

उत्तर बिहार ग्रामीण बैंक
प्रधान कार्यालय, कलमबाग चौक
मुजफ्फरपुर, बिहार, 842 001



UTTAR BIHAR GRAMIN BANK
HEAD OFFICE, KALAMBAGH CHOWK
MUZAFFARPUR, BIHAR, 842 001

(Sponsored By: Central Bank of India)
Website:: www.ubgb.in

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HO/HRD/14/2021-22/ 12 | 29

dated: - 03.11.2021

All Branches/Offices
Uttar Bihar Gramin Bank

Reg:-DETAILED GUIDELINES AND PROCEDURES TO BE FOLLOWED FOR APPOINTMENT ON COMPASSIONATE GROUND.

Hon'ble Board of the Bank in its 67th meeting on dated 21.05.2019 had approved the Model scheme for Appointment on compassionate ground. Thus the policy is implemented in our bank with effect from 21.05.2019.

Due to some ambiguity in the policy, the cases registered for compassionate appointment could not be disposed off. The points on which clarity was required are as under,

1. Can the benefit of this scheme be availed by legal heirs of those deceased staff members who dies after crossing the age limit of 55 years?
2. Role of assets & liability of legal heirs of the deceased in determining eligibility for compassionate appointment.
3. Workings & points to be considered for determining the eligibility of the staff for appointment on compassionate ground.

IBA vide letter No-CIR/HR & IR/2020-21/9706 dated 16.03.2021 clarified that the age limit of 55 years is applicable only in cases of retirement on medical grounds.

So far query no-2 & 3 is concerned, a detailed and comprehensive policy, on the line of the policy of Sponsor Bank, is framed and it is approved by our Hon'ble Board of the Bank in its meeting dated 07-10-2021. Now the following procedures should be read and followed along with Bank's circular No -HO/HRD/12/2019-20/02/06 dated 07.06.2019 for appointment on compassionate ground as under;

- The definition of dependent as defined under Bipartite Settlement/Joint Note from time to time shall be applicable while ascertaining the dependency of family members.
- An Application is to be submitted in the prescribed format as per Annexure I in writing along with documents mentioned as follows and duly signed by all the legal heirs of the deceased employee/ eligible dependents of deceased employee, proposing the name of the eligible dependent of the employee who is to be offered appointment on compassionate grounds.
 - Proof of death of the ex-employee, along with certified copies of documents showing relationship of the applicants with the deceased employee.
 - Order of the Court for appointed guardian who is authorized to submit application on behalf of a minor/s (in case the applicant/s is/are minor in case no natural guardian is available as per law).
 - Copies of photo identity card of all the legal heirs.

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- The Branch-in-charge/Section/ Office in-charge, as the case may be where the deceased employee was last working, shall verify the documents with the original and certification to that extent shall be super-scribed on the copies of documents.
- The HRD Department of concerned RO shall examine the same and ensure that the application/documents submitted by the dependent family is as per prescribed format and contains all the required details. If not received the same by the office, the dependent family shall be informed in writing for submitting the details within 30 days emphasizing that if the details are not received, the request for compassionate appointment would not be lodged and Bank will not be sending any reminder in this regard. The HR Department of concerned Regional office shall acknowledge the request for compassionate appointment received by them.
- The HRD Department Regional Office shall forward the papers so received, along with their recommendation to HR Department Head Office within a month of receipt of papers complete in all respects at their end. The papers should be complete and filled in all respect including clear recommendation of Regional Manager.
- The HR Department of Head Office after scrutiny of papers submitted in the matter shall place the matter before the committee for taking suitable decision in the matter.
- The applicants dependent who apply under the scheme cannot claim appointment to a particular post or place as a matter of right. The Bank will be examining the suitability of the candidate to either of the posts.
- Once the request for Compassionate Appointment is rejected by the Competent Authority and rejection in writing is informed to the dependent family/applicant no further request/representations, even with request for appointment to a substituted dependent shall be considered and the same shall not be lodged.
- Appointment will be made either in office attendant or office assistant category.
- Compassionate appointment can be made up to a maximum of 5% of vacancies under direct recruitment quota in clerical cadre or vacancies identified in the sub-staff category.
- In case the Compassionate Appointee does not join the branch/office on or before the date indicated in the appointment order, unless otherwise specifically permitted by the Bank in writing he/she shall not be permitted to join the duties and the appointment order issued to him/her shall automatically cancelled and no further appointment shall be considered under the scheme thereafter.
- The scheme shall be subject to the Government guidelines issued from time to time.
- To claim any benefit available to SCs/STs, the Compassionate Appointee shall immediately after appointment produce the Caste Certificate issued by the competent authority as per the prescribed format/Government guidelines and Caste Validity Certificate wherever it is Statutory requirement.
- Further guidelines / clarification received from Indian Bank's association (IBA)/ Government of India, Ministry of Finance, NABARD with respect to 'Compassionate Appointment' received from time to time will be complied.

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CALCULATION OF MONTHLY INCOME:- If the total monthly income of the family arrived at as less than 60% of the last drawn gross salary (Net of taxes) of the deceased employee, is eligible under the scheme.

The prescribed formats as **Annexure I to Annexure V** shall now be used by the Bank/applicant for ascertaining necessary information and processing the cases of compassionate appointment. All Regional Managers are advised to bring the content of this letter to the notice of all employees of the bank including those who died on or after 21.05.2019 besides displaying the same on notice board of the Bank.

Please accord due priority to the matter and ensure strict compliance.


[Mahendra Kumar]
General Manager

Enclosure:-Policy for compassionate appointment.
All formats including Annexure I to Annexure V.

Detailed Scheme for Compassionate Appointment in UBGB

1. COVERAGE

1.1 To a dependent family member of permanent employee of Uttar Bihar Gramin Bank (UBGB) who-

- a) Dies while in service (including death by suicide)
- b) Is retired on medical ground 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 Hospital/Panel of Doctors nominated by the Bank for the purpose.)

1.2 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/retirement on medical grounds, 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.

2. DEPENDENT FAMILY MEMBER

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

3. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

3.1 Chairman.

3.2 Board of Director in special types of cases.

3.3 While dealing with proposals for appointment on compassionate grounds in otherwise eligible cases, where disciplinary action was pending against the deceased employee / employee retired on medical grounds or if the deceased employee was involved in serious financial irregularities, embezzlement of funds, committing frauds, etc., bank will continue to abide by the guidelines issued by the Government of India, requiring consideration and decision in each case by the Board of the Bank / Authority appointed by the Board.

4. POSTS TO WHICH APPOINTMENTS CAN BE MADE

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



5. ELIGIBILITY

- 5.1 The family is indigent and deserves immediate assistance for relief from financial destitution; and,
- 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.

6. EXEMPTIONS

- 6.1 Compassionate Appointment under the scheme are exempted from observance of the following requirements:

- 6.1.1 Normal Recruitment procedure i.e., without the agency of selection like IBPS/ Employment Exchange, Recruitment Board of Bank etc.
- 6.1.2 The ban orders on filling up of posts issued by Government of India or any controlling Authority.

7 RELAXATIONS

- 7.1 Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

(Note-1: Age eligibility shall be determined with reference to the date of application and not the date of appointment;

(Note-2: Authority, competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of age limit also for making such appointment).

8 TIME LIMIT FOR CONSIDERING APPLICATIONS

8.1 Application for employment under the Scheme from eligible dependent should normally be considered up to five years from the date of death or retirement on medical grounds and decision to be taken on merit in each case.

8.2 However, Bank can consider request for compassionate appointment even when the death or retirement on medical ground of the employee took place long back, even five years ago. While considering such belated request, 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 of the employee 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 be called for a great deal of circumspection. The decision to make appointment on compassionate ground in such cases may, therefore, be taken only at the Board level.

9 DETERMINATION / AVAILABILITY OF VACANCIES

9.1 Appointment on compassionate grounds should be made only on regular basis and that too, only if regular vacancies meant for that purpose are available.

9.2 Compassionate appointment can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in clerical cadre or vacancies identified in the sub-staff category. The Bank may hold back 5% of vacancies in the aforesaid categories to be filled by appointment on compassionate grounds. A person

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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.

9.3 Widow appointed on compassionate ground upon re-marriage will be allowed to continue in service, even after re-marriage.

10. WHERE THERE IS AN EARNING MEMBER

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 deceased employee.

10.2 In case 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.

11. MISSING EMPLOYEE

Cases of missing employees are also covered under the scheme for compassionate appointment subject to the following conditions: -

11.1 A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Employee has been missing, provided that:

- (i) an FIR to this effect has been lodged with the police,
- (ii) the missing person is not traceable, and
- (iii) the competent authority feels that the case is genuine;

11.2. This benefit will not be applicable to the case of an Employee: -

- (i) Who had less than two years to retire on the date from which he has been missing; Or
- (ii) Who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.

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 fulfilment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;

11.4 While considering such a request, the results of the police investigation should also be taken into account; and

11.5 A decision on any such request for compassionate appointment should be taken only at the level of the "Chairman of the Bank."

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11.6 The following documents are required in case of missing Employee:

- Certified Copy of Complaint and First Information Report lodged with the police.
- Certified copy of Final Report submitted by the police confirming that employee is not traceable.
- Indemnity bond cum affidavit as per prescribed format in annexure III on appropriate stamp paper as per law.
- Affidavit of two prominent local persons as per the prescribed format as per Annexure V.

12. PROCEDURE

(a) The prescribed Performa may be used by the bank for ascertaining necessary information and processing the cases of compassionate appointment.

(b) The officer from concerned Regional Office should meet the members of the family of the employee in question immediately after his death to advise and assist to them in getting appointment on compassionate ground. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him/her.

(c) An applicant for appointment on compassionate ground should be considered by the Committee consisting of three officers; one Chairman and two General Managers of RRB. The Committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of facts of the case. The decisions of the committee may be placed before the Board of the Bank for information.

13. PROCEDURE TO BE ADOPTED WHERE AN EMPLOYEE APPLIES FOR RETIREMENT/RESIGNATION ON MEDICAL GROUNDS DUE TO INCAPACITATION BEFORE REACHING THE AGE OF 55 YEARS :-

13.1 It shall be noted that mere disability does not mean incapacitation. The incapacitation of the employee shall be to such an extent that he/she is permanently unfit to perform any duty if alternative post /position/posting is considered.

13.2 The employee who intends to retire /resign on medical grounds may submit application at concerned Regional Office through the Branch /Office where the employee is presently working as per the format required by the Bank specifically mentioning the nature of illness/sickness, name of treating doctor, details of hospitalization, reimbursement claimed etc.

13.3 In case where the employee is not able to submit the application for retirement / resignation on his /her own due to total incapacity and if the same is certified by the treating doctor, the application for retirement/resignation on his / her behalf can be submitted jointly by all the legal heirs of such employee.

13.4 If the medical Board in a Government Medical College or Government District Head Quarter Hospitals or panel of Doctors nominated by the General Manager-HRD, as the case may be, certify that the employee is incapacitated and not fit to continue the service, the request for resignation / voluntary retirement of such employee shall be placed to the Competent Authority as per Service Regulations / Pension Regulations to decide the application as per norms.

13.5 However, it shall be made clear to the employee that mere resignation / voluntary retirement on account of incapacitation will not be a case for considering the request for compassionate appointment under the scheme.

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13.6 The request for appointment on compassionate grounds shall be examined only after relieving of the employee on resignation / voluntary retirement on account of becoming permanently and totally incapacitated while in harness.

14 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) 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 applicable in the case of appointment on compassionate ground.

15 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.

16 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.

17 TERMINATION OF SERVICE

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 the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Action and Procedure therefor.

In order to check its misuse, the power of termination of service for non-compliance of the conditions in the offer of compassionate appointment should vest only with the Chairman of the Bank.

18 EXCLUSION:-

Dependents of employee 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 the last day of the month, are not covered under the Scheme. Dependents of employee charge sheeted for obtaining employment by producing false caste certificate will not be entitled for compassionate appointment.

19. 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 qualification and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

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(ii) 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, provided a vacancy in clerical post exists for this purpose.

(iii) An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the employee has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground 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.

(iv) Compassionate appointment should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.

(v) 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.

(vi) Compassionate appointment will have precedence over absorption of surplus employees and regularization of temporary employees.

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ANNEXURE I

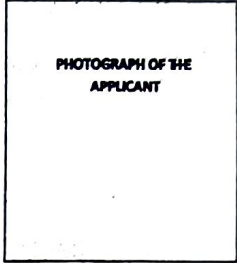
PART-A

PROFORMA REGARDING COMPASSIONATE APPOINTMENT ON COMPASSIONATE GROUNDS.

OR

APPOINTMENT ON COMPASSIONATE GROUNDS OF BANK EMPLOYEE RETIRED ON MEDICAL GROUNDS DUE TO INCAPACITATION BEFORE REACHING THE AGE OF 55 YEARS.

APPLICATION FOR.....



(To be filled by the candidate applying for Compassionate appointment)

I. Information about the employee (Deceased/Retired on medical grounds):

a	Name of the employee (deceased/retired on medical grounds)	:	
a (i)	Last Serving Branch/Office	:	
b	Designation	:	
b (i)	Employee No.	:	
c	Date of Birth of the deceased/retired Employee.	:	
c (i)	Date of Joining the Bank	:	
d	Date of Death/retirement on medical grounds	:	
e	Total length of service rendered	:	_____ years _____ months _____ days
f (i)	Marital Status	:	Single/Married
f(ii)	Details of EOL / Unauthorized absence, if any	:	
g	Whether belonging to SC/ST/OBC/GEN	:	
g(i)	Whether PF/Pension/NPS optee	:	
g(ii)	No. of Dependents	:	



II. Bio-data of the candidate for appointment:

a	Name of the candidate for appointment	:	
b	His/her relationship with the deceased/ retired employee	:	
b (i)	Address for Correspondence	:	
c	Date of Birth	:	
c (i)	Whether belonging to SC/ST/OBC/GEN	:	
d	Educational Qualifications	:	
d (i)	Post applied for	:	
d(ii)	Marital Status	:	Single/Married
e	Whether any other dependent family Member has been appointed on Compassionate ground or paid Ex-gratia in lieu of appointment on compassionate grounds.	:	

III. Particulars of Total assets left including amount of :

Sr.No.	Particulars	Amount (Rs.)
a	Family Pension	
b	Gratuity	
c	Provident Fund	
d(i)	PPF	
d(ii)	Leave Encashment	
d (iii)	Proceeds of NSCs	
d (iv)	Amount paid under Bipartite Arrear	
d (v)	Share/Deposit Amount received from co-operative credit society, if any	
d (vi)	Any other amount paid under Bank's Schme(s)	
d (vii)	Other deposits / Investments etc.	
e	Details of movable and immovable properties and annual income earned there from by the family separately as under	
e (i)	Details of movable properties e.g. Gold/Silver/Shares/Debentures / etc.	
e(ii)	Annual income from movable properties (Amount should be mentioned only if the income is received by the family)	
e(iii)	Details of immovable properties e.g. Land/Plot/Flat/Building / etc.	



e(iv)	Annual income from immovable properties (Amount should be mentioned only if the income is received by the family)	
e(v)	Any other assets	

IV. Brief particulars of liabilities of employee as on date of death / date of retirement on medical grounds:

Type of Loan	Branch/Office	A/c No.	Amount in Rs.
House Building Loan			
Provident Fund Loan			
Staff Overdraft			
Overdraft (Against NSC, Shares, Other Securities)			
Vehicle Loan			
Festival Advance			
Society loan with the prior approval of the bank			
Other loans with bank's prior approval (pl. specify)			
Loans taken from other financial institutions with the prior approval of the bank			
Total			

V. Particulars of all dependent family members of the deceased employee (if some are employed, their income and whether they are living together or separately):

Sr No	Name of Dependents	Relationship with deceased/retired employee	Age (Yrs)	Address	Employed (Yes or No)	If yes, give particulars of employment	Monthly Income (Rs.)	Marital status	Educational qualifications



VI. DECLARATION/UNDERTAKING:

- a. I hereby declare that the facts given by me above are best of my knowledge and correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated
- b. I hereby also declare that I shall maintain properly the other family members who were dependent on the deceased employee mentioned against 1(a) of Part-A of this form 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.

Date: _____
Place: _____

(Signature of the candidate)
Address: _____

Shri/Smt/Kum _____ is known to me and the facts mentioned by him/her are correct and verified by me.

Date: _____

(Signature of witnesses)*
Name: _____
Address: _____

*Either an employee in the Senior level of Bank or Gazetted rank official from State/Central Government.



ANNEXURE I

PART-B

(TO BE FILLED IN BY BRANCH / REGION)
(to be forwarded through Branch/Regional office)

Ref. No.: _____

Date: _____

Branch: _____

Region: _____

General Manager (HRD)
Uttar Bihar Garmin Bank,
Sharma Complex
Kalambagh Chowk Muzaffarpur

Reg: Application for appointment on compassionate grounds.

Applicant Mr./Ms. _____ spouse/son/daughter/brother/sister of

Late Mr./Ms. _____ Emp. No. _____

We enclose the application of Mr./Mrs/Ms. _____
dated _____ along with NOC as per Part C of other dependents with a request
to consider application for appointment on compassionate grounds.

We furnish herewith required information duly verified by us for processing the same:

(I) Information about the Deceased/Retired Employee on medical grounds:

1	Name of the deceased/retired employee on medical grounds	:	
2	Last Serving Branch/Office	:	
3	Designation	:	
4	Employee No.	:	
5	Date of Birth of the deceased/retired employee	:	
6	Date of Joining	:	
7	Date of Death/retirement on medical grounds	:	
8	Total length of service rendered	:	____ years ____ months ____ days
9	Marital Status	:	Single/Married
10	Caste (SC/ST/OBC/GEN)	:	
12	Whether PF/Pension/NPS optee	:	
13	No. of Dependents	:	
14	Whether any disciplinary action pending /contemplated/ taken in the past against the deceased employee (Give full details and enclose copies of charge- sheet/order of D.A.)	:	



II. Details of Last Drawn Salary (full month) by the Deceased employee/retired employee on medical grounds:

Gross Salary	(Rs.)	Deductions	(Rs.)
Basic		PF	
D.A.		VPF	
H.R.A.		Housing Loan	
Spl. Pay		Vehicle Loan	
D.A. on special pay		PF Loan	
PQA		Income Tax	
Transport Allowance		Professional Tax	
Others		LIC Premium	
		GLIS	
		Festival Advance	
		Others	
		Others	
		Others	
		Total Deduction	
Gross salary		Net Salary	

III. Brief particulars of liabilities of employee as on date of death / date of retirement on medical grounds :

	Type of Loan	Branch/Office	A/c No.	Amount in Rs.
A (Loans availed from our Bank)	House Building Loan			
	Staff Overdraft			
	Overdraft (Against NSC, Shares, Other Securities)			
	Vehicle Loan			
	Festival Advance			
	Co operative loan			
	Other loans with bank's prior approval (pl. specify)			
B (Loans availed from other financial institutions with prior approval of the Bank)	Society loan			
	Loans taken from other financial institutions			
C=(A)+(B)	Total amount of liabilities			



IV. Details of Investments & Properties of Deceased Employee/retired employee on medical grounds:

Details of Investments & Properties of Deceased Employee/retired employee on medical grounds:		
	Particulars	Amount (Rs.)
A	Terminal Benefits:	
	(i) Provident Fund	
	(ii) Gratuity	
	(iii) Leave Encashment	
	(iv) Any other amount paid under Bank's Scheme(s)	
	Sub-Total (A)	
B	Liabilities:	
	Loans taken from bank	
	Other financial Institutions with the prior approval of the bank	
	Sub-Total (B)	
C	Net corpus of terminal benefits (C=A-B)	
D	Investments:	
	Deposits	
	NSCs	
	PPF	
	Society Share Deposit	
	Others	
	Sub-Total (D)	
E	Monthly Income derived from Movable Properties	
F	Monthly Income derived from Immovable Properties	
G	Monthly income of the family from all sources:	
	(i) Monthly interest at the Bank's maximum term Deposit rate on the net corpus of terminal benefits ©	
	(ii) Monthly income from investments (D) at the Bank's maximum term Deposit rate on the net corpus of terminal benefits	
	(iii) Monthly income from Movable Properties (E)	
	(iv) Monthly income from Immovable Properties (F)	



	(v) Monthly income from Family Pension from Bank	
	(vi) Monthly income from Family Pension from Defence	
	(vii) Monthly income from Pension of Dependents	
	(viii) Monthly income of dependent family members	
	(ix) Any other income of the family	
H	Total monthly income of the family (i to ix)	
I	Gross Salary of the deceased staff member	
	60% of Gross Salary	

V. RECOMMENDATION:

I(a)	Name of the candidate for appointment on compassionate grounds	:	
(b)	His/her relationship with the deceased/retired employee	:	
(c)	Age (date of birth), educational qualifications and experience, if any	:	
(d)	Post for which employment is proposed	:	
(e)	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	:	
(f)	Whether the candidate fulfils the requirements of the recruitment rules for the post	:	
(g)	Apart from waiver of recruitment procedure what other relaxation are to be given	:	
II.	Whether the facts mentioned in Annexure II (Part-A) have been verified by the office and if so, indicate the records	:	
II(a)	Whether any disciplinary action pending /contemplated/ taken in the past against the deceased employee (Give full details and enclose copies of charge-sheet and order of D.A.)	:	

We have scrutinized the claim papers submitted by Mr./Ms. _____ and confirm that the claim is in order as per provisions of the scheme for Compassionate appointment in Uttar Bihar Garmin Bank.

We further certify that above information is correct and duly verified as per Bank record and as per applicant's declaration with supporting relevant documents.



We, therefore recommend that Mr./Ms. _____ may be appointed in Clerical/Sub-Staff cadre as per the scheme for appointment on compassionate grounds .

(Signature with seal)	(Signature with seal)	(Signature with seal)
Branch Manager	Regional Manager / Regional Manager	Chief Manager HRD
Name of the Branch	Name of the Region	
Date:	Date:	Date:

Encl: Copy of (i) Salary Slip (ii) PF statement (iii) Service Record Report
(iv) Death Certificate (v) Form no. 16 (vi) Any other document



ANNEXURE I
PART-C

NO OBJECTION CERTIFICATE TO BE GIVEN BY THE MAJOR FAMILY MEMBERS OF THE DECEASED EMPLOYEE / RETIRED EMPLOYEE ON MEDICAL GROUNDS:

Shri/Smt _____ has applied on our behalf for appointment on compassionate grounds as per the Bank's scheme consequent upon the demise / retirement on medical grounds of Shri/Smt _____ while in the service of the Bank.

I/We have no objection to the Bank giving appointment on compassionate grounds to the applicant Shri/Smt/Ms.

I/We shall abide by the rules of the Bank in this regard.

Sr	Name of the dependents	Age	Address	Signature/Thumb Impression (in case of illiterate)
1				
2				
3				
4				
5				
6				
7				

Place:

Date



ANNEXURE I

PART-D

FORMAT OF MEDICAL CERTIFICATE (ON THE LETTER HEAD OF THE CIVIL SURGEON/THE HOSPITAL WHERE THE PATIENT WAS UNDER TREATMENT)

Certified that we have carefully examined Mr./Ms _____
at _____ (name of the place where the
member was examined) on _____ (date). His /Her age by his/her own
statement is _____ years and by appearance about _____ years.

We consider Shri/Smt _____ to be completely
and permanently incapacitated for further service of any kind in the Bank in consequence of
_____ (here state name of the disease of cause).

His/Her incapacity does not appear to us to have been caused by irregular or intemperate
habits.

Note:1- If the incapacity is the result of irregular or intemperate habits the following clause
should be substituted by this sentence-In our opinion, his/her incapacity is directly due to
the irregular or intemperate habits/has been accelerated or aggravated by such irregular or
intemperate habits.

Note:2- If the incapacity does not appear to be complete and permanent, the certificate
should be modified accordingly and the following addition should be made.

We, the doctors of the Medical Board are of the opinion that Mr./Ms.
_____ is fit for further service of a less laborious
character than that which he/she had been doing and may, after resting for
_____ months, be fit for further service, of less laborious character that which he/she had
been doing.

(Delete this clause if not applicable)

Date:-

1.(Signature/name and
designation of the
examining authority
viz. the Civil Surgeon)

2. (Signature/name and
designation of the
examining authority
viz. Member of the
Medical Board.)

3.(Signature/name and
designation of the
examining authority
viz. Member of the
Medical Board.)



ANNEXURE II

(Format of letter to be handed over by the bank to the dependent family against the acknowledgement.)

To,

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

Subject: In the matter of Late/Sri./Smt..... (Emp. No.....)
Designation.....

We express our heartfelt condolences for the untimely/ unfortunate demise of Sri/Smt..... (Emp No.....) designation.....

While expressing our support during this testing time, we wish to inform that normally legal heirs/nominee would be eligible for the following benefits:

1. Gratuity.
2. Employees Contribution to Provident Fund.
3. Family Pension (if eligible)
4. Encashment of Privilege Leave in case of balance.
5. Benefit under Staff Welfare Measures.

Further, we wish to inform that the above is subject to eligibility/availability under the scheme. As such, we request you to get in touch with us for details/formalities to be completed.

Besides the above, Bank has a scheme for Compassionate Appointment. You may also get in touch with us for more details/ guidance.

We request you to call on us at the earliest convenient date, for further details and filling up of application in case if you are interested in submitting request for Compassionate Appointment.

However, please note that there is no commitment on the part of the Bank at this stage to provide employment and your application if any submitted, shall be dealt strictly as per the provision of the scheme.

With regards,



Signature

Date:

ANNEXURE III

(Format of Indemnity bond cum Affidavit to be provided on appropriate stamp paper as applicable to Indemnity (IN CASE OF MISSING EMPLOYEE))

INDEMINITY BOND CUM AFFIDAVIT

I/We 1).....
2).....
3).....

-hereby state on solemn affirmation as under:-

Sri/Smt..... (Emp.No.....) was working as (designation) at of Uttar Bihar Gramin Bank. I/We No.1 is (relation with Employee) No.2..... & No 3.....

The said Sri/Smt..... Went missing from We filed a complaint with..... Police station onand an FIR was registered at No.....

On verification the Police Authorities filed a Report dated..... confirming that Sri/Smt..... is not traceable.

I/We have submitted an application dated..... seeking compassionate appointment to the Bank. I/We know that same has to be processed as per the scheme and only in case if I am/we are found eligible Bank may consider our request.

We are swearing this affidavit to confirm that to the best of my/our knowledge I am/we are not aware of the whereabouts of Sri/Smt.....

I/We hereby understand that Bank will be taking a decision on the basis of documents/confirmation given by me/us as such I /we hereby undertake to keep the Bank indemnified in this regard against all actions, suits, charges, expenses and demands whatsoever arising out of and in respect of this.

The above information furnished are best to my/our knowledge and I/we have signed on this at on.....

(Signature)

Date:



ANNEXURE IV

(Format of Affidavit to be submitted by the applicant on appropriate stamp paper as applicable)

AFFIDAVIT

I..... S/o/D/o/W/o..... aged about.....r/o..... do hereby solemnly declare as under:

I have/along with other dependents/submitted an application dated..... Seeking appointment on compassionate grounds in terms of Head Office Circular dated 07.06.2019.

I know that my appointment on compassionate grounds if considered by the Bank the same will be governed by terms and conditions of Head Office Circular No-HO/HRD/12/2019-20/02/06 dated 07.06.2019.

I hereby declare that the facts about me given in the application, to the best of my knowledge are correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

I hereby also declare that I shall maintain properly the other family members who were dependents on the deceased employee mentioned against 1(a) of Part-A of this form 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.

Date:

Signature of the nominee/candidate

Name: _____

Address: _____

Shri/Smt/Kum _____ is known to me and the facts mentioned by him/her are correct and verified by me.

Date:

Signature of Witness*

Name: _____

Address: _____

* either any employee in the Senior level of Bank or Gazetted rank official from State/ Central Government.



ANNEXURE V

(Format for Affidavit to be obtained from two prominent local persons)

I Sri/Smt _____ S/o/D/o/W/o _____
aged about _____ years, resident of _____
_____ do hereby solemnly affirm as under.

I know Sri/Smt _____ (name of the employee), who
was ordinary resident of _____.

To the best of my knowledge, he/she is missing since _____.

I also know the family of Late/Sri/Smt _____ (name of
the employee) and same is consisting of following:

Sr no	Name	Relation with Employee

To the best of my knowledge the above information is true and correct and I have signed on
this at _____ on _____ day of _____, 20__



(Signature)

DECLARATION / UNDERTAKING

I hereby declare that the facts given by me are, to the best of my knowledge and correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may liable to be terminated.

I hereby also declare that I shall maintain properly the other family members who were dependent on the deceased employee mentioned against 1 (a) of Part-A of the application form 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 liable to be terminated.

Date :

Signature of the candidate

Name:-----

Address:-----



INQUIRY REPORT					
1	NAME OF THE DECEASED				
2	FATHER'S NAME/HUSBAND'S NAME OF DECEASED				
3	DATE OF INVESTIGATION				
4	DATE OF DEATH OF EMPLOYEE				
5	CAUSE OF DEATH				
6	DEATH CERTIFICATE NUMBER				
7	PERMANENT ADDRESS OF THE DECEASED				
7	CORRESPONDANCE ADDRESS OF THE DECEASED				
8	FAMILY TREE OF THE DECEASED				
9	NAME OF THE APPLICANT AND RELATION WITH THE DECEASED				
10	NAME OF THE LEGAL HEIRS OF THE DECEASED				
SR NO	NAME	AGE	RELATION WITH DECEASED	OCCUPATION	YEARLY INCOME
WHO IS AUTHORIZED FOR COMPASSIONATE APPOINTMENT BY THE LEGAL HEIRS					
ASSET & LIABILITY OF THE DECEASED AS ON DATE OF DEATH					
ASSET			LIABILITY		
AMOUNT RECEIVED BY THE NOMINEE / CLAIMANT OF THE DECEASED AFTER DEATH OF DECEASED STAFF MEMBER.					

