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Karnataka Grameena Bank | कर्नाटक ग्रामीण बैंक

HEAD OFFICE: BALLARI	Circular No	123/2025-26
H R WING	Index No	18/2025-26
STAFF SECTION	Date	28.05.2025
SUB: POLICY FOR APPOINTMENT ON COMPASSIONATE GROUNDS/PAYMENT OF EX-GRATIA IN LIEU OF APPOINTMENT ON COMPASSIONATE GROUNDS		

The Government of India, vide Gazette Notification No. CG-DL-E-07042025-262329 dated 07.04.2025 has notified amalgamation of Karnataka Gramin Bank and Karnataka Vikas Grameena Bank both sponsored by Canara Bank and formed new RRB called “KARNATAKA GRAMEENA BANK”. Accordingly, the new Bank has come into existence w.e.f 01.05.2025 with its Head Office at Ballari, under the sponsorship of Canara Bank.

NABARD, vide letter No. NB.IDD.RRB/1216/316 (Compassionate Appoint.)/2018-19, informed that Govt. of India, Ministry of Finance, Department of Financial Services, New Delhi vide their letter F.No.7/38/2014-RRB, dt.31-12-2018 has accorded their approval for implementation of the revised Model Scheme for Appointment on Compassionate grounds in Regional Rural Banks as per the Scheme in Public Sector Banks circulated by IBA vide its letter No. CIR/HR&IR/2014-15/532/476, dt.11-08-2014. It was further advised that, the scheme shall be effective from the date on which the Board of the individual RRBs adopts the same.

The Scheme is having both the options i.e., Compassionate appointment or payment of lump-sum ex-gratia in lieu of compassionate appointment subject to fulfilment of all the terms and conditions of the scheme.

The Board of Directors of the amalgamated entity has permitted the Bank to implement the Scheme for Appointment on Compassionate Grounds to dependent family member of deceased staff. As per the permission accorded by the Board, the legal heirs of employees whose death occurred on or after 06.02.2014 are eligible to claim appointment on compassionate grounds/payment of ex-gratia in lieu of appointment on compassionate grounds.

Further, the legal heirs of deceased employees who have already claimed ex-gratia amount are not eligible to claim appointment on compassionate grounds under this scheme.

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The details of the Scheme for Compassionate appointment (ANNEXURE-I) and payment of lump-sum ex-gratia in lieu of compassionate appointment (ANNEXURE-II) are annexed to this circular and details are as below:

Sl. No	Particulars	Remarks	
1	ANNEXURE-I	Scheme for Appointment on Compassionate grounds	
		APPENDIX-I	
		Part A	Application to be submitted for appointment on compassionate grounds
		Part B	For office use
		Part C	Certificate from the widow of the deceased staff member
		Part D	Stamped letter of disclaimer from other dependents (to be notarized)
		Part E	Recommendations of Branch/ Offices
2	ANNEXURE-II	Scheme for payment of Ex-Gratia lump-sum amount in lieu of Appointment on Compassionate Grounds	
		APPENDIX-II	
		PART F	Application for payment of Lump-sum ex-gratia amount
		PART G	Affidavit (Notarized)
		PART H	Details to be submitted by the Branch/Office along with the request of the dependent/s

This Circular shall be circulated among all the staff members.

SANDEEP RANJAN VERMA
GENERAL MANAGER

To: All Branches / Offices.

ANNEXURE-I
COMPREHENSIVE GUIDELINES FOR APPOINTMENT ON COMPASSIONATE GROUNDS

1. COVERAGE

- 1.1. To a dependent family member of permanent employee of the Bank who -
 - a) dies while in service (including death by suicide)
 - b) 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).
- 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 Directors 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 [Customer Service Associate (CSA)] and sub-staff [Senior Office Assistant (SOA)] 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 appointments 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 upto 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 grounds of the employee took place long back, even five years ago. While considering such belated requests 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 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. The decision to make appointment on compassionate grounds 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 up to 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.
- 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 or 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.
- 10.2 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.

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;

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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 in the ease 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;

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.

12. PROCEDURE

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

b) The Officer from the Human Resources Wing of 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 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 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 Human Resources Wing 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.

13. 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 order of 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.

14. 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 in any higher post on considerations or 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.

15. 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.

16. 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.

17. 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 in 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) 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.

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- 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.
- vii) Two reminders (fortnightly from the date of document verification) shall be sent to such candidates who had failed to submit all the required documents during document verification.

In the event of failure to submit the necessary documents within a maximum of 45 days of document verification, the candidature of the selected candidate shall stand cancelled and the legal heirs forfeit their claim for appointment on compassionate grounds.

18. LIST OF DOCUMENTS TO BE SUBMITTED FOR APPOINTMENT ON COMPASSIONATE GROUNDS:

1. Documents as per **APPENDIX-I**
2. Death Certificate of Deceased Employee/Officer
3. ಪಂಶ ವೃಕ್ಷ (Genealogical Tree) issued by the Government Authority.
4. Affidavit (on requisite Stamp Paper) need to be submitted by each such dependent family member duly signed by Notary regarding no objection for giving job to their son/daughter/Spouse.
First Party: Name of the Party
Second Party: Karnataka Grameena Bank, Head Office Ballari
5. Details of Assets & Liabilities in the Name of the Deceased in Affidavit (on requisite Stamp Paper) duly notarized
6. ಮೃತರ ಕುಟುಂಬ ಸದಸ್ಯರ ದೃಢೀಕರಣ ಪತ್ರ [(ವಿವಾಹಿತ/ಅವಿವಾಹಿತ) (Survival Certificate)] issued by the Government Authority.
7. Academic Testimonials (Marks Cards)
8. Caste Certificate [SC/ST/OBC (as per Govt. of India format)]
9. Income Certificate (as per Govt. of India format)
10. Identification Proofs (Aadhaar, PAN, Voter Id etc..) of all dependent family members.

ANNEXURE-II

**COMPREHENSIVE GUIDELINES FOR PAYMENT OF EX-GRATIA IN LIEU OF
APPOINTMENT ON COMPASSIONATE GROUNDS**

1. COVERAGE:

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 scales wages, at the time of death/premature retirement and does not include any one engaged on contract/temporary/casual/part time on consolidated wages or any person, who is paid on commission basis.

The scheme will be applicable in the following cases of the employees:

- (i) Employees dying (other than due to injury) while performing official duty.
- (ii) Employees dying due to injury sustained while performing official duty within or outside office premises (excluding travel from residence to the place of work and back).
- (iii) Employee dying while performing official duty within or outside the office premises (excluding travel from residence to the place of work and back), due to dacoity/robbery/terrorist attack.
- (iv) Employees seeking premature retirement, due to incapacitation before reaching the age of 55 years.

2. DEFINITION OF FAMILY:

In the above cases, ex-gratia amount will be paid to the family of the employee if eligible and if requested for within six months from the date of death of the employee. Family, for this purpose, would mean and include spouse, wholly dependent children (son including legally adopted son, unmarried daughter including legally adopted unmarried daughter).

In case of unmarried employee, parents who are wholly dependent on the employee will constitute a family.

In case parents of the unmarried employee are not alive, then wholly dependent unmarried brother below 18 years age, unmarried brother/sister who is physically disabled/mentally challenged and wholly dependent on the deceased, unmarried sister/widowed sister wholly dependent on the deceased will constitute the family.

A married son is not eligible to be considered as dependent on the deceased for ex-gratia amount except where he has been totally incapacitated due to accident/disease and has been totally dependent on the deceased employee.

3. TIME LIMIT FOR CLAIMING EXGRATIA:

Request for payment of ex-gratia has to be submitted within six months from the date of death of the employee /date of voluntary retirement on account of total incapacitation, in the prescribed format, as per APPENDIX-II in triplicate. In case of pending proposals the concerned family members shall submit requests within six months from the date of this circular in the format as per APPENDIX-II.

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4. BASIS FOR CALCULATION OF EXGRATIA:

Ex-gratia may be granted to the family of the deceased employee or employee who voluntarily retired due to total incapacitation, in the manner and subject to ceiling specified, if the monthly income of the family from all sources is less than 60% of the last drawn salary (net of taxes) of the ex-employee.

5. BASIS FOR CALCULATION OF MONTHLY FAMILY INCOME:

The monthly income of the family will be arrived taking into account the following:

A	Terminal Benefits	
(i)	Provident Fund (employees PF + Banks contribution)	₹
(ii)	Gratuity	₹
(iii)	Leave Encashment	₹
(iv)	Amount paid under GSLI claim, if any	₹
(v)	Amount paid under GTIS claim, if any	₹
(vi)	Amount paid under EDLI Scheme, if any	₹
(vii)	Amount paid under On & Off duty claim, if any	₹
(viii)	Arrears of salary paid , if any	₹
(ix)	Any other amount paid under Bank's scheme(s)	₹
	Sub Total	₹
B	Liabilities	
i)	Loans and advances availed from the Bank outstanding as on date of death of the employee:a) b) c) d)	₹
ii)	Loans and advances availed from other financial institutions with the prior approval of the Bank, outstanding as on the date of death of the employee	₹
	Sub Total	₹
C	Net corpus of Terminal Benefits i.e. (A) - (B)	₹
D	Investments	
i	Deposits	₹
ii	NSCs	₹
iii	PPF	₹
iv	LIC Policies	₹
v	Shares/Debentures	₹
vi	Others	₹
	Sub Total	₹

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E	Details of Movable property if any held and monthly income derived there from:	
Sl No	Description of Movable Property	Income
i		₹
ii		₹
	Sub Total	₹
F	Details of Immovable property if any held and monthly income derived there from:	
Sl No	Description of Immovable Property	Income
i		₹
ii		₹
	Sub Total	₹
G	Total Monthly Income of the Family	
(i)	Monthly interest at the Bank's maximum term deposits rate applicable to employees on the net corpus of the terminal benefits (C) (as on the date of application)	₹
(ii)	Monthly interest income from investments referred at (D) above calculated at the Bank's maximum term deposit rate applicable to employees	₹
(iii)	Monthly income from movable/immovable property, if any	₹
(iv)	Monthly income of dependent family members from all sources	₹
(iv)	Any other monthly income including monthly income of dependent family members, including pension (other than ex-employee's pension)	₹
	Total	₹

QUANTUM OF EX- GRATIA:

If the total monthly income of the family arrived at, as above, is less than 60% of the last drawn gross salary (net of taxes) of the employee, an ex-gratia amount calculated @ 60% of the last drawn gross salary (net taxes) for each month of remaining services of the employee (i.e. up to the age of superannuation in terms of extant service rules/conditions) at the time of his/her death/incapacitation, subject to the cadre-wise ceiling of "Maximum amount", mentioned as below, will be payable.

The cadre-wise ceiling on ex-gratia amount payable will be as follows:

Sl. No	CATEGORY	MAXIMUM AMOUNT
1	Officers	₹ 8.00 lakhs
2	Clerical staff	₹ 7.00 lakhs
3	Subordinate staff	₹ 6.00 lakhs

**MONETARY COMPENSATION PAYABLE TO THE FAMILY ON ACCOUNT OF DEATH
OF AN EMPLOYEE, DUE TO DACOITY / ROBBERY / TERRORIST ATTACK**

In the case of death of an employee, due to dacoity/robbery/ terrorist attack, while performing official duty within or outside the office premises (excluding travel from residence to the place of work and back), the family is also eligible to receive additionally one-time monetary compensation, in terms of extant Government guidelines, depending upon the cadre of the employee.

6. PREMATURE RETIREMENT ON MEDICAL GROUNDS/ INCAPACITATION

In case of an employee seeking premature retirement due to total incapacitation for work, the ex-gratia is payable only if all the extant provisions for such retirement are fully satisfied and the retirement has been approved by the Competent Authority.

The employee has to submit an application for voluntary retirement due to total incapacitation for work. The employee, if conforms to the norms, will be referred to the Panel Doctors for examination. In case the panel certifies that the employee is totally unfit for discharging his/her duties, the request will be processed.

The payment of lump-sum ex-gratia amount cannot be made a condition and the same cannot be linked to voluntary retirement. The eligibility for payment of lump-sum ex-gratia shall be examined independently, if a written request is received, as per the scheme, after the cessation from the services of the Bank. The employee, if found eligible to opt for voluntary retirement due to total incapacitation for work, the same may be accepted, the eligibility for ex-gratia will be examined separately and if eligible, will be released subsequently.

7. TIME LIMIT FOR PAYMENT OF EXGRATIA:

The ex-gratia amount, in eligible cases, will be paid within three months of receipt of application, complete in all respects.

8. APPLICABILITY OF INCOME TAX:

Appropriate tax will be deducted on the ex-gratia amount released, as per extant guidelines.

9. ACCOUNTING OF EXGRATIA PAYMENT:

The accounts will be centralized at Staff Section, Human Resources Wing, Head Office - Ballari. After getting the clearance of claim, Branch Advice to the Branch opted by the dependents for releasing the amount, by debiting to General Charges-Ex-gratia amount paid to dependent of ex-employee in lieu of compassionate employment.

10. EFFECTIVE DATE OF THE SCHEME

The scheme will come into force with immediate effect and all applications for compassionate appointment/payment of ex-gratia in lieu of appointment on compassionate grounds if any, pending as on the effective date will be dealt in accordance with the above scheme approved by the Board.

11. GENERAL:

- i. The Competent Authority for dealing with the proposals for grant of Ex-gratia, as stated in the scheme in all cases will be the Chairman of the Bank.
- ii. The Board will examine the proposals for grant of ex-gratia, as stated in the scheme, in cases where disciplinary action had been taken/ was pending against the deceased employees or employees voluntarily retire due to incapacitation, involved in financial irregularities, embezzlement of funds, committing frauds, on case-by-case basis on the basis of extant guidelines of Government of India.
- iii. Ex-gratia relief under the scheme cannot be claimed as entitlement but may be granted at the sole discretion of the Bank looking into the financial conditions of the family and in deserving and eligible cases only.
- iv. The Board of the Bank reserves the right to substitute, amend or vary any provisions of the schemes from time to time.
- v. The ex-gratia is not admissible in cases covered under ANNEXURE-I i.e. Compassionate Appointment.
- vi. The scheme will come into force from the date it is approved by the Board of the Bank and all applications for grant of lump-sum financial relief, if any, pending as on the effective date will be dealt with in accordance with the above scheme approved by the Board.

12. LIST OF DOCUMENTS TO BE SUBMITTED FOR PAYMENT OF EX-GRATIA IN LIEU OF APPOINTMENT ON COMPASSIONATE GROUNDS:

1. Application as per **APPENDIX-II**
2. Death Certificate of Deceased Employee/Officer
3. The request for payment of lump sum ex-gratia amount has to be submitted by the eligible dependent family member/s jointly, in triplicate, to the branch/office where the ex-employee was last working, one copy to be retained at the Branch/Office where the employee was last working, one copy to their respective Area Office and the original to be forwarded to Human Resources Wing, Staff Section, Head Office, Bellary.
4. ವಂಶ ವೃಕ್ಷ (Genealogical Tree) issued by the Government Authority.
5. Statement of Financial Position as per the scheme duly notarized.
6. ಮೃತರ ಕುಟುಂಬ ಸದಸ್ಯರ ದೃಢೀಕರಣ ಪತ್ರ [(ವಿವಾಹಿತ/ಅವಿವಾಹಿತ) (Survival Certificate)] issued by the Government Authority.
7. Identification Proofs (Aadhaar, PAN, Voter Id etc..) of all dependent family members.
8. No objection from other dependents/family members.
9. Salary slips of dependent family members if employed.
10. Income Certificate (as per Govt. of India format)

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APPENDIX-I

PART A

APPLICATION TO BE SUBMITTED FOR APPOINTMENT ON COMPASSIONATE GROUNDS:

From: _____

To,
The General manager,
Karnataka Grameena Bank,
Human Resources Wing,
Head Office,
Ballari

Please affix
recent passport size
photo of the applicant.

Note: Photo needs to be
duly attested by Regional
Manager/section head at
HO/RO/other Offices

Sir/Madam,

Sub: Request for Appointment on Compassionate Grounds

I hereby submit my application for appointment on compassionate grounds in terms of “Appointment on Compassionate Grounds/Payment of Ex-Gratia In Lieu Of Appointment on Compassionate Grounds” and furnish below the required particulars:

1. Particulars of deceased employee:

Name of the deceased & Staff Number	
Designation last held	
Branch/ office last worked	
Marital status of the deceased employee	
Date of death (Certified copy of Death Certificate enclosed)	
Date of birth and age of the employee as on the date of death	
Service particulars as on death:	
Total permanent service (including probation)	YEARS MONTHS DAYS
Remaining service	YEARS MONTHS DAYS
Salary last drawn	Gross salary:
	Gross salary (net of taxes):
Whether died in harness (YES/NO)	
Cause of death	

2. Particulars of applicant for appointment on compassionate grounds:

Name of the widow/ son/ daughter of the deceased who wants appointment in the Bank (in case the widow of the deceased is not seeking appointment on compassionate grounds, her consent for appointment of her son/ daughter, as the case may be should be appended)	
His/ Her relationship with the deceased employee/officer	

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Present Address			
Permanent Address			
Telephone/ Mobile No.			
Date of Birth (copy of birth certificate to be attached)	DD	MM	YYYY
Educational Qualification (copies of the certificates to be attached)			
Additional/ Professional Qualification/ Computer Knowledge, if any (certificate to be attached)			
Whether knows typing, shorthand, if so, speed			
Post applied for [Customer Service Associate (CSA)] and sub-staff [Senior Office Assistant (SOA)]			
Whether willing to serve in any branch/ office of the Bank [YES/NO]			
Whether belongs to Scheduled Caste/ Tribe (if yes, certificate of the competent authority to be attached)			
Whether and member of the deceased family [viz. son(s)/ daughter(s)/ wife] already employed in the Bank or elsewhere			
Name of the other relatives working in our Bank, their designation, place of posting and exact nature of relationship			
Additional information/ particulars, if any, which may be of use to the Bank			

3. Details of the dependents of the deceased :#

Sl No	Name	Age	Marital Status	Relationship with the Deceased staff	Occupation	If employed, give employer details	Income per Month (copy of income/salary certificate to be enclosed)
1							
2							
3							
4							

proof to be enclosed.

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

5. **Declaration undertaking:**

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

I hereby also declare that I shall maintain properly the other family members who are dependent on the deceased employee as per this scheme guidelines 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 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 the Witness*

Name: _____

Address: _____

* Either any officer in the Senior level (Scale III and above) of the Bank or Gazetted rank official from State/Central Government.

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PART-B
(For office use only)

Name of the candidate for Appointment	
His/her relationship with the deceased/retired employee	
Age (date of birth), educational qualifications and experience, if any	
Post for which employment is proposed	
Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	
Whether the candidate fulfils the requirements of the Recruitment Rules for the post	
Apart from waiver of recruitment procedure what other relaxations are to be given	
Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records.	
Personal recommendation of the Competent Authority	

Signature and office stamp/seal

PART C

CERTIFICATE FROM THE WIDOW OF THE DECEASED STAFF MEMBER

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

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

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

Date : _____ Name: _____

Note :

1. All required enclosures should be submitted along with the application.
2. The application should be submitted to the branch/ office where the employee had last worked.

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PART D

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

Place:

Date:

From:

To,

The General manager,
Karnataka Grameena Bank,
Human Resources Wing,
Head Office, Ballari

Through:

_____ (Branch/ Office)

Sir/Madam,

Sub: No objection/ authorization for appointment on compassionate grounds

Shri/ Kum. _____ s/d/o late _____ has applied for appointment on compassionate grounds as per the "Appointment on Compassionate Grounds/Payment of Ex-Gratia in lieu of Appointment on Compassionate Grounds". I/We, the undersigned have no objection if the Bank considers his/ her application for appointment on compassionate grounds/ offer him/her appointment on compassionate grounds.

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

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

Place:

Date:

Name in Block letters
with address

1.

2.

3.

3.

Yours faithfully
(Signatures)

1.

2.

3.

4.

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

Note: Either any officer in the Senior level (Scale III and above) of Bank or Gazetted rank official from State/Central Government

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PART E

To
The General manager,
Karnataka Grameena Bank,
Human Resources Wing,
Head Office,
Ballari

Date:

Sir/Madam,

Appointment on Compassionate Grounds/Payment of Ex-Gratia in lieu of Appointment on Compassionate Grounds

With reference to Cir. No _____ dated _____, we forward herewith application dated _____ received from Smt/Shri/Kum _____

requesting for appointment on compassionate grounds as _____
(name of the post) in the Bank. We give below the required information/data for processing the applications at your end duly recommended by us.

1. DETAILS OF DECEASED EMPLOYEE

Sl No	Particulars required	Information			Remarks
1	P.F. Number & Staff Number				
2	Name of the Employee				
3	Date of Birth				
4	Date of Joining				
5	Cadre of Joining				
6	Place of Posting				
7	Designation/Scale last held				
8	Date of Death				Encl.: Death Certificate
9	Age as on Date of Death	YEARS	MONTHS	DAYS	
10	Whether died in while in service [YES/NO]				
11	Reason of Death				
12	Total service as on date of death	YEARS	MONTHS	DAYS	
13	Remaining service	YEARS	MONTHS	DAYS	
14	Marital status				

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2. FAMILY DETAILS OF DECEASED EMPLOYEE:

Sl No	Name	Age	Marital Status	Relationship	Occupation	If employed, give details of employer	Income per Month (copy of income/ salary certificate to be enclosed)
1							
2							
3							
4							
5							

3. APPLICANT'S BASIC DETAILS:

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

4. RECOMMENDATION FOR CONSIDERATION/REJECTION:
(State reasons for recommendation)

We recommend to consider/reject the application of Smt/Shri/Kum _____ for appointment on compassionate grounds.

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

Yours faithfully

Branch Manager/Regional Manager/Section Head

Enclosures:

1. Appendix - I (Part A)
2. Appendix - I (Part B)
3. Appendix - I (Part C)
4. Appendix - I (Part D)
5. Appendix - I (Part E)
6. Asset and liability details (Notarized affidavit)

RECOMMENDATIONS OF THE REGIONAL MANAGER/OFFICE/SECTION HEAD

The particulars given above have been verified. She/he fulfills all the eligibility criteria and it is, therefore, recommend that Smt/Shri/Kum _____ are may be appointed on compassionate grounds.

Date:

(Signature)

Place:

Name:

Designation:

ASSET AND LIABILITY DETAILS (NOTARIZED AFFIDAVIT)

1. I/We _____ aged years, dependent/s of late _____, now residing at _____ do hereby solemnly affirm and state an oath as follows*.

* Strike out whichever is not applicable

I / We have applied for appointment on compassionate grounds, as per the scheme formulated by the Bank. In this regard, I/We furnish below the details of the present financial position (details of assets and liability in the name of deceased staff and his/her dependent family members).

1. DETAILS OF ASSETS:

1	Bank deposits (other than those made from the terminal Benefits settled)	
2	NSCs (as on date of death/date of voluntary retirement, due to total incapacitation)	
3	PPF	
4	LIC Policies including ULIP/accidental Insurance, etc (Claim settled copy to be enclosed)	
5	Gratuity	
6	GSLI	
7	GTIS	
8	EDLI	
9	Claim Under On & Off duty	
10	Leave Encashment	
11	Arrears of salary	
12	PLI/Post Office Deposits/Monthly income from Post Office Savings Schemes (Settled amount to be furnished with proof)	
13	Shares/Debentures (market value)	

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14	Pension amount received, if any (Pension Received from Bank and other pension, if any, to be mentioned separately).	Basic Pension	₹		
		Dearness Allowance	₹		
		Other Allowances	₹		
15. Details of immovable property (residential house, land/shops etc- full details to be given)					
Type of Asset	Held in Whose name	Location/address	Size/Extent	Present Value in Lakhs	Annual income from immovable property
16	Monthly/Annual income of dependent family members				
17	Other income, if any				
18	PLI/Post Office Deposits/Monthly income from Post Office Savings Schemes (Settled amount to be furnished with proof)				

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2. DETAILS OF LIABILITIES:

Sl No	Loan Availed in the name of	Name & Address of the financial Institution/co-operative society/Etc.	Outstanding liability
1			₹
2			₹
3			₹
4			₹

I/we hereby state, declare and affirm what is stated herein above is true to the best of my/our personal knowledge and belief.

Dated :

Place :

Advocate

Signature of

Deponent/s sworn and signed before me on _____

(Notary)

(Note: Joint affidavit can also be submitted)

APPENDIX-II

PART F
APPLICATION FOR PAYMENT OF LUMP-SUM EX-GRATIA AMOUNT

To:
The General Manager,
Karnataka Grameena Bank,
Human Resources Wing,
Staff Section, Head Office,
BALLARI

Affix a
recent
Passport size
Photograph
of the
applicants

Through:
The Manager
Karnataka Grameena Bank

_____ Branch/Office.

APPLICATION FOR PAYMENT OF LUMP-SUM EX-GRATIA AMOUNT

Dear Sir,
I/We, _____ (Name, age & relationship to the
deceased employee) dependent/s of late/Sri/Smt. _____

(Name of the deceased employee / employee who has voluntarily retired on
account of total incapacitation) do hereby submit my/our application seeking
release of lump-sum ex-gratia amount.

The required details are furnished in the enclosure formats (PART 1, 2 and 3):

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PART 1: DETAILS OF THE EX-EMPLOYEE

1	Name of the ex-employee and staff No.			
2	Designation			
3	Date of birth			
4	Date of death/disabled from			
5	Age at the time of death/date of voluntary retirement	YEARS	MONTHS	DAYS
6	Date of joining the Bank			
7	Cause of death/nature of disability			
8	Branch/Office last worked			
9	Marital status	Single/Married		

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PART 2: DETAILS OF THE APPLICANTS

1.	Name of the applicant/s	1 2 3 4
2.	Address for communication	1 2 3 4
3.	Relationship of the applicant/s to the deceased employee /employee who has voluntarily retired/resigned, due to total incapacitation	1 2 3 4
4.	Date of birth & age of the applicants	1 2 3 4
5.	Whether married or not	1 2 3 4
6.	Whether employed ? If so, details and last drawn salary (copy of salary slip to be enclosed.)	1 2 3 4

* In respect of salaried persons, copy of the latest salary slip to be produced. In case of income from immovable properties, documentary evidence to be produced.

PART 3: FINANCIAL POSITION OF THE DEPENDENT FAMILY

I/We, are enclosing the details of movable/immovable assets/investments held in the name of late/Sri/Smt._____ at the time of his/her death/at the time of voluntary retirement and in the name of the dependents, liabilities if any outstanding in the name of the ex-employee at the time of his death/at the time of voluntary retirement due to incapacitation, due to the Bank and also to other institutions borrowed with the prior approval of the Bank, details of other income, employment particulars of dependents if any, by way of an Annexure to this application, duly notarized.

(DECLARATION BY THE APPLICANTS)

I/We,_____ distinctly understand that there is no provision for providing employment on compassionate grounds to the dependents of the deceased employees in the Bank.

I/We, therefore, request you to release the eligible lump-sum ex-gratia amount due to me/us, as per rules, duly recovering Income Tax, if any, payable on the amount due.

The eligible amount may be credited to my/our Savings Bank Account No._____ maintained at _____ Branch of Karnataka Grameena Bank.

I/We further declare that the particulars given above are true and correct.

I/We am/are also enclosing a statement of financial position, as mentioned under this Part- G, duly notarized. I/We have no other assets and income other than what is sworn in the affidavit enclosed. If any of the above details are found to be false/incorrect at a later date and thereby found that I/We am/are not eligible for the amount already paid to me/us, I/We, am/are agreeable to repay the lump sum ex-gratia amount to the Bank together with interest compounded quarterly @ 12.5%, failing which, I/We understand that legal action shall be initiated against me/us.

1. 2.

Place: 3. 4.

Date: 5.

SIGNATURE/S & NAME/S OF THE APPLICANTS

(To be declared by the dependent family member/s (to be declared by the ex-employee along with other dependent member/s in respect of voluntary retirement due to total incapacitation) and to be forwarded, duly notarized, along with the application)

PART G

AFFIDAVIT(Notarized)

2. I/We _____ aged years, dependent/s of late _____, now residing at _____ do hereby solemnly affirm and state an oath as follows*.

Or

3. I _____ (Name of the employee, who voluntarily retired due to total incapacitation) along with my dependent family members _____ (Name of the dependent family member/s) do hereby solemnly affirm and state an oath as follows:

* Strike out whichever is not applicable

I / We have applied for lump sum ex-gratia amount, as per the scheme formulated by the Bank. In this regard, I/We furnish below the details of the present financial position. This is apart from the terminal benefits settled to me/us by the Bank.

3. DETAILS OF ASSETS:

1	Bank deposits (other than those made from the terminal Benefits settled)	
2	NSCs (as on date of death/date of voluntary retirement, due to total incapacitation)	
3	PPF	
4	LIC Policies including ULIP/accidental Insurance, etc (Claim settled copy to be enclosed)	
5	Gratuity	
6	GSLI	
7	GTIS	
8	EDLI	
9	Claim Under On & Off duty	

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10	Leave Encashment		
11	Arrears of salary		
12	PLI/Post Office Deposits/Monthly income from Post Office Savings Schemes (Settled amount to be furnished with proof)		
13	Shares/Debentures (market value)		
14	Pension amount received, if any (Pension Received from Bank and other pension, if any, to be mentioned separately.	Basic Pension	₹
		Dearness Allowance	₹
		Other Allowances	₹
15	Details of immovable property (residential house, land/shops etc- full details to be given)		
16	Annual income received from immovable property (rental income / agricultural income)		
17	Monthly/Annual income of dependent family members		
18	Other income, if any		
19	PLI/Post Office Deposits/Monthly income from Post Office Savings Schemes (Settled amount to be furnished with proof)		

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4. DETAILS OF LIABILITIES:

(Information in respect of liabilities shall be made only in cases where prior approval of the Bank is obtained).

Sl No	Name & Address of the financial Institution/co-operative society/Etc.	Outstanding liability at the time of death/ as on the date of retirement/ resignation on account of incapacitation	Whether documentary proof enclosed
1		₹	Yes/No
2		₹	Yes/No
3		₹	Yes/No
4		₹	Yes/No
5		₹	Yes/No
6		₹	Yes/No

I/we hereby state, declare and affirm what is stated herein above is true to my/our personal knowledge and belief.

Dated :

Place :

Advocate

Signature of

Deponent/s sworn and signed before me on _____

(Notary)

(Note: Joint affidavit can also be submitted)

PART H

**DETAILS TO BE SUBMITTED BY THE BRANCH/OFFICE ALONGWITH THE REQUEST OF
THE DEPENDENT/S**

(To be submitted in duplicate)

To
The General Manager,
Karnataka Grameena Bank
Human Resources Wing,
Staff Section, Head Office,
BALLARI

Sir/Madam,
Sub: Scheme for payment of ex-gratia in Lump-sum amount

We have received a request from the claimants of Late/Sri/Smt

_____ Staff No _____ designation _____ who
expired/voluntarily retired due to incapacitation on _____ for
payment of lump sum ex-gratia amount.

We have gone through the request letter carefully, specifically with regard to the details of the financial position declared by the dependent/s. On making discreet enquiry, we confirm that the details furnished are true to the best of our knowledge.

(In case, the Branch/Office finds that the information furnished by the dependents/s ex-employee is not correct, the details of the same has to be specifically mentioned with views/findings/comments).

Apart from the information furnished by the dependent/s, with regard to the financial position, we find, on our enquiry, that they have the following assets/ additional income (to be furnished if available only):

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

Further, we furnish the following information with regard to the terminal benefits paid/payable to the dependent/s of the deceased employee/ employee, who has voluntarily retired/resigned from the services of the bank on account of total incapacitation:

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Sl No	Particulars	Amount
1	Staff Provident Fund	₹
2	Gratuity	₹
3	GTIS	₹
4	GSLI claim, if any	₹
5	EDLI Claim, if any	₹
6	Amount paid under On & Off Duty claim, if any	₹
7	Arrears of Salary paid, if any	₹
8	Privilege Leave Encashment	₹
9	Any other amount paid by the Bank (specify)	₹
	Total	₹

The details of liabilities that were outstanding to the Bank as on the date of death of the deceased employee /employee who has voluntarily retired from the services of the Bank on account of total incapacitation are as follows

Sl No	Nature of Liability outstanding	Amount outstanding as on the date of death
1		₹
2		₹
3		₹
4		₹
	TOTAL	₹

The dependent family / ex-employee is eligible for the following Pension, before commutation (from the Bank/ other institution), at present;

Particulars of pension payable*	From our Bank	From other institution
Basic Pension	₹	₹
Dearness Allowance	₹	₹
Other allowances	₹	₹
Total		

- In case the pension amount shown is after communication, then the commuted amount should be specified separately.

VIEWS / RECOMMENDATIONS OF THE BRANCH / OFFICE

Signature of the Manager/ Senior Manager /Chief Manager/ Regional
ManagerGeneral Manager
(With Office seal)