



eCircular

Department: P&HRD

Sl.No.: 1467/2020 - 21

Circular No.: CDO/P&HRD-PM/90/2020 - 21

Date: Tue 16 Mar 2021

All branches and offices of
State Bank of India

Madam/ Dear Sir

REVISED SCHEME FOR COMPASSIONATE APPOINTMENT

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

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

- (i) dies while in service (including death by suicide) or**
- (ii) is retired on medical grounds due to incapacitation before reaching the age of 55 years.**

(incapacitation is to be certified by a duly appointed Medical Board in a Government Medical College/Government District Head Quarters Hospitals/Panel of Doctors nominated by the Bank for the purpose).

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

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

Scheme for Compassionate Appointment”, will have to refund the entire amount so received under “Scheme for payment of Ex-gratia in lieu of Compassionate Appointment”, subject to his / her application for appointment is approved under the “Revised Scheme for Compassionate Appointment”.

5. In case an application for compassionate appointment is rejected under the “Revised Scheme for Compassionate Appointment”, the same may be considered under the “Scheme for payment of Ex-gratia in lieu of Compassionate Appointment”.

6. Application for employment under the scheme in respect of eligible cases of death shall be obtained by the branch/office where the deceased employee had last worked. The concerned branch/office shall immediately contact the family of the deceased employee and provide them prescribed applications and complete all necessary formalities in this regard. We enclose, the “Revised Scheme for Compassionate Appointment” as per **Annexure-I** for your information and necessary action.

7. Please bring the contents of the circular to the knowledge of all concerned.

Yours faithfully

(Rana Ashutosh Kumar Singh)
**Dy. Managing Director (HR) &
Corporate Development Officer**

**REVISED SCHEME FOR COMPASSIONATE APPOINTMENT IN
STATE BANK OF INDIA**

1. **NAME:** “Revised Scheme for Compassionate Appointment in State Bank of India”

2. **OBJECTIVE FOR THE REVISED SCHEME:**

At present we have a Scheme for Compassionate Appointment in exceptional cases for dependents of deceased employees and also a scheme for payment of Ex-gratia in lieu of compassionate appointment in the Bank. In this connection, a need has been felt to enlarge the scope of the scheme for compassionate appointment to support the dependents of the deceased employees to tide over the sudden crisis due to death / premature retirement of the sole bread earner of the family. Accordingly, this “**Revised Scheme for Compassionate Appointment in State Bank of India**” is proposed to be introduced in the Bank.

3. **COVERAGE**

3.1. To a dependent family member of permanent employee of the State Bank of India, who,

(i) dies while in service (including death by suicide)

(ii) is retired on medical grounds due to incapacitation before reaching the age of 55 years

(incapacitation is to be certified by a duly appointed Medical Board in a Government Medical College/Government District Head Quarters Hospitals/Panel of Doctors nominated by the Bank for the purpose).

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

4. **DEPENDENT FAMILY MEMBER**

a. Spouse; or

b. Wholly dependent son (including legally adopted son); or

- c. Wholly dependent daughter (including legally adopted daughter); or
- d. Wholly dependent brother or sister in the case of unmarried employee

5. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

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

- (i) For employees working in Circles - The Circle CGM
- (ii) For employees working in Corporate Centre/its establishments-The CGM (HR)

5.2 Rejection of any proposal shall be approved by DMD (HR) & CDO on recommendation of the Circle CGM / CGM (HR).

6. POSTS TO WHICH APPOINTMENTS CAN BE MADE

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

7. ELIGIBILITY

7.1 Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of relevant recruitment rules.

7.1.1 Age: -

- i. The Minimum age for clerical cadre will be 20 years and for sub-staff cadre 18 years.
- ii. The Upper age limit and its relaxations for SC/ST/OBC/PWDAs/Ex-servicemen / widow candidates will be as per the prevalent recruitment policy of the Bank for the relevant post and category.

(Age eligibility shall be determined with reference to the date of application and not the date of appointment)

(Where no dependent within the prescribed age limit is available for employment, the DMD (HR) & CDO may, in his/her discretion, relax the upper age limit upto a maximum of five years. The lower age limit should, however, in no case be relaxed.)

7.2 Qualification: -

- i. A Degree (Graduation level) from a recognized University, or any equivalent qualification recognized as such by the Central /State Government is required for appointment in clerical cadre as minimum qualification for all dependents including the widow.
- ii. For appointment in subordinate cadre, the candidate should pass minimum Eighth standard or its equivalent.
- iii. In case a widow, who has not passed class VIII, is to be offered a job in the subordinate cadre, it would be enough if she is literate enough to read in the regional language and /or Hindi or English. Where, however, reading is not essential for performance of the job to be offered, this requirement need not be insisted upon and it should suffice if she can merely sign.

7.3 Financial Condition of the family: _____

The family is indigent and deserves immediate assistance for relief from financial destitution. The following guidelines should be taken into account for determining the financial condition/eligibility for compassionate appointment of dependents of the family:

Compassionate Appointment will be sanctioned to the dependents of the deceased /premature retired employee where the monthly income of the **family will be less than 75% of the last drawn gross salary** calculated as under:

CALCULATION OF MONTHLY INCOME

(1) Terminal benefits

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

Sub-total (A)

(2) LIABILITIES

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

Sub-total (B)

(3) Gross Corpus available (C = A-B)

(4) Investments

LIC/other policies

Sub-total (D) _____

(5) Net Corpus available

E (C+ D) _____

(6) Monthly income of the family from all sources

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

(ii) Family Pension and Defence Family Pension, if any. # _____

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

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

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

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

7.4 Others:-

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

7.5 Exclusion

- i) The dependents of employee who completed the age of 60 years at the time of their death but had not actually retired on account of the provision regarding retirement on last day of the month, are not covered under the Scheme.
- ii) The dependents of employee charge sheeted for obtaining employment by producing false caste certificate but who had expired during pendency of disciplinary proceedings will not be entitled for compassionate appointment.
- iii) Where disciplinary action was not concluded i.e. pending at the time of death of the employee, compassionate appointment can be sanctioned, if otherwise, eligible.

8. EXEMPTIONS

Compassionate Appointments under the Scheme are exempted from observance of the following requirements:

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

9. TIME LIMIT FOR CONSIDERING APPLICATIONS

Request for compassionate appointment should be submitted **within six months** from the date of death / **retirement on medical grounds due to incapacitation before reaching the age of 55 years.**

In some cases, the dependent family may not be ready to submit the application for compassionate appointment in view of the fact that the dependent child is minor and may wait to attain the eligible age and qualification etc. required for the position under compassionate ground. When the dependent child is in the midst of some higher course, he / she may require some more time to complete the course before applying for the job under compassionate ground. While considering such belated requests, it should be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the employee in order to relieve it from economic distress. The very fact that the family has been able to

manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. **In this connection, five years shall be the outside limit in all cases and no proposals for compassionate appointment of a dependent will be considered after five years from the date of 'death of employee' / 'retirement of the employee on medical ground'.**

10.DETERMINATION / AVAILABILITY OF VACANCIES

10.1 Appointment on compassionate grounds will be made on regular basis.

10.2. **No separate allotment will be made for compassionate appointment against the vacancies falling under direct recruitment in clerical cadre or vacancies identified in sub-staff category. However, the positions filled under compassionate appointment will be adjusted against vacancies arising in future.** A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against appropriate category, viz., SC/ST/OBC/General Category, depending upon the category to which he/she belongs.

11.WHERE THERE IS AN EARNING MEMBER

11.1 **In deserving cases, even when there is already an earning member in the family, a dependent family member may be considered for compassionate appointment by competent authority after satisfying himself that grant of compassionate appointment is justified, having regard to the number of dependents, assets and liabilities left by the deceased employee, income of the earning member as also 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 the other members of the family.**

11.2 **In case where any member of the family of the deceased employee or medically retired employee is already in employment and is not supporting the other members of the family of the deceased employee, extreme caution has to be observed in 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. A suitable undertaking will be obtained from the applicant in this regard.

12. MISSING EMPLOYEE

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

12.1 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;

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

- (i) who had less than 2 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.

12.3 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.

12.4 While considering such a request, the results of the Police investigation should be taken into account.

12.5 A decision on any such request for compassionate appointment shall be taken only at the level of the DMD (HR) & CDO of the Bank.

13. PROCEDURE

13.1.1 Application-cum-undertaking for compassionate appointment will be obtained in the prescribed format as per Annexure '1-A' & '1-B', which will also record recommendation and sanction by the respective authorities.

13.1.2 An officer from the Bank 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 may be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him/her.

13.1.3 An application for appointment on compassionate ground should be considered by the Committee of officers consisting of three officers as follows:

Committee for Scrutiny and Interview of Candidates

For employees working in Circle

The Scrutiny of application of compassionate appointment and interview will be completed by a committee consisting of concerned General Manager (Net Work), DGM & CDO and Assistant General Manager (HR) . **CM (IR) will be the Convenor of the meeting.** Whenever a candidate belonging to SC/ST is interviewed, an officer belonging to SC/ST should also be nominated to the interview Committee.

For employees working in Corporate Centre establishments

The Scrutiny of application of compassionate appointment and interview will be completed by a committee consisting of General Manager (OL & CS), **DGM (PM)** and AGM (OAD). **AGM/CM (PMD) will be the Convenor of the meeting.** Whenever a candidate belonging to SC/ST is interviewed, an officer belonging to SC/ST should also be nominated to the interview Committee.

13.1.4 The Committee will meet once in a month or in higher frequency, if needed, to consider cases received during the previous month.

13.2 Interview

13.2.1 Applicants will be interviewed by the above committee to assess their suitability for a particular post as per the existing procedure.

13.2.2 Applicants will not be required to undergo any written test for appointment under the Scheme.

13.2.3 Candidates called for interviews from Centres other than LHO/ZO centre may be reimbursed second class rail fare or bus fare incurred by them.

13.2.4 The recommendation of the committee should be placed before the Competent Authority for a decision.

13.3 Medical Fitness

The selected candidates shall be required to fulfil the norms of the medical examinations as prescribed by the Bank for regular recruitment.

13.4 Probation

The employees appointed under this scheme shall be on probation for a period of six months, and their confirmation will be based on their good work and conduct. If the work and /or conduct of an employee is not found to be so, the probation period can be extended up to a period of one year. If the performance is still not found satisfactory, the employee to be given 3 months' notice in writing to improve else services are to be terminated.

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 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.

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

An appointment made under this scheme can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of show cause notice asking him/her to explain why his/her services should not be terminated 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 Rules /Services Rules /Awards and procedure therefor.

The authority to terminate the service of compassionate appointee as above vests with the DMD (HR) & CDO on recommendation of the Circle CGM in case of compassionate appointees working in circle / CGM (HR) in case of the compassionate appointees working in Corporate Centre or its establishments. No appeal shall lie against such a decision.

18. GENERAL

i) Appointment made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

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) 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.

iv) Compassionate appointment will have precedence over absorption of surplus employee and regularization of temporary employees.

v) The Bank reserves the right to post the appointee at any of its branches depending on its need and priorities for business and can be transferred to any place as per the exigency of Bank.

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

19. CONTROL RETURN FOR PROPOSALS APPROVED

Proposal approved by the Circle CGM / CGM (HR) within their discretionary power should be reported every month to the Corporate Centre and to be put up to DMD (HR) & CDO for control.

ANNEXURE '1-A'

STATE BANK OF INDIA
LHO/OFFICE/DEPT/BRANCH

APPLICATION-CUM-RECOMMENDATION FOR APPOINTMENT ON
COMPASSIONATE GROUND OF DEPENDENT OF DECEASED EMPLOYEE

1. a) Name of the deceased employee
b) Branch/Office where posted
c) Grade/designation
d) Marital status
2. Date of joining
3. Date of Death
4. Reason of Death
5. Date of birth and age as on the date of death
6. Total Service as on the date of death
7. Whether belonging to SC/ST/OBC
8. Salary last drawn : gross and net
9. Whether any disciplinary action was pending / contemplated against the deceased employee ?

If so, give details
10. Whether any disciplinary action had been concluded against the deceased employee

If so, give details
11. Whether any other dependent family members has been appointed on compassionate grounds

12. PARTICULARS OF ALL THE FAMILY MEMBERS OF THE DECEASED (If some are employed, their income and whether they are living together or separately)

S.No	Name	Age	Relationship	Martial Status	Educational Qualification	Employed or not (if employed particulars of employment and emoluments)	Address
1							
2							
3							
4							

13. CALCULATION OF MONTHLY INCOME OF THE FAMILY

(1) Terminal benefits

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

Sub-total (A)

(2) LIABILITIES

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

Sub-total (B)

(3) Corpus available (C = A-B)

(4) Investments

LIC/other policies

Sub-total (D)

(5) Net Corpus available

E (C+ D) _____

(6) Monthly income of the family from all sources

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

(ii) Family Pension and Defence Family Pension, if any. # _____

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

Total Monthly income

of the family (i)+(ii)+(iii) _____

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

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

14. Particulars of the dependent nominated for Compassionate appointment

- a) Name
- b) Relationship with the deceased employee
- c) Date of birth and age of the dependent employee
- d) Whether belongs to SC/ST/OBC Category ?
- e) Educational qualification (copies of certificates and mark lists
Should be enclosed)
- f) Whether any other dependent family member has been appointed on
Compassionate grounds

g) Date of application

Reason for non-submission of application immediately after death, if applicable

h) Whether nominated by spouse of the deceased (if the spouse is no more, a sworn affidavit must be obtained)

i) Whether the candidate has availed of any loan facility from the Bank and, if so, whether he has defaulted in repayment .

15. Particulars of compassionate appointments offered by any other organization to any member of the family, if any.

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.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the deceased employee mentioned against point No.12 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 forthwith.

Date :

Signature of the candidate

Name : Shri/Smt/Kum _____

Address _____

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**

RECOMMENDATIONS: In view of the assets and liabilities/ income and financial position of the family vis a vis its size, we are satisfied that the condition of the family is such that but for the provision of employment the family will not be able to meet the crisis caused by the demise/retirement of the employee.

Appointment recommended : Clerical/Subordinate

**STATE BANK OF INDIA,
BRANCH/LHO/OFFICE/DEPT. _____**

HEAD OF THE DEPARTMENT

DATE : _____

SCRUTINY, RECOMMENDATION & SANCTION

I.(a) Name of the candidate for Appointment -----

(b) His/ Her relationship with the deceased-_____

(c) Age (date of birth), educational qualifications and experience, if any

(d) Post for which employment is proposed_____

(e) Whether the candidate fulfils the requirement of the

Recruitment Rules for the post_____

II. Whether the facts mentioned in Annexure-'1-A' have been

Verified by the office and if so, indicate the records

III. Recommendation of the Competent Authority

(With Name, Signature and Designation)

IV. Sanction by the Competent Authority

(with Name, Signature and Designation)
