. Employee dying while performing his official duty, as a result of violence, terrorism, robbery or dacoity;
- iv. Employee dying within five years of his first appointment or before reaching the age of 30 years, **whichever is later**, leaving a dependent spouse and/or minor children.

6. **TIME LIMIT FOR SUBMITTING APPLICATION**

- i. Application for employment under the scheme from eligible next of kin, including application for keeping the offer open, should be received by the bank, at the earliest, in any case not later than 6 months from the date of death of the employee on Annexure – I or Annexure – IA, as applicable.
- ii. Application for employment under the scheme in respect of cases of death on or after 4.8.2005 shall be obtained by the branch/office where the deceased employee had last worked. The concerned branch/office shall immediately provide the family of the deceased employee applications and complete all formalities in this regard.
- iii. **The time limit for last date of submission of applications by the dependents/family in respect of past cases is 31st December,2011.**

7. **TIME LIMIT WITHIN WHICH COMPASSIONATE APPOINTMENT CAN BE CONSIDERED**

Following the Supreme Court judgment in Umesh Kumar Nagpal case, the maximum period for keeping the offer of appointment open will be as under:

- i. for a minor nominee to attain majority - 6 years from the date of death of employee,
- ii. for a dependent who desires to wait till he/she attains certain educational qualifications - 4 years from the date of death of employee.

8. **ELIGIBILITY:**

- i. Applicant must be an Indian citizen.
- ii. In case, more than one dependent is eligible for appointment, the Bank will have the right to offer appointment under the scheme to the better qualified and most suitable dependent.

Exclusions:

Dependents of employees who had attained the age of 60 years at the time of their death, but had not actually retired on account of the provision regarding retirement on last day of the month or retired under Rule 19 (3) of SBIOSR, are **not** covered under the Scheme.

9. CADRE TO WHICH COMPASSIONATE APPOINTMENT CAN BE MADE:

Appointment under the Scheme shall be made in clerical and subordinate cadre depending upon the qualifications and suitability of the dependent seeking compassionate appointment against identified vacancies only. Appointment in the subordinate cadre may be made in messengerial category and only in such places and branches where the vacancies exist. Depending upon need, part-time appointment in subordinate cadre may also be offered. In case of a full-time or part-time subordinate cadre employee, compassionate appointment to dependent may be made on full-time or part-time basis at Bank's discretion depending on the merits of the case and Bank's requirements.

10. AGE LIMIT:

- i. The minimum age limit in all cases will be 18 years.
- ii. The upper age limit will be as prescribed for regular recruitment for the cadre in which compassionate appointment is given in advertisement.
- iii. In case of the spouse, the above upper age limit will not apply.
- iv. Where no dependent within the prescribed age limit is available for employment, the DMD & CDO may, in his discretion, relax the upper age limit upto a maximum of five years. In case of SC/ST/OBC nominees who are Ex-Servicemen, the existing concession in age ceiling for these categories will apply, but the total relaxation shall not exceed five years. Physically handicapped nominees belonging to SC/ST shall be eligible for cumulative age relaxation of fifteen years.
- v. In respect of cases of death on or after 4.8.2005 upto 12.5.2011, the age limit will be considered as on the date of death of the employee.

11. EDUCATIONAL QUALIFICATIONS:

- i. For appointment in clerical cadre, the minimum educational qualification shall be a pass in SSC/SSLC/Matriculation for all dependents including the widow.
- ii. For appointment in subordinate cadre (messengerial category), a pass in class VIII is essential and for other categories the candidate should be literate.
- iii. In case, a widow who has not passed class 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 upon and it should suffice if she can merely sign.

12. LETTER OF DISCLAIMER:

Where the spouse nominates one of the dependents (ref.: paragraph 4 above), a letter of disclaimer is not required. However, in case, both the employee and the spouse are no more, and the request is received from one of the dependents, a stamped letter of disclaimer (notarised) on Annexure-II from other dependents will be obtained.

13. COMPETENT AUTHORITY:

Appointment under the scheme shall be made only with the prior sanction of the Competent Authority as detailed below:

A. For employees working in Circles

- a) **The Deputy Managing Director & Corporate Development Officer** shall be the Competent Authority for approving proposals where:
 - i. a minor nominee attains majority beyond a period of 4 years and up to a **maximum period of 6 years** from the date of **death** of an employee;
 - ii. the dependent desires to wait till he/she attains certain (*but not the minimum*) educational qualifications, provided that the date so stipulated is within four years from the date of *death* of the employee;
 - iii. cases relating to Top Executive Grade Special Scale officers
- b) **The Circle CGM** shall be the Competent Authority for approving proposals only in case of dependents of *deceased* employees where:
 - i. these do not involve any deviation like delay in submission of application etc.

- ii. for keeping the offer of compassionate appointment open in case a minor dependent attains majority or acquires the minimum educational qualification for a post within a period *not exceeding four years* from the date of death of the employee.
- iii. They will be authorised to approve compassionate appointments in past cases for which applications are received upto 31st December, 2011 with no deviations.

B. For employees working in Corporate Centre/ its Establishments, Subsidiaries

- a) **The Deputy Managing Director & Corporate Development Officer** shall be the Competent Authority for approving proposals where:
 - i. a minor nominee attains majority beyond a period of 4 years and up to a **maximum period of 6 years** from the date of **death** of an employee;
 - ii. the dependent desires to wait till he/she attains certain (*but not the minimum*) educational qualifications, provided that the date so stipulated is within four years from the date of *death* of the employee.
 - iii. cases relating to Top Executive Grade Special Scale officers
- b) **The CGM (HR)** at the Corporate Centre shall be the Competent Authority for approving the proposals in case of dependents of *deceased* employees, where:
 - i. these do not involve any deviation;
 - ii. where a minor dependent attains majority or acquires the minimum educational qualification for a post within a period *not exceeding four years* from the date of death of the employee.

C. Condonation of delay in submission of application in all cases:

CGM (HR) may condone delay in submission of application for not exceeding 6 months in deserving cases and on merits of each case. After the condonation of delay, the cases will be considered by the competent authorities, as above.

14. VACANCY:

- i. Appointment under the scheme shall be considered subject to availability of a vacancy.

- ii. The Bank reserves the right to post the appointee at any of its branches/ offices depending on its need and priorities for business considerations.

15. INTERVIEW:

- i. Applicants will be interviewed to assess their suitability for a particular post as per the existing procedure.
- ii. Applicants will not be required to undergo any written test for appointment under the Scheme, save and except that they will have to undergo a test in computer knowledge etc. wherever required.
- iii. Candidates called for interviews from centres other than LHO/ ZO centre may be reimbursed second class rail fare or bus fare incurred by them.

16. INTERVIEW COMMITTEE:

The Interview Committee shall comprise a General Manager, DGM & CDO of the Circle and AGM (Region). Whenever a candidate belonging to SC/ST is being interviewed, an officer belonging to the SC/ST should also be nominated to the Interview Committee.

17. MEDICAL FITNESS:

The selected candidates shall be required to fulfill the norms of the medical examination as prescribed by the Bank regarding general candidates.

18. OFFER OF APPOINTMENT:

- i. The offer of appointment on compassionate grounds must contain a specific condition as follows:

“The appointment in the Bank is subject to your maintaining the other family members/ dependants of late _____ properly and your executing an undertaking to this effect. If at any time it is found/proved that you have neglected or are neglecting or have not maintained them properly or are not maintaining them properly, your appointment in the Bank shall be terminated forthwith”.

- ii. A **stamped undertaking** as per Annexure-III must be obtained from the person appointed on compassionate grounds.

19. PROBATION:

The employees appointed under this 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 period can be extended up to a period of one year.

20. TERMINATION OF SERVICE FOR NON-COMPLIANCE OF ANY CONDITION IN THE OFFER OF APPOINTMENT:

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/ Service Rules/ Awards.

The authority to terminate the service of compassionate appointee as above vests with the respective CGM in case of the compassionate appointees working in a Circle and CGM (HR) in case of the compassionate appointees working in Corporate Centre/ its establishments/ Subsidiaries. *No appeal shall lie against such a decision.*

21. DATE OF EFFECT OF THE SCHEME AND DISPOSAL OF PENDING APPLICATIONS:

- i. The Scheme will come into force with effect from 4.8.2005 the date on which the scheme of payment of ex-gratia lumpsum amount replaced the earlier scheme of compassionate appointment scheme.
- ii. All applications for appointment on compassionate grounds in the categories as mentioned in paragraph 5 above, will be considered for death occurring on or after 4th August, 2005, under this scheme. The cases related to death prior to 4th August, 2005, will not be considered.
- iii. Case where the dependents/family have been paid ex-gratia lumpsum amount will not be considered under the scheme.
- iv. However, out of ii) above, the cases which have been declined during the period from 4th August, 2005 to adoption of this scheme, will be reconsidered as per new scheme.
- v. The cases where the payment of ex-gratia was declined on account of penury norms are eligible for consideration for compassionate appointment in death cases under para 5.

22. OPTION FOR CONSIDERATION UNDER COMPASSIONATE APPOINTMENT SCHEME OR EX-GRATIA SCHEME:

The dependents will have the option for consideration under Compassionate Appointment Scheme or Ex-Gratia Scheme. The option letter as per Annexure-IV will be submitted by all the dependents.

23. MISCELLANEOUS PROVISIONS OF THE SCHEME:

- i. 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 dependents of the employees are eligible in all respects as per provisions of the Scheme.
- ii. The dependents of employees, who have died as per para 5 (i) and whose service records were blemished on account of disciplinary action having been taken against them, will be considered under the scheme as this is a welfare measure and the families should not suffer for their acts. Similarly, where the employees were facing disciplinary action at the time of death, the cases will be treated as abated. The compassionate appointment will be considered in such cases also.
- iii. The Board of the Bank reserves its right to substitute, amend or vary from time-to-time any provision of the Scheme mentioned above. The Board also reserves its right to abolish the scheme, including under any Govt. /RBI guidelines/ instructions to abolish the scheme.
- iv. The applicant(s) shall state only the facts and it shall be supported by records. Such application enjoins a duty on the person(s) who is/are making the application to truly represent all the facts within his knowledge. Misrepresentation or non-disclosure of any material facts will have the effect of committing a fraud and as soon as it is discovered, the compassionate appointment under the scheme shall be withdrawn.
- v. The families of missing/ absconding employees are not eligible under the Scheme.
- vi. Under no circumstances benefits of both ex-gratia payment and compassionate appointment can be sought/ granted to the dependents of any employees under whatsoever circumstances.
- vii. The recommendation for appointment on compassionate grounds has to be submitted to the appropriate authority on Annexure – V.

24. CONTROL RETURN FOR PROPOSALS APPROVED OR REJECTED AT THE CIRCLE LEVEL:

Proposals approved or rejected by the Circle Chief General Manager within his discretionary powers should be reported every month to the Corporate Centre on the prescribed format (Annexure – VI) on a soft copy as well as a hard copy duly authenticated.

-----X-----

ANNEXURE – I

**APPLICATION TO BE SUBMITTED FOR
APPOINTMENT ON COMPASSIONATE GROUNDS**

From:

.....
.....
.....

To,
The Chief General Manager
State Bank of India,
.....
.....

Through:

.....
.....
(Branch/ Office)

Dear Sir,

Sub: Request for Appointment on Compassionate Grounds

I hereby submit my application for appointment on compassionate grounds in terms of "SBI Scheme for Appointment on Compassionate Grounds in Exceptional Cases" and furnish below the required particulars:

1. Particulars of deceased employee:

- a) Name of the deceased :
- b) Designation last held :
- c) Branch/ office last worked :
- d) Marital status of the deceased employee :
- e) Date of death :
(Certified copy of Death Certificate enclosed)
- f) Date of birth and age of the employee :
as on the date of death

- g) Service particulars as on death :
Total permanent service (including probation) : Y M D
Remaining service : Y M D

- h) Salary last drawn : Gross salary :
Gross salary (net of taxes):

- i) Whether died in harness :

- j) Cause of death :

2) Particulars of applicant for appointment on compassionate grounds:

- i) Name of the widow/ son/ daughter of the :
deceased who wants appointment in the
Bank (in case the widow of the deceased
is not seeking appointment on compassionate
grounds, her consent for appointment of her
son/ daughter, as the case may be should be
appended)
- ii) Present Address :

- iii) Permanent Address :

- iii) Telephone/ Mobile No. :
- iv) Date of Birth (copy of birth certificate to be attached) :
- v) Educational Qualification (copies of the certificates to be attached) :
- vi) Additional/ Professional Qualification/ Computer Knowledge, if any (certificate to be attached) :
- vii) Whether knows typing, shorthand, if so, speed :
- viii) Post applied for :
- ix) Whether willing to serve in any branch/ office of the Bank :
- x) Whether belongs of Scheduled Caste/ Tribe (if yes, certificate of the competent authority to be attached) :
- xi) Whether and member of the deceased family [viz. son(s)/ daughter(s)/ wife] already employed in the Bank or elsewhere :
- xii) Name of the other relatives in the Bank, their designation, place of posting and exact nature of relationship :
- xiii) Additional information/ particulars, if any, which may be of use to the Bank :

3) Details of the dependents of the deceased:#

Sr. No.	Name	Age	Marital Status	Relationship with the deceased employee	Vocation	If employed give details of employer	Income per month (Copy of Income/ Salary certificate to be enclosed)
---------	------	-----	----------------	---	----------	--------------------------------------	--

- 1.
- 2.
- 3.
- 4.
- 5.

proof to be enclosed.

4) Full address of the house/ flat acquired under Bank's Housing Loan Scheme/ other loans :

5) I hereby declare that the above information/ documents submitted by me/us are correct. If it is revealed that the information and particulars furnished in the application or any other documents submitted for the purpose of appointment on compassionate grounds are materially incorrect or false, it will tantamount to committing a fraud and I would be liable to be terminated from the Bank's service and bank may take appropriate legal/ criminal action against me.

Yours faithfully,

Place :
Date :

(Signature of the applicant)

**CERTIFICATE FROM THE WIDOW
OF THE DECEASED EMPLOYEE**

(Applicable when widow of the deceased desires the appointment
on compassionate grounds of her son/ daughter)

I widow of _____ request the Bank to appoint Shri/ Kumari my son/ daughter etc. on compassionate grounds in the Bank. My son/ daughter has undertaken to support my whole family.

Place : _____ (Signature of the widow of the deceased employee)
Date : _____ Name: _____

Note :

1. The application for appointment on compassionate grounds should be received by the Bank within 6 months from the date of death of the employee.
2. All required enclosures should be submitted along with the application.
3. The application should be submitted to the branch/ office where the employee had last worked.

Enclosures : (state no(s). and details)

ANNEXURE – IA

**APPLICATION TO BE SUBMITTED FOR
APPOINTMENT ON COMPASSIONATE GROUNDS**
(applicable for past cases on & after 4.8.2005)

From:

.....
.....
.....

To,
The Chief General Manager
State Bank of India,

.....
.....

Through:

.....
.....
(Branch/ Office)

Dear Sir,

Sub: Request for Appointment on Compassionate Grounds

With reference to my application dt. _____ for payment of ex-gratia lumpsum amount which was declined/ is pending with the Bank, I request you to please consider my application for appointment on compassionate grounds. I hereby submit my application for appointment on compassionate grounds in terms of "SBI Scheme for Appointment on Compassionate Grounds in Exceptional Cases" and furnish here below the required particulars:

1. Particulars of deceased employee:

- a) Name of the deceased : _____
- b) Designation last held : _____
- c) Branch/ office last worked : _____
- d) Marital status of the deceased employee : _____
- e) Date of death : _____
(Certified copy of Death Certificate enclosed)
- f) Date of birth and age of the employee : _____
as on the date of death
- g) Service particulars as on death : _____
Total permanent service (including probation) : Y M D
Remaining service : Y M D
- h) Salary last drawn : Gross salary : _____
Gross salary (net of taxes): _____
- i) Whether died in harness : _____
- j) Cause of death : _____

2) Particulars of applicant for appointment on compassionate grounds:

- i) Name of the widow/ son/ daughter of the :
deceased who wants appointment in the
Bank (in case the widow of the deceased
is not seeking appointment on compassionate
grounds, her consent for appointment of her
son/ daughter, as the case may be should be
appended)
- ii) Present Address :
- iii) Permanent Address :
- iii) Telephone/ Mobile No. :
- iv) Date of Birth (copy of birth certificate to be attached) :
- v) Educational Qualification (copies of the certificates :
to be attached)
- vi) Additional/ Professional Qualification/
Computer Knowledge, if any (certificate to be attached) :
- vii) Whether knows typing, shorthand, if so, speed :
- viii) Post applied for :
- ix) Whether willing to serve in any branch/ office of the Bank : YES/NO
- x) Whether belongs of Scheduled Caste/ Tribe (if yes, :
certificate of the competent authority to be attached)
- xi) Whether and member of the deceased family [viz. son(s)/ :
daughter(s)/ wife] already employed in the Bank or
elsewhere
- xii) Name of the other relatives in the Bank, their designation, :
place of posting and exact nature of relationship
- xiii) Additional information/ particulars, if any, which may be :
of use to the Bank

3) Details of the dependents of the deceased:#

Sr. No.	Name	Age	Marital Status	Relationship with the deceased employee	Vocation	If employed give details of employer	Income per month (Copy of Income/ Salary certificate to be enclosed)
---------	------	-----	----------------	---	----------	--------------------------------------	--

- 1.
- 2.
- 3.
- 4.
- 5.

proof to be enclosed.

**4) Full address of the house/ flat acquired under :
Bank's Housing Loan Scheme/ other loans**

5) I hereby declare that the above information/ documents submitted by me/us are correct. If it is revealed that the information and particulars furnished in the application or any other documents submitted for the purpose of appointment on compassionate grounds are materially incorrect or false, it will tantamount to committing a fraud and I would be liable to be terminated from the Bank's service and bank may take appropriate legal/ criminal action against me.

Yours faithfully,

Place :

(Signature of the applicant)

Date :

**CERTIFICATE FROM THE WIDOW
OF THE DECEASED EMPLOYEE**

(Applicable when widow of the deceased desires the appointment
on compassionate grounds of her son/ daughter)

I widow of _____ request the Bank to appoint Shri/ Kumari
my son/ daughter etc. on compassionate grounds in the Bank. My son/ daughter has
undertaken to support my whole family.

Place :

(Signature of the widow of the deceased employee)

Date :

Name:

Note :

1. The application for appointment on compassionate grounds should be received by the Bank within 6 months from the date of death of the employee.
2. All required enclosures should be submitted along with the application.
3. The application should be submitted to the branch/ office where the employee had last worked.

Enclosures : (state no(s). and details)

STAMPED LETTER OF DISCLAIMER FROM OTHER DEPENDENTS
(to be notarised)

Place :
Date :

From :

.....
.....
.....

To,
The
State Bank of India

.....
.....

Through:
.....
.....

(Branch & Regional Office)
Dear Sir,

Sub: No objection/ authorisation for appointment on compassionate grounds

Shri/ Km. s/d/o late has applied for appointment on compassionate grounds as per the "SBI Scheme for Appointment on Compassionate Grounds in Exceptional Cases". I/We, the undersigned have no objection if the Bank considers his/ her application for appointment on compassionate grounds/ offer him/her appointment on compassionate grounds.

I/ we hereby relinquish my/our right to apply for appointment on compassionate grounds in favour of Shri/ Km. s/d/o late . I/ we hereby agree not to claim any appointment on compassionate grounds in the Bank.

I/We further declare that the above authorization is final, irrevocable and binding on us.

Yours faithfully,

Place : Name in Block letters Signature
with address
Date: 1.
2.
3.
4.

Witness :	
1. Signature :	2. Signature :
Name :	Name :
Address :	Address :

Note: The signatures of the claimant should be witnessed atleast by two reputed persons well known to the Bank.

To be stamped as an agreement

UNDERTAKING

This undertaking made this _____ day of _____ by me,
_____ S/o/ D/o/ W/o _____ R/o _____.

WHEREAS my father/ husband, the late _____ was working with the State Bank of India and expired on _____ while in service.

AND WHEREAS on the death of my husband/father, I offered myself for compassionate appointment;

AND WHEREAS the Bank has agreed to offer me compassionate appointment on the condition that I will maintain properly the other family members/ dependents of my Late husband/father Shri _____ and execute an undertaking to this effect;

NOW THEREFORE, in consideration of State Bank of India offering me compassionate appointment in the Bank on the death of my _____, I hereby undertake to maintain properly the following family members/dependents:

<u>S.No.</u>	<u>Name(s) of the dependent(s)</u>	<u>Age</u>	<u>Relationship</u>
1.			
2.			
3.			
4.			

In case it is found/proved by the Bank that the above family members/ dependents are being neglected or not being maintained properly, my appointment in the Bank is liable to be terminated forthwith for non-compliance of the condition stated in the offer of appointment.

IN WITNESS WHEREOF, I the above named have hereunto set my hand and seal on the date and year mentioned aforesaid.

WITNESSES

- 1.
- 2.

(EXECUTANT)

Annexure-IV

**From:
Name**

.....
.....

Address:.....

To,

The Chief General Manager
State Bank of India,

.....
.....

Through:

.....
.....

(Branch/ Office)

Dear Sir,

**“SBI SCHEME FOR APPOINTMENT ON COMPASSIONATE
GROUNDS IN EXCEPTIONAL CASES”**

LATE-----

**OPTION FOR CONSIDERATION UNDER “SBI SCHEME FOR
PAYMENT OF EX-GRATIA LUMP SUM AMOUNT”**

I/ We have to inform you that my/ our husband/ father Shri _____ who was working as
at State Bank of India, _____ Branch/ Office expired due to _____ on
. I/ we, his dependents am/are eligible under the scheme (“**SBI Scheme For Appointment On
Compassionate Grounds In Exceptional Cases**”) to apply for appointment on compassionate
grounds. Due to the following reason I/ we request to consider my/ our case under the “**SBI
Scheme for Payment of Ex-Gratia Lumpsum Amount**”.

2. I/ We assure you that I/ we shall not claim appointment on compassionate grounds in future. I/
we also understand that the approval/ payment of ex-gratia lumpsum amount is sole discretion of
the Bank. I/ We shall not claim appointment on compassionate grounds even if my/ our application
for payment of ex-gratia lumpsum amount is declined.

Yours faithfully,

- Name of the dependents: 1.
2.
3.
4.

Date:

(Signature)

SR. NO.	NAME	AGE	MARITAL STATUS	RELATIONSHIP	VOCATION	IF EMPLOYED GIVE DETAILS OF EMPLOYER	INCOME PER MONTH
1.							
2.							
3.							
4.							
5.							
6.							

C. APPLICANT'S BASIC DETAILS:

SR. NO.	PARTICULARS	DETAILS
1.	Name	
2.	Relationship with the deceased employee	
3.	Age as on the date of application received by the Bank	YEAR MONTH DAYS
4.	Whether relaxation in age required (due to overage)?	IF YES, HOW MUCH
5.	Reason for recommending an over-aged candidate if there is/ are other dependent(s) within the prescribed age limit and eligible for appointment	
6.	Whether belongs to SC/ST/OBC category?	
7.	Educational Qualification	
8.	Date of application	
9.	Whether submitted within the stipulated period? If not, the reason for delay should be stated.	
10.	Whether nominated by the spouse of the deceased? (if the spouse is no more, a disclaimer by way of a sworn affidavit must be obtained)	
11.	Particulars of compassionate appointments offered by any other organisation to any member of the family, if any	
12.	Present Occupation	
13.	Appointment recommended in: Clerical/ Subordinate/ Menial	
5.	Employment details, If any member of the family employed (including the applicant)	
6.	Monthly Salary/Income, if any	

E. RECOMMENDATION FOR CONSIDERATION/ REJECTION:

(state reasons for recommendation)

We recommend to consider the applications of Smt./ Shri/
Kumari._____ for appointment on compassionate grounds.

Certified that all the information submitted above are correct and accurate. We have verified from reliable sources/documents/records and found correct. All required information/documents, are attached duly verified and attested.

Yours faithfully

Branch Manager/ HOD

Enclosures:

- i) Annexure – I/IA
- ii) Annexure – II
- iii) Annexure-III
- iv) Annexure-IV
- v) Other documents (state details)

**RECOMMENDATIONS OF THE ASSTT. GENERAL MANAGER/ NEXT HIGHER
AUTHORITY**

The particulars given above have been verified. She/ he fulfils all the eligibility criteria and it is, therefore, recommend that Smt./Shri/Kumari_____are may be appointed on compassionate grounds as a_____ in the Bank.

Place:

(Signagure)

Date:

Name:

Designation: