

ALL BRANCHES/ OFFICES IN INDIA

SUBJECT: REVISED SCHEME FOR APPOINTMENT ON COMPASSIONATE GROUNDS/ EX-GRATIA IN LIEU OF COMPASSIONATE APPOINTMENT

GIST

- ❖ Change in the Competent Authority to make compassionate appointment/ ex-Gratia in lieu of compassionate appointment
- ❖ Comprehensive calculation reference for arriving at monthly family income
- ❖ Modification in the guidelines of relaxation under Age criteria
- ❖ Modification in the guidelines of relaxation under Educational Qualification criteria
- ❖ Modification in the guidelines of time limit for consideration of applications
- ❖ Modification in operational guidelines regarding movement of application in HRMS.

The revised scheme of appointment on Compassionate Grounds in Public Sector Banks was reintroduced with the approval of the Ministry of Finance, Department of Financial Services vide D.O.F.No.18/2/2013-IR dated 7.8.2014. Accordingly, Bank vide its circular no. CHO/PMG/23/2014-15 dated 29.09.2014 had circulated the scheme for appointment on Compassionate Grounds to all branches/offices of the Bank.

Further, Department of Financial Services, Ministry of Finance, Govt. of India, vide its letter F. No. 18/2/2013-IR dated 05.12.2014, advised that Public Sector Banks can have the option of either offering compassionate appointment or payment of ex-gratia in lieu of compassionate appointment. Either of these two options can be used, only when other conditions of compassionate appointment are met. As per the above guidelines of DFS, Bank has issued a circular No. CHO/PMG/33/2016-17 dated 16.12.2016, and implemented the same.

Post this, few changes have been done by the IBA on the guidelines issued by the Department of Financial Services with regard to:

- (i) Waiver of condition of financial indigency in Covid-19 death cases, and
- (ii) Inclusion of married son as dependent family member (w.e.f. 19.09.2022)

These guidelines were circulated by our Bank from time to time.

In order to have comprehensive and master guidelines on compassionate appointment/ex-gratia payment, it was felt necessary to review the existing guidelines. Accordingly, the Board of Directors in its meeting held on 18.12.2023 has approved the revised scheme of appointment on compassionate grounds/ ex-gratia payment in lieu of compassionate appointment, which is enclosed as Annexure-A.



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The "Revised Scheme for Compassionate Appointment/ Ex-gratia in lieu of Compassionate Appointment" shall be effective for all the applications pertaining to deceased employee where date of death is after 30.09.2023

All pending cases where date of death is on or before 30.09.2023 will be guided as per the then prevailing guidelines of the scheme.

All Branches/ Offices are advised to bring the contents of this circular to the notice of all the concerned.



Manish Kumar
General Manager
HRM, PSD, OL & Training



Encl:

Annexure-A	Revised Scheme for Appointment on Compassionate Grounds/ Ex-gratia in lieu of Compassionate Appointment
Annexure-A(I)	Role of Branch, Zonal Office and Head Office
Annexure-B	Letter to be addressed to the family members of deceased employee
Annexure-C	Confidential Report
Annexure-D	Letter of application for compassionate appointment/ ex-Gratia in lieu of Compassionate appointment
Annexure-E	Application form for appointment on compassionate grounds/ ex-Gratia amount in lieu of Compassionate appointment
Annexure-F	Recommendation by Branch/ Office and Zonal Office
Annexure-G	Declaration regarding income, date of birth, marital status and educational qualification of all the family members
Annexure-H	Specific reason why spouse has not applied along with supporting documents viz. medical certificate
Annexure-I	Nomination by the spouse of the deceased employee
Annexure-J(A)/(B)	Letter of relinquishment from all other claimant(s) in favour of applicant
Annexure-K	Declaration to look after dependent family members
Annexure-L	Amount received/ receivable from LIC and other investments
Annexure-M	Forwarding and recommendation letter of Zonal Head/ Department Head
Annexure-N	Check List for Branch
Annexure-O	Check List for Zonal Office



REVISED SCHEME FOR APPOINTMENT ON COMPASSIONATE GROUNDS/ EX-GRATIA IN LIEU OF COMPASSIONATE APPOINTMENT

1. OBJECTIVES OF THE SCHEME

To provide timely help by way of Compassionate Appointment or ex-Gratia in lieu of Compassionate Appointment, to the family of the deceased employee (while in service)/ prematurely retired employee (retirement on medical grounds) before reaching age of 55 years, to tide over the immediate crisis due to loss of sole breadwinner which could disturb the entire financial setup of the family and can lead to break in major family decisions like education of child/ children, health expense, marriages in the family, etc.

2. DEFINITIONS UNDER THE SCHEME

- 2.1. '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. The term does not include any one engaged on contract/ temporary/ casual or any person who is paid on commission basis.
Confirmed regular employee would include the employee appointed on regular basis against permanent vacancy.
- 2.2. 'Bank' mean UCO Bank.
- 2.3. 'Board' means Board of Director of UCO Bank
- 2.4. 'Competent Authority' means an Official as approved by the Board in terms of the Scheme.
- 2.5. 'MD & CEO' means Managing Director & Chief Executive Officer of UCO Bank.
- 2.6. 'ED' would mean Executive Director of UCO Bank.
- 2.7. 'Scheme' would mean "REVISED SCHEME FOR APPOINTMENT ON COMPASSIONATE GROUNDS/ EX-GRATIA IN LIEU OF COMPASSIONATE APPOINTMENT"

3. COVERAGE

To a dependent family member of employee of the UCO Bank who –

- dies while in service (including death by suicide)
- 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).



4. DEPENDENT FAMILY MEMBER

- (i) Spouse; or
- (ii) Wholly dependent son, (including legally adopted son); or*
- (iii) Wholly dependent daughter (including legally adopted daughter); or*
- (iv) Wholly dependent brother or sister in the case of unmarried employee; or*
- (v) Married Dependent Son for the cases where date of death is on or after 19.09.2022 (as per DFS, MOF, GOI NOC no eF.No.18/2/2013-IR dated 16.08.2022 issued to IBA & IBA letter no HR&IR/MBR/OTR/ dated 18.08.2022 and Board approval dated 19.09.2022)

***The term 'wholly dependent' as defined in the BPS from time to time will be applicable while ascertaining the dependency of the family member.**

5. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT/ EX-GRATIA IN LIEU OF COMPASSIONATE APPOINTMENT

SNO.	CASE	COMPETENT AUTHORITY
1	Compassionate Appointment of eligible and suitable dependents of deceased/medically retired employee upto 5 years from the date of death or retirement on medical grounds.	MD&CEO/ ED holding current charge of MD&CEO.
2	Ex Gratia payment in lieu of Compassionate Appointment of eligible and suitable dependents of deceased/medically retired employee upto 5 years from the date of death or retirement on medical grounds.	ED
3	Compassionate Appointment / Ex Gratia payment in lieu of Compassionate Appointment of eligible and suitable dependents of deceased/medically retired employee 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.	MD&CEO/ ED holding current charge of MD&CEO.

6. POSTS TO WHICH APPOINTMENTS CAN BE MADE

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

7. ELIGIBILITY**7.1 Calculation of Monthly Family Income**

The application for Compassionate Appointment/Ex-Gratia in lieu of Compassionate Appointment shall be considered only if the family is indigent and deserves immediate assistance for relief from financial destitution. The condition of the family shall be held indigent only if the monthly income of the family from all the sources is less than 60% of the last drawn Gross Salary of the deceased.

Calculation of Monthly Income**A. Terminal Benefits**

- Provident Fund/NPS
- Gratuity
- Leave Encashment
- Any other amount paid under Bank's Scheme(s)

B. Liabilities

- Loan taken from Bank and/or other Financial Institutions with the prior Approval of the Bank
- Any other dues payable to Bank

C. Gross Corpus Available = Terminal Benefits – Liabilities (A-B)**D. Investments**

- PPF
- LIC Policies
- NSCs
- Others
- FDR

E. Net Corpus Available = Gross Corpus Available + Investments

$$E = C + D$$

If the corpus of terminal benefits(C) is negative i.e. total liabilities are more than the terminal benefits, the negative corpus (C) shall be adjusted from investments (D), if any.

F. Monthly Family Income of the Family from all sources

- 1) Monthly notional interest at the bank's maximum term deposit rate applicable to public (staff rate in case spouse is the applicant) prevailing on the date of death on net corpus available (E)
- 2) Family Pension and Defense Family Pension, if any
- 3) Monthly Income of Dependent Family Members**

Total Monthly Family Income of the Family from all sources (F) = [1 + 2 + 3]

If the total monthly income of the family from all sources (F) is less than 60% of the last drawn gross salary (net of taxes) of the deceased employee/ medically retired employee, the dependent family member shall be treated as indigent and shall be eligible for appointment on Compassionate ground / ex-gratia relief in lieu of compassionate appointment.

Note: The dependent family member of the deceased employee/ medically retired employee is eligible either only for Compassionate Appointment or payment of Ex Gratia in lieu of Compassionate Appointment.

**** In case the deceased employee was married, income of parents shall not be taken into consideration while calculating month income of family members.**

7.2 Age Criteria

Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules which are as under at present:

(a) Applicant should be an Indian Citizen

(b) Age:

Cadre	Minimum Age	Maximum Age
Clerical	20	28
Sub Staff	18	26

Note:

- The age limit (minimum and maximum) will be as per the rules applicable from time to time as for direct recruitment.
- In case of dependents belonging to Scheduled Castes/ Tribes/ OBCs/Widow/Widower, the concession as per government guidelines for Scheduled Castes/ Tribes/OBCS/Widow/Widower for upper age limit will continue to apply, which is at present as under:

Category	Upper Age Limit where applicant is other than spouse		Upper Age Limit where applicant is spouse	
	Sub Staff	Clerical	Sub Staff	Clerical
SC/ST	Upto 31 years	Upto 33 years	Upto 40 years	Upto 42 years
OBC	Upto 29 years	Upto 31 years	Upto 38 years	Upto 40 years
General	Upto 26 years	Upto 28 years	Upto 35 years	Upto 37 years

- All other relaxations /concession will be as per prevailing government guidelines.

7.3 Educational Qualification

Clerical Cadre	Sub Staff Cadre
A Graduation degree from a recognized University	10th Standard Pass

8. EXEMPTIONS

- 8.1. Compassionate Appointment under the Scheme are exempted from observance of the following requirements:
- 8.1.1 Normal Recruitment Procedure i.e., without the agency of selection like IBPS/Employment Exchange, Recruitment Board of Bank, etc.
- 8.1.2 The ban orders on filling up of posts issued by Government of India or any controlling authority.

9. RELAXATIONS

- 9.1. Where no dependent of the deceased employee within the prescribed age limit is available for employment, the maximum age limit may be relaxed only for spouse (maximum upto 50 years of age), wherever found to be necessary. The lower age limit will be however, in no case, be relaxed below 20 years of age in case of clerical cadre and 18 years of age in case of sub staff cadre.
- 9.2. Competent Authority may relax the educational qualification criteria for widow/widower only in case of appointment in sub-staff cadre, wherever necessary, to a minimum requirement of simple knowledge of reading and writing English or vernacular language provided he/she can perform the duties of that cadre.

Note:

- Age eligibility shall be determined with reference to the date of application and not the date of appointment;
- The Competent Authority for compassionate appointment as per point number 5, shall also be competent to grant relaxation of age limit and educational qualification for making such appointment.

10. TIME LIMIT FOR CONSIDERING APPLICATIONS

- 10.1. Request for Compassionate Appointment/Ex-Gratia should normally be submitted within **one year** from the date of death / retirement on medical grounds due to incapacitation before reaching the age of 55 years. However, in certain cases where submission of application get delayed due to genuine reasons, such cases may be considered upto five years from the date of death or retirement on medical grounds(except where dependent is minor and no other dependent family member is eligible).
- 10.2. Application for Compassionate Appointment/Ex-Gratia will be considered only once from one of the dependent family members of the deceased employee, and after the decision (sanction/decline) is conveyed no other application shall be entertained from the same dependent family member.

11. DETERMINATION/AVAILABILITY OF VACANCIES

- 11.1. Appointment on compassionate grounds should be made only on regular basis and that too, only if regular vacancies meant for that purpose are available.
- 11.2. 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 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.
- 11.3. Widow/ Widower appointed on compassionate ground upon re-marriage will be allowed to continue in service, even after re-marriage subject to submission of affidavit/undertaking for taking care of other dependent family members even after marriage.

12. WHERE THERE IS AN EARNING MEMBER

- 12.1. In deserving cases, even when there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with the prior approval of the competent authority of the bank who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified, having regard to the number of dependents, assets and liabilities left by the employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the employee and whether he should not be a source of support to other members of the family.
- 12.2. In cases where any member of the family of the deceased or medically retired employee is already in employment and is not supporting the other members of the family of the deceased employee, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the deceased employee so that, the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

13. MISSING EMPLOYEE

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

- 13.1. 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:
- an FIR to this effect has been lodged with the Police,
 - the missing person is not traceable, and
 - the competent authority feels that the case is genuine;
- 13.2. This benefit will not be applicable to the case of an Employee:-
- who had less than two years to retire on the date from which he has been missing; or
 - who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.
- 13.3. Compassionate appointment in the case of a missing employee also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;

- 13.4. While considering such a request, the results of the Police investigation should also be taken into account; and
- 13.5. A decision on any such request for compassionate appointment should be taken only at the level of the MD & CEO of the Bank."

14. PROCEDURE

- 14.1. The prescribed proforma shall be used by the bank for ascertaining necessary information and processing the cases of compassionate appointment/ex-gratia.
- 14.2. The Officer from the concerned Branch/Zonal Office/Head Office where the deceased employee was last posted, should meet the members of the family of the employee in question immediately after his/her death to advise and assist them in getting appointment on compassionate appointment/ex-gratia. 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.
- 14.3. An application for appointment on compassionate ground should be considered by the Committee of officers consisting of three officers; one Chairman and two members in the rank of Deputy General Manager/Assistant General Managers. The Officer from the staff welfare department may also be made one of the members of the Committee, depending upon his rank. 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 recommendation of the committee should be placed before the Competent Authority for a decision. If the Competent Authority disagrees with the committee's recommendation, the case may be referred to the higher authority for a decision.

15. 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 only in the case of appointment on compassionate ground.

16. 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 –

- 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.
- 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.

17. 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.

18. 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 thereof.

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 MD & CEO of the Bank.

19. EX GRATIA FINANCIAL RELIEF

The application for payment of ex-gratia amount in lieu of compassionate appointment will be considered only when all the other condition(s) of the compassionate appointment are met i.e. If the total monthly income of the

family from all sources is less than 60% of the last drawn gross salary (net of taxes) of the deceased employee/ medically retired employee, ex-gratia amount as under will be payable.

- i) The cadre wise ceiling on amount of Ex-Gratia payable will be as follows:

(amount in Rs.)

Category	Maximum Amount
Sub Staff	6 lacs
Clerical	7 lacs
Officer	8 lacs

- ii) In the total monthly income of the family from all sources (F) is less than 60% of the last drawn gross salary (net of taxes) for each month of remaining service of the employee (i.e. up to the age of superannuation in terms of extant service rules/ conditions) at the time of his death/ incapacitation subject to the cadre- wise ceiling of "Maximum Amount" mentioned under (i) above, will be payable.
- The ex-gratia amount shall be paid to the eligible dependent(s). Normally, the ex-gratia amount will be paid to the spouse of the deceased employee. However, if the spouse is not alive, beneficiaries other than the spouse will have to obtain a 'No Objection Certificate' from all other dependents.
 - In case of employee retiring on medical grounds due to incapacitation before reaching the age of 55 years, the Ex-Gratia amount will be paid to the concerned employee.

20. GENERAL

- 20.1. 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 consistent with the requirement of maintenance of efficiency of administration.
- 20.2. It is not the intention to restrict employment of a family member of the deceased or medically retired sub-staff employee to an erstwhile sub-staff post only. As such, a family member of such erstwhile sub-staff employee can be appointed to a clerical post for which he/she is educationally qualified, provided a vacancy in clerical post exists for this purpose.
- 20.3. 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.

- 20.4. 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.
- 20.5. 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.
- 20.6. Compassionate appointment will have precedence over absorption of surplus employees and regularization of temporary employees.
- 20.7. The dependent family member of the deceased employee/ medically retired employee is eligible either for Compassionate Appointment or payment of Ex Gratia in lieu of Compassionate Appointment.
- 20.8. The Board of the Bank reserves its right to substitute, amend or vary from time to time any provision of the scheme mentioned above.

21. DATE OF EFFECT

The revised scheme for Compassionate Appointment/ Ex-gratia in lieu of compassionate appointment shall be effective for all the applications pertaining to deceased employee where date of death is after 30.09.2023.

All fresh applications after date of release of this circular should be sent in new application format along with all requisite documents/ affidavits as per the operational guidelines annexed as Annexure-A(I) of this circular.

Note: Revised scheme will be applicable for deaths on or after 30.09.2023, whereas procedure for application and operational guidelines will be applicable immediately from the date of this circular.



OPERATIONAL GUIDELINES

ROLE OF BRANCH

- Branch Head/Department Head of the last posting SOL of the deceased employee should meet with the family of the deceased employee, immediately on death of employee.
- Application form for Compassionate Appointment/ ex-Gratia in lieu of Compassionate appointment(Annexure-E), Annexures- D, G, H, I, J(A)/J(B), K and L have to be handed over to the family of the deceased along with the letter to be given to the family of the deceased (Annexure-B).
- The Branch Official will also assist the family of the deceased employee, in completing the documents/ affidavits, etc. required for the application of Compassionate Appointment/ ex-gratia in lieu of compassionate appointment.
- Receiving of the family member has to be obtained on the copy of Annexure-B.
- Confidential report has to be prepared by the Branch Head. (Annexure-C).
- Accepting filled in form along with all necessary documents.
- Ensuring the application is complete in all respect and is properly signed.
- Signature of the verifying official should have proper seal along with the EMP number.
- After receipt of complete set of documents from the applicant as per the list given at page 6 of Annexure-E, entry in HRMS has to be done and the hard copy of the documents have to be forwarded to concerned Zonal Office, **within 21 days**. Entry has to be done carefully, making sure that each column is filled properly and correctly.
- Before forwarding the application along with Check list for Branch (Annexure-N), branch to make sure that signature of all the family members have been obtained on the documents/ forms, as per the requirement and there is no discrepancy in the signature.
- Forwarding the application to respective zonal office within prescribed time limits.
- Application form along with all documents to be forwarded/ sent through proper channel.
- Branch Head/ Dealing Officer should ensure strict compliance of the guidelines of the scheme and ensure due diligence on roles/ responsibility of branches. In case

of any delay/ non-compliance of rules/ policy of the scheme, suitable staff accountability shall be fixed against the erring official.

ROLE OF ZONAL OFFICE

- Accepting complete set of documents with application form, from the concerned Branch.
- Verifying the details filled in application form is correct and complete.
- Application has to be verified and recommended in HRMS and hard copy of the documents have to be forwarded to Head Office, Personnel Service Department, **within 7 days** of receipt of complete set of documents from the Branch.
- Before forwarding the application/ documents along with Check list for Zonal Office (Annexure-O) and Zonal Head's recommendation on Annexure-M, Zonal Office to make sure that signature of Branch Head/ HRM in-charge/ Department in-charge/ Zonal Head is not missing on any of the documents/ annexures.
- Zonal Office should ensure strict compliance of the guidelines of the scheme and ensure due diligence on roles/ responsibility of Zonal Office. In case of any delay/ non-compliance of rules/ policy of the scheme, suitable staff accountability shall be fixed against the erring official.

ROLE OF HEAD OFFICE

- Accepting applications forwarded by Zonal Office.
- Scrutiny of applications received and placing of applications for sanction/ rejection before the Competent Authority.
- Issue of letters to Zonal Office on the basis of sanction/ rejection of an application.

Note: Competent Authority has directed to complete the process of Compassionate Appointment/ Payment of ex-gratia in lieu of compassionate appointment, within 45 days from the date of death of the employee, failing which staff accountability has to be fixed against the erring official.





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Annexure-A(I)

(Enclosure of Circular no. CHO/PMG/51/2023-24 dated 09.02.2024)

Flow of Compassionate Appointment in HRMS would be as under:

Deceased employee last posting	Entry	Verification	Recommendation	Sanction/ Rejection status change in HRMS
Branch	Branch Head	HRM in-charge	Zonal Head	HO-PSD
Zonal Office	HRM in-charge	Deputy Head Zonal	Zonal Head	HO-PSD
RTC/ FI/ LDM/ RSETI and Mobile Inspecting Officers, Area Manager, ATBD Mumbai, Mumbai Treasury, Bangalore Data Centre	HRM in-charge	Deputy Head Zonal	Zonal Head	HO-PSD
Currency Chest	Branch Head of Base Branch**	HRM in-charge	Zonal Head	HO-PSD
Head Office/ CSC/ ETC	HO-PSD	HO-PSD	HO-PSD	HO-PSD

** Base Branch would mean the branch to which the currency chest is attached.



LETTER TO BE ADDRESSED TO THE FAMILY MEMBERS OF DECEASED EMPLOYEE

Mr/ Mrs./Ms.

Date:

Dear Sir / Ma'am,

Re: Scheme for Compassionate Appointment / Payment of Ex-gratia amount in lieu of Compassionate Appointment, to the dependents of Deceased employees on Compassionate grounds

We were saddened to hear of the death of Mr./Mrs./Ms. _____ and want to express our condolences to you and your family. Our office and its staff appreciated the dedicated service contributed by Mr./Mrs./Ms. _____.

We would like to inform you that there is a Scheme for Compassionate Appointment / Ex-gratia in lieu of Compassionate Appointment, to the dependents of Deceased employees of our Bank.

As per the Scheme, the family may apply either for Compassionate Appointment or Payment of Ex-gratia in lieu of Compassionate Appointment. You are, therefore, requested to submit application form along with all the necessary documents immediately on receipt of this letter.

List of documents required to be submitted along with the application form is provided at the end of application form, which is being handed over to you along with this letter.

However, it may please be noted that merely applying to the Bank does not confer upon you any right to claim for Compassionate Appointment/ Ex-gratia in lieu of Compassionate Appointment under the Scheme. The application received will be scrutinized and eligibility will be arrived at only after following the Bank's extant guidelines regarding the scheme.

Yours faithfully,

Branch Head/ Department Head

Encl: Application form(Annexure-E) along with Annexure D, G, H, I, J(A)/J(B), K and L

C.C. Zonal Office - for information.

EMP No. of the deceased is _____

CONFIDENTIAL REPORT

A	Name of the Official who visited						
	EMP No.						
	Designation						
	Branch/ Office						
	Date of Visit						
	Place of Visit						
B	Details of deceased employee						
	Name of the deceased employee						
	EMP No.						
	Designation						
	Last Posting Branch/ SOL						
	Date of Death						
Cause of Death							
C	Family details of the dependents						
	Name of the family member who was contacted			Name			
				Relationship with the deceased			
				Contact No.			
	Details of dependents of the deceased						
	Name	Age	Relationship	Marital Status	Educational Qualification	Employment Status (Employed/ Not Employed)	Physically Handicapped Yes/ No
Documents to be obtained and submitted along with application (Separately for each dependent), wherever applicable				<ul style="list-style-type: none"> • Identity Proof • Address Proof 			
No. of earning members in the family							
Details of earning members with proof							
Name	Company	Designation	Salary/ Income	No. of years of service	Whether residing with other dependents (Yes/ No)		

	Dependents of earning member													
	Documents to be obtained from earning members	<ul style="list-style-type: none"> • Latest Salary Slip • Offer Letter • IT Return if any 												
	Any other details													
D	Financial status of dependent													
	Brief about asset/s of dependent and income generated, if any (like rent)													
	Whether residing at own house													
	If rented, rent paid per month													
	Approx. Family Expenditure per month													
	Any other income													
	Liabilities	<table border="1"> <thead> <tr> <th>Bank & Branch</th> <th>Outstanding balance</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Bank & Branch	Outstanding balance										
	Bank & Branch	Outstanding balance												
Any other details														

Any other Comments about the financial condition of the family.

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

Date

Signature

Place

Name :

EMP No. :

Designation :

LETTER OF APPLICATION FOR COMPASSIONATE APPOINTMENT/ EX-GRATIA FINANCIAL IN LIEU OF COMPASSIONATE APPOINTMENT

EMP No. of Deceased employee _____

**The General Manager
Personnel Services Department
UCO Bank, Head Office, Kolkata**

(Through Proper Channel)

Dear Sir/Ma'am,

Re: Scheme for Compassionate Appointment / Ex-gratia in lieu of Compassionate Appointment

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

I am enclosing following documents for the purpose:

S No.	Document	Attached Yes/No If No, state reason
1	Annexure- E (Application form for appointment on compassionate grounds/ ex-Gratia amount in lieu of Compassionate appointment);	
2	Annexure- G (Declaration regarding income, date of birth, marital status and educational qualification of all the family members) in form of an affidavit;	
3	Annexure- H (Specific reason why spouse has not applied along with supporting documents viz. medical certificate) in form of an affidavit;	
4	Annexure- I (Nomination by the spouse of the deceased employee) in form of an affidavit;	
5	Annexure- J(A)/(B)(Letter of relinquishment from all other claimant(s) in favour of applicant) in form of an Affidavit;	
6	Annexure- K (Declaration to look after dependent family members) in form of an Affidavit;	
7	Annexure- L (Amount received/ receivable from LIC and other investments) in form of an Affidavit;	
8	Copy of the death certificate of late _____;	
9	Form-16 issued in favour of the deceased employee for the financial year ;	
10	Legal Heir Certificate issued by the Civic Authority;	
11	Copy of death certificate of legal heir(s) of Late Mr./Mrs./Ms. _____, if the legal heir(s) is not alive;	
12	Recent Passport size photograph of the applicant – 1 copy;	
13	Age Proof of the applicant;	
14	KYC of the applicant;	

15	Educational Proof of the applicant;	
16	Latest Caste certificate, if any, (duly verified with the original);	
17	Balance outstanding (with break-up) of Loan and Staff OD in the name of the deceased employee, if any, at the time of death;	
18	PH Certificate (if the applicant is Physically handicapped)	

I request you to consider my request sympathetically and consider my application for Compassionate Appointment/ Ex-gratia in lieu of Compassionate Appointment.

Yours faithfully,

(Signature of Applicant)

Date:

Full Name:

Place:

Contact No. :

Address :

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

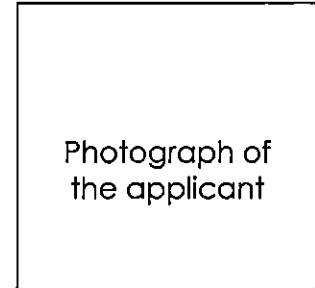
Date:

Branch / Office Seal

Signature of Branch Head

**APPLICATION FORM FOR APPOINTMENT ON COMPASSIONATE GROUNDS
/EX-GRATIA AMOUNT IN LIEU OF COMPASSIONATE APPOINTMENT**

(Please strikethrough whichever is not applicable)



A) Information about the Employee (Deceased/ prematurely retired on medical grounds):

1	Name of the Employee (deceased/retired on medical grounds):	
2	EMP No.	
3	Branch/Office last served:	
4	Designation:	
5	Date of Birth:	
6	Date of Joining:	
7	Date of death/retirement on medical grounds:	
8	Total Length of service rendered:	___ years ___ months ___ days
9	Whether permanent or temporary:	
10	Marital Status:	
11	Unauthorized absence, if any	
12	Whether PF/Pension optee:	
13	No. of Dependents:	

B) Bio-data of the candidate for appointment:

1	Name of the candidate for appointment:	
2	His/her relationship with the deceased/retired on medical	

	grounds:	
3	Address:	
4	Date of Birth:	
5	Caste (Gen/SC/ST/OBC):	
6	Educational Qualification:	
7	Post applied for: (Sub-staff/ Clerk)	
8	Marital status:	
9	Whether any other dependent family member has been appointed on Compassionate grounds or paid Ex-gratia in lieu of compassionate appointment:	

C) Particulars of family income / total assets left by the deceased employee or employee retired on medical grounds :

Sl. No.	Particulars	Amount (Rs.)
1	Monthly Family Pension, if any:	
2	Monthly Defense Pension, if any:	
3	Annuity, if any: (Monthly/ Quarterly/ Yearly)	
4	Gratuity:	
5	Provident Fund / NPS amount received by the legal heirs:	
6	Amount received/receivable from Life Insurance policies (including postal life insurance)	
7	Group Insurance (GSLI) amount received, if any:	
8	Group Insurance (GTLI) amount received, if any:	
9	Leave Encashment Amount:	

10	NSC/KVP/IVP/MIS/PPF:	
11	Share/Deposit amount received from co-operative credit society, if any:	
12	Any other amount paid under Bank's Scheme(s):	
13	Any other Deposits/Investments, if any	
14	Details of movable/immovable properties and annual income earned therefrom by the family:	
15	Any other assets (please specify):	

D) Particulars of liabilities of the employee as on date of death / date of premature retirement on medical grounds :

Sl No.	Type of Loan	Branch with SOL Id	A/C No.	Outstanding balance (Rs.)
1	Staff Home Loan:			
2	UCO Home Loan:			
3	Staff OD:			
4	Vehicle Loan:			
5	Provident fund Loan:			
6	Festival Advance:			
7	Staff Personal Loan:			
8	Loan from any Co-Operative Credit Society:			
9	Loans taken from other financial institutions with prior approval of the Bank:			
10	Any other Loan(s) availed by the deceased employee (please specify):			

E) Particulars of all family members of the deceased employee/ employee retired on medical grounds :

Sl. No.	Name	Relation	Age	Address	Employed (Yes/No)	Nature of employment	Monthly Income (Rs.)	Marital Status	Educational qualification	Physically Handicapped (Yes/ No)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

F) DECLARATION/UNDERTAKING:

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated (in case of compassionate appointment) / I agree to refund the Ex-gratia amount with interest at Bank's lending rate (in case of Ex-gratia payment).

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the deceased employee mentioned against Subhead-E 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 (in case of compassionate appointment) / Ex-gratia amount may be recovered from me with interest at Bank's lending rate.

Date: _____

Place: _____

(Signature of the candidate)

Name: _____

Address: _____

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

Date: _____

Place: _____

(Signature of witness*)

Name: _____

Address: _____

(*Either any employee in the senior level of Bank or Gazetted rank official from State/Central Government.)

(In case of any query kindly contact Compassionate Cell, HO-PSD at 033-4459204 or hopsd.compassionate@ucobank.co.in)

LIST OF DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION

S. NO.	DOCUMENT
1	Annexure- D (Letter of application for compassionate appointment/ ex-Gratia in lieu of Compassionate appointment);
2	Annexure- G (Declaration regarding income, date of birth, marital status and educational qualification of all the family members) in form of an affidavit;
3	Annexure- H (Specific reason why spouse has not applied along with supporting documents viz. medical certificate) in form of an affidavit;
4	Annexure- I (Nomination by the spouse of the deceased employee) in form of an affidavit;
5	Annexure- J(A)/(B)(Letter of relinquishment from all other claimant(s) in favour of applicant) in form of an Affidavit;
6	Annexure- K (Declaration to look after dependent family members) in form of an Affidavit;
7	Annexure- L (Amount received/ receivable from LIC and other investments) in form of an Affidavit;
8	Copy of death certificate;
9	Form-16 issued in favour of the deceased employee for the financial year ;
10	Legal Heir Certificate issued by the Civic Authority;
11	Copy of death certificate of legal heir(s) of Late Mr./Mrs./Ms. _____, if the legal heir(s) is not alive;
12	Recent Passport size photograph of the applicant – 1 copy;
13	Age Proof of the applicant;
14	KYC of the applicant;
15	Educational Proof of the applicant;
16	Latest Caste certificate, if any, (duly verified with the original);
17	Balance outstanding (with break-up) of Loan and Staff OD in the name of the deceased employee, if any, at the time of death;
18	PH Certificate (if the applicant is Physically handicapped)

RECOMMENDATION BY BRANCH/ OFFICE AND ZONAL OFFICE

(TO BE FILLED IN BY BRANCH/ZONAL OFFICE)

1.1	Name of the candidate for appointment or to whom payment of ex-gratia in lieu of compassionate appointment is to be paid:	
1.2	His/Her relationship with the deceased / retired employee:	
1.3	Age (date of birth):	
1.4	Education qualifications and experience, if any:	
1.5	Post for which employment is proposed: (Sub-staff/ Clerk)	
1.6	Whether the candidate fulfills the requirements of the Recruitment Rules for the post:	
2	Whether the facts mentioned in Annexure-E have been verified by the office and if so, indicate the records:	
3	Whether any Vigilance / non-vigilance case was pending / contemplated against the deceased employee at the time of death or he was involved in serious financial irregularities, embezzlement of funds, committing frauds etc.	
4	Remarks of the Zonal Head/ Department Head:	

We have scrutinized the claim papers submitted by Mr./Ms./Mrs._____ and confirm that the claim is in order as per provisions of the UCO Bank's scheme for Compassionate Appointment / Payment of lump-sum / Ex-gratia in lieu of Compassionate Appointment.

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

We, therefore, recommend that Mr./Ms./Mrs. _____ may be appointed in Clerical / Sub-Staff cadre as per the scheme for appointment on compassionate grounds / payment of ex-gratia (lump-sum) amount in lieu of compassionate appointment.

(Signature with Seal)	(Signature with Seal)	(Signature with Seal)
Branch Head	Dy. Zonal Head / In-charge of HRM Department, Zonal Office	Zonal Manager / Head of the Department at Head Office
EMP No.	EMP No.	EMP No.
Date:	Date:	Date:
Branch:	Zonal Office:	

SPECIFIC REASON WHY SPOUSE HAS NOT APPLIED

(To be stamped as an Affidavit)

**The General Manager,
Personnel Services Department
UCO Bank, Head Office, Kolkata**

(Through Proper Channel)

Dear Sir/Ma'am,

Re: **Appointment on compassionate ground to dependent family member of**
_____ (Name of deceased) EMP No. _____

With reference to the above, I/We Mr./Mrs. _____ (Name)
wife of/ husband of Late Mr./Mrs./ _____ (Insert the name of
deceased) have to state that, I am not interested/ able to apply, in the matter of
compassionate appointment to be offered by UCO Bank to Mr./Mrs./Ms.
_____ (insert name of the applicant) due to

_____ (specific reason for not applying). Necessary
document(s) of proof regarding the same is/are being attached herewith.

I hereby certify the above mentioned information is complete and correct in all
sense and if found otherwise, the application may be rejected by the Bank at any
point of time.

Place:

(Signature)

Name: _____

Address: _____

Signed before me thisday of,20.....

Notary public/Magistrate/Judge (with seal)

**(Note: To be executed by the spouse of the deceased employee and to be stamped
as an affidavit.)**

NOMINATION BY THE SPOUSE OF THE DECEASED EMPLOYEE

(To be stamped as an Affidavit)

**The General Manager,
Personnel Services Department
UCO Bank, Head Office, Kolkata**

(Through Proper Channel)

Dear Sir/Ma'am,

Re: **Appointment on compassionate ground to dependent family member of**
_____ (Name of deceased) EMP No. _____

With reference to the above, I Mr./Mrs. _____(Name) wife
of/ husband of Late Mr./Mrs. _____(Insert the name of
deceased) have to state that, I am not able to apply for compassionate
appointment due to _____
_____ (specific reason for not applying), therefore, I
would like to nominate Mr./Mrs./Ms. _____, my
_____ (relation) for appointment on compassionate ground, to be offered by
UCO Bank.

I hereby certify the above mentioned information is complete and correct in all
sense and if found otherwise, the application may be rejected by the Bank at any
point of time.

Place:

(Signature)

Name: _____

Address: _____

Signed before me thisday of,20.....

Notary public/Magistrate/Judge (with seal)

**(Note: To be executed by the spouse of the deceased employee and to be stamped
as an affidavit.)**

LETTER OF RELINQUISHMENT TO BE SUBMITTED INCASE OF CLAIMS FOR COMPASSIONATE APPOINTMENT

(To be stamped as an Affidavit)

**The General Manager,
Personnel Services Department,
UCO Bank, Head Office, Kolkata**

(Through Proper Channel)

Dear Sir/Ma'am,

Re: **Appointment on compassionate ground to dependent family member of**
_____ (Name of deceased) EMP No. _____

With reference to the above, I/We

1. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
2. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
3. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
4. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
5. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
6. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)

have to state that I/We am/are not interested in the matter of compassionate appointment to be offered by UCO Bank to Mr./Mrs./Ms. _____ and I/We have no objection in giving compassionate appointment by the UCO Bank to Mr./Mrs./Ms. _____ spouse/son/daughter/brother/sister of Late _____ (insert name of the deceased). Such appointment would be completely binding on me/us and I/We will not question the action of the UCO Bank in doing so, in any proceedings. I/We also undertake to bind myself/ourselves and my/our legal representatives not to revoke the declarations made therein.

Sr. No	Name of Claimant	Age	Signature
1			
2			

3			
4			
5			
6			

Signed before me thisday of20.....

Notary public/Magistrate/Judge (with seal)

(Note: Letter of relinquishment is to be executed by all the dependents (as per the guidelines of the scheme), who are relinquishing their claim in the matter of appointment in favour of one of the dependents. Please note that only one letter of relinquishment is to be signed by all the dependents except for the dependent applicant, in whose favour the letter of relinquishment is being given. It will be stamped as an affidavit.)

**LETTER OF RELINQUISHMENT TO BE SUBMITTED INCASE OF CLAIMS FOR PAYMENT OF EX-GRATIA
IN LIEU OF COMPASSIONATE APPOINTMENT**
(To be stamped as an Affidavit)

**The General Manager,
Personnel Services Department,
UCO Bank, Head Office, Kolkata**

(Through Proper Channel)

Dear Sir/Ma'am,

Re: Payment of Ex-Gratia Lump-sum amount in lieu of appointment on compassionate ground in the name _____ (Name of deceased) EMP No. _____

With reference to the above, I/We

1. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
2. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
3. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
4. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
5. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)
6. _____ (name) _____ (Relationship),
of Late Mr./Mrs./Ms. _____ (Insert the name of deceased)

have to state that I/We have no interest in the amount of ex-gratia lump-sum as would be considered payable to Mr./Mrs./Ms. _____ by UCO Bank as per its Scheme for payment of ex-gratia lump-sum in lieu of compassionate appointment and I/We have not no objection in paying the ex-gratia lump-sum amount by UCO Bank to Mr./Mrs./Ms. _____ spouse/son/daughter/brother/sister of Late _____ (insert name of the deceased). Such payment of Ex-gratia lump-sum amount would be completely binding on me/us and I/We will not question the action of the UCO Bank in doing so, in any proceedings. I/We also undertake to bind myself/ourselves, my/our legal representatives not to revoke the declarations made therein.

Sr. No	Name of Claimant	Age	Signature
1			
2			

3			
4			
5			
6			

Signed before me thisday of20.....

Notary public/Magistrate/Judge (with seal)

(Note: Letter of relinquishment is to be executed by all the dependents (as per the guidelines of the scheme), who are relinquishing their claim in the matter of appointment in favour of one of the dependents. Please note that only one letter of relinquishment is to be signed by all the dependents except for the dependent applicant, in whose favour the letter of relinquishment is being given. It will be stamped as an affidavit.)

DECLARATION TO LOOK AFTER DEPENDENT FAMILY MEMBERS

(To be stamped as an Affidavit)

I, _____ spouse/son/daughter/brother/sister of _____ aged about _____ residing at _____ do hereby solemnly affirm, undertake and declare as follows:

1. THAT, I am the spouse/wholly dependent son (or legally adopted and wholly dependent son)/ wholly dependent daughter (or legally adopted and wholly dependent daughter)/wholly dependent brother or wholly dependent sister of _____ since deceased.
2. THAT I am currently married/unmarried/have never been married or was divorced / widowed on _____ and have never been remarried/have married since thereafter.
3. THAT Late _____ was an employee of UCO Bank (Specify the Office/Branch where he/she was attached) and died on _____ at _____.
4. THAT I declare that the information furnished by me in the enclosed application for Compassionate Appointment in Bank/payment of Ex-gratia lumpsum and/or any other document/information submitted by me in this regard, more particularly in respect of my marital status, age, qualification, income etc., size of the family of the deceased and occupation of each member besides income and liabilities from the estate of Late _____ are true and correct and nothing has been concealed by me. I declare that the present income of the family of Late _____ is Rs. _____ (specify in figures and words) per month.
5. THAT I undertake that **after getting appointment in the Bank under the Compassionate Appointment Scheme/after receiving Ex-gratia lump sum amount,** I shall maintain properly the other family members who were dependent on the _____ (name of deceased employee or the employee retired on medical grounds, as the case may be) and in case, it is proved subsequently (at any time) that such family members *including the employee retired on medical grounds (wherever applicable)*, are being neglected and/or are not maintained properly by me then, my appointment in the Bank under Bank's Compassionate Appointment Scheme shall be terminated forthwith/ex-gratia lump sum amount so received by me under the said Scheme shall be recovered from me by the Bank.
6. THAT I declare that **after getting appointment in the Bank under the Compassionate Appointment Scheme/after receiving Ex-gratia lump sum amount,** I shall properly maintain all the dependent family members of deceased employee/medically retired employee *including the employee retired on medical grounds (wherever applicable)* **even after my remarriage/ marriage, (as the case may be)** and breach

of such undertaking by me at any point of time shall result in termination of my compassionate appointment in the Bank/recovery of whole amount of Ex-gratia lump sum by the Bank as per law.

- 7. I further declare and undertake that if, any information furnished by me in connection with my claim for compassionate appointment in the Bank/payment of Ex-gratia lump sum, is subsequently found to be incorrect and/or false or if any material and/or relevant information is suppressed, misrepresented or not disclosed by me to the Bank in this respect though required so then, the Bank shall be at liberty and within its right to proceed against me for intentionally giving wrong information and/or suppressing any material information by way of termination of my service in the Bank/recovery of Ex-gratia amount so received by me apart from initiation of penal action against me as per law.
- 8. I also undertake and agree to repay the outstanding liabilities of Late _____ remaining due and payable to the Bank by him/her if the same is not liquidated out of his/her Provident Fund, Gratuity and any other retrial benefits payable to him/her by the Bank.
- 9. THAT the statements contained in the foregoing paragraphs are true to my knowledge, information and belief and nothing has been concealed or suppressed by me.

DEPONENT

Signed before me thisday of20.....

Notary public/Magistrate/Judge (with seal)

(Note: To be executed by the applicant and to be stamped as an affidavit.)

AMOUNT RECEIVED/ RECEIVABLE FROM LIC AND OTHER INVESTMENTS

(To be stamped as an Affidavit)

**The General Manager,
Personnel Services Department,
UCO Bank, Head Office, Kolkata**

(Through Proper Channel)

Dear Sir/ Ma'am,

In the matter of Compassionate Appointment/ Ex-gratia in lieu of Compassionate Appointment of Mr./Ms./Mrs. _____ s/o/d/o/w/o/h/o Late Mr./ Ms./ Mrs. _____ having EMP no. _____, who was working as _____ (designation) at Branch/ Office _____ of UCO Bank. I furnish the details regarding amount received/ receivable from LIC and other investments as hereunder:

S No.	Nature of Investment	Amount received/ Amount receivable	Date of credit of such amount	Account to which credited*	Bank Name

*Statement of the account to be attached as proof

I hereby certify that the above mentioned information is complete and correct in all sense and if found otherwise, the application may be rejected by the Bank at any point of time.

Place:

(Signature)

Name: _____

Address: _____

Signed before me thisday of,20.....

Notary public/Magistrate/Judge (with seal)

(Note: To be executed by the applicant and to be stamped as an affidavit.)

Letter No..

Date:-

**The General Manager,
Personnel Services Department,
Head Office, UCO Bank, Kolkata**

Sir/Madam

Re: Forwarding the application under the "Scheme for compassionate appointment/ Ex-gratia in lieu of Compassionate Appointment" of Mr./Ms./Mrs. _____, EMP No. _____, Designation _____, Branch/ Office _____.

We enclose herewith application of Mr/Mrs./Ms. _____ w/o/ _____ h/o/s/o/d/o _____ Late _____ (EMP No. _____) dated _____, received under the Scheme.

We hereby forward the application of Mr/Mrs./Ms. _____ w/o/h/o/s/o/d/o _____ Late _____ (EMP No. _____) with our recommendation, for consideration under the scheme of compassionate appointment/ ex-Gratia in lieu of compassionate appointment. We certify that no action was pending / contemplated at the time of death of the employee.

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

Signature (Zonal Head/ Department Head)

Name:

Seal

CHECK LIST FOR BRANCH/OFFICE

S No.	Required Documents	Obtained Yes/ No If no, state reason
1	Annexure- B (Receiving copy -Letter to be addressed to the family members of deceased employee)	
2	Annexure- C (Confidential Report)	
3	Annexure- D (Letter of application for compassionate appointment/ ex-Gratia in lieu of Compassionate appointment)	
4	Annexure- E (Application form for appointment on compassionate grounds/ ex-Gratia amount in lieu of Compassionate appointment)	
5	Annexure- F (Recommendation by Branch/ Office and Zonal Office)	
6	Annexure- G (Declaration regarding income, date of birth, marital status and educational qualification of all the family members) in form of an affidavit;	
7	Annexure- H (Specific reason why spouse has not applied along with supporting documents viz. medical certificate) in form of an affidavit;	
8	Annexure- I (Nomination by the spouse of the deceased employee) in form of an affidavit;	
9	Supporting documents in case of nomination by the spouse	
10	Annexure- J(A)/(B)(Letter of relinquishment from all other claimant(s) in favour of applicant) in form of an affidavit;	
11	Annexure- K (Declaration to look after dependent family members) in form of an affidavit;	
12	Annexure- L (Amount received/ receivable from LIC and other investments) in form of an affidavit;	
13	Copy of death certificate	
14	Form-16 issued in favour of the deceased employee for the financial year ;	
15	Copy of Family Declaration Form (STF-12A) submitted by the deceased employee, duly verified at branch/Zonal Office level;	
16	Last drawn Notional Salary of the deceased employee;	
17	Legal Heir Certificate issued by the Civic Authority;	
18	Copy of death certificate of legal heir(s) of Late Mr./Mrs./Ms. _____, if the legal heir(s) is not alive;	
19	Recent Passport size photograph of the applicant – 1 copy;	
20	Age Proof of the applicant;	
21	KYC of the applicant;	
22	Educational Proof of the applicant;	
23	Latest Caste certificate, if any, (duly verified with the original);	
24	Balance outstanding (with break-up) of Loan and Staff OD in the name of the deceased employee, if any, at the time of death;	
25	PH Certificate (if the applicant is Physically handicapped)	
26	Whether any Vigilance / non-vigilance case was pending / contemplated against the deceased employee at the time of death or he was involved in serious financial Irregularities, embezzlement of funds, committing frauds etc.	
Branch/ Office Seal:		Branch Head/ Department Head Signature: _____ Name: Emp No. : Designation:

CHECK LIST FOR ZONAL OFFICE

S No.	Required Documents	Obtained Yes/ No If no, state reason
1	Annexure- B (Receiving copy -Letter to be addressed to the family members of deceased employee)	
2	Annexure- C (Confidential Report)	
3	Annexure- D (Letter of application for compassionate appointment/ ex-Gratia in lieu of Compassionate appointment)	
4	Annexure- E (Application form for appointment on compassionate grounds/ ex-Gratia amount in lieu of Compassionate appointment)	
5	Annexure- F (Recommendation by Branch/ Office and Zonal Office)	
6	Annexure- G (Declaration regarding income, date of birth, marital status and educational qualification of all the family members) in form of an affidavit;	
7	Annexure- H (Specific reason why spouse has not applied along with supporting documents viz. medical certificate) in form of an affidavit;	
8	Annexure- I (Nomination by the spouse of the deceased employee) in form of an affidavit;	
9	Supporting documents in case of nomination by the spouse	
10	Annexure- J(A)/(B)(Letter of relinquishment from all other claimant(s) in favour of applicant) in form of an affidavit;	
11	Annexure- K (Declaration to look after dependent family members) in form of an affidavit;	
12	Annexure- L (Amount received/ receivable from LIC and other investments) in form of an affidavit;	
13	Copy of death certificate	
14	Form-16 issued in favour of the deceased employee for the financial year ;	
15	Copy of Family Declaration Form (STF-12A) submitted by the deceased employee, duly verified at branch/Zonal Office level;	
16	Last drawn Notional Salary of the deceased employee;	
17	Legal Heir Certificate issued by the Civic Authority;	
18	Copy of death certificate of legal heir(s) of Late Mr./Mrs./Ms. _____, if the legal heir(s) is not alive;	
19	Recent Passport size photograph of the applicant – 1 copy;	
20	Age Proof of the applicant;	
21	KYC of the applicant;	
22	Educational Proof of the applicant;	
23	Latest Caste certificate, if any, (duly verified with the original);	
24	Balance outstanding (with break-up) of Loan and Staff OD in the name of the deceased employee, if any, at the time of death;	
25	PH Certificate (if the applicant is Physically handicapped)	
26	Whether any Vigilance / non-vigilance case was pending / contemplated against the deceased employee at the time of death or he was involved in serious financial irregularities, embezzlement of funds, committing frauds etc.	
27	Annexure- M (Forwarding and recommendation letter of Zonal Head/ Department Head)	

Office Seal:

HRM in-charge/ Department Head Signature:

Name:

Emp No. :

Designation: