

	बैंक ऑफ़ इंडिया प्रधान कार्यालय	मानव संसाधन विभाग औद्योगिक संबंध प्रभाग
शाखा परिपत्रक क्र. : 116/278		विषय : मानव संसाधन/2022-23/
उप विषय : स्टाफ कल्याण (अधिकारी/अवार्ड स्टाफ)		
संदर्भ : एचओ:एचआर:आईआर:एमकेबी:20		दिनांक : 10-02-2023

समस्त शाखाओं/कार्यालयों के लिए परिपत्र

**“अनुकम्पा पर नियुक्ति या अनुकम्पा पर नियुक्ति के स्थान पर
एकमुश्त अनुग्रह राशि के भुगतान हेतु बीओआई संशोधित योजना”**

वर्ष 1982 से, हमारे बैंक में सेवा में रहते हुए दिवंगत हुए स्टाफ के आश्रितों को अनुकम्पा के आधार पर नियुक्ति हेतु एक योजना है। बाद के वर्षों में भारत सरकार तथा भारतीय बैंक संघ (आईबीए) से समय-समय पर प्राप्त दिशानिर्देशों के अनुसार 2004 में (अनुकम्पा के आधार पर नियुक्ति के स्थान पर एकमुश्त अनुग्रह राशि के भुगतान के लिए संशोधित योजना) तथा 2014 में (अनुकम्पा पर नियुक्ति के स्थान पर अनुग्रह एकमुश्त राशि के भुगतान के लिए योजना की जगह, अनुकम्पा के आधार पर नियुक्ति के लिए नई योजना), उक्त योजना में संशोधन /आशोधन किये गए।

2. आईबीए की पत्र संख्या एचआरएवंआईआर/एमबीआर/कॉम्पएप्पट/9970 दिनांक 01.06.2021 में यथा सूचित दिशानिर्देशों के अनुसार दिनांक 29.10.2021 को हुई अपनी बैठक में बोर्ड ने “अनुकम्पा पर नियुक्ति या अनुकम्पा पर नियुक्ति के स्थान पर एकमुश्त अनुग्रह राशि के भुगतान हेतु बीओआई संशोधित योजना” को अपना अनुमोदन दिया था जिसे प्रधान कार्यालय शाखा परिपत्र संख्या 115/243 दिनांक 03.12.2021 के माध्यम से परिचालित किया गया था।

3. उक्त नीति को और अधिक बेहतर बनाने तथा इसे बैंक के भर्ती नियमों के अनुकूल बनाने के लिए इस नीति को, समीक्षा के लिए प्रस्तुत किया गया। दिनांक 04.11.2022 को बोर्ड के द्वारा इस नीति की समीक्षा की गई है। विस्तृत संशोधित योजना, अनुलग्नक-1 के रूप में, “सेवा काल में दिवंगत हुए/मेडिकल आधार पर बैंक की सेवा से सेवानिवृत्त हुए, स्टाफ सदस्य के संबंध में अनुकम्पा के आधार पर आश्रित परिवार सदस्य की नियुक्ति हेतु प्रोफार्मा”, अनुलग्नक-1I के रूप में तथा “अनुकम्पा नियुक्ति के स्थान पर अनुग्रह एकमुश्त राशि का भुगतान” हेतु आईओएम प्रारूप, अनुलग्नक-1II के रूप में, कड़ाईपूर्वक अनुपालन हेतु संलग्न हैं ।

4. यह योजना बोर्ड के अनुमोदन की तारीख से लागू होगी।

5. कृपया इस परिपत्र की विषयवस्तु को अपने अधिकार क्षेत्र के अंतर्गत कार्यरत सभी स्टाफ सदस्यों के ध्यान में लाएं।




(नकुल बेहेरा)

महाप्रबंधक- मानव संसाधन

	Bank of India Head Office	Human Resources Department, Industrial Relations Division.
Branch Circular No.: 116/ 278	Sub: Human Resources / 2022-23/	
Sub-subject: Staff Welfare (Officers/Award Staff)		
Ref : HO:HR:IR:MKB:20	Date : 10-02-2023	

CIRCULAR TO ALL BRANCHES / OFFICES

**'BOI Revised Scheme for Compassionate Appointment or
Payment of Ex-gratia Lumpsum Amount in lieu of
Compassionate Appointment'**

From the year 1982, our Bank has had a Scheme for appointment on compassionate grounds of the dependents of deceased employees who die in harness. Subsequently, down the years, as per the directions received from time to time from the Government of India and the Indian Banks' Association (IBA), the said scheme underwent revisions/ modifications in 2004 (Revised Scheme for payment of ex-Gratia lumpsum amount in lieu of appointment on compassionate grounds) and in 2014 (New Scheme for Appointment on Compassionate Grounds in place of the scheme for payment of Ex-Gratia lumpsum amount in lieu of compassionate appointment).

2. Based on the directions of the IBA as conveyed vide its letter No.HR&IR/MBR/CompAppt/9970 dated 01.06.2021, the Board in its meeting held on 29.10.2021 has accorded its approval to the 'BOI Revised Scheme for Compassionate Appointment or Payment of Ex- Gratia lumpsum Amount in lieu of Compassionate Appointment, 2021', which was circulated vide Head Office Branch Circular No. 115/243 dated 03.12.2021.

3. To make the policy more robust and in line with the recruitment norms of the Bank, the policy was submitted for review. The Policy was reviewed by the board on 04.11.2022. The detailed revised scheme is enclosed as Annexure I, related 'Proforma regarding appointment of dependent family member on compassionate ground of staff member dying in harness / retire from bank's service on medical ground' as Annexure II, and IOM format for 'Payment of Ex-gratia Lump sum amount in lieu of compassionate appointment' as Annexure III for strict compliance.

4. The Scheme shall come into force from the date of approval of the Board.

5. Please bring the contents of this circular to the notice of all staff members working under your jurisdiction.




(Nakula Behera)
General Manager (HR)

ANNEXURE-I

**BOI Revised Scheme for Compassionate Appointment
Or Payment of Ex-Gratia Lumpsum Amount
in lieu of Compassionate Appointment**

1. PURPOSE, SHORT TITLE & COMMENCEMENT

- 1.1 The purpose of this Scheme is to grant appointment on compassionate grounds or ex-gratia relief to a dependent family member of an employee who has died while in service or who is retired on medical grounds before attaining the age of 55 years, thereby leaving the family in penury and without any means of sustainable livelihood so as to provide relief to the family of the deceased employee from financial destitution and to help to overcome the emergency.
- 1.2 This Scheme may be called 'BOI Revised Scheme for Compassionate Appointment or Payment of Ex-Gratia Lumpsum Amount in lieu of Compassionate Appointment'
- 1.3 This scheme shall come into force from the date of approval by the Board. The date of demise shall determine the scheme under which the eligibility of the applicant shall be considered.

2. COVERAGE

- 2.1 The scheme will be applicable to dependent family member of the confirmed regular permanent employee of the Bank :
 - a. who dies while in service (including death by suicide); and
 - b. who 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 said purpose).
- 2.2 For the purpose of the Scheme, an 'employee' would mean and include only a confirmed regular employee who was serving full time, at the time of death or at the time of retirement on medical grounds before reaching the age of 55 years. This scheme does not include any individual engaged on contract/ temporary/ casual or any person who is paid on commission basis.

3. DEPENDENT FAMILY MEMBERS INCLUDE

- 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;
- e. Wholly dependent married son (MD & CEO Approval dated 07.04.2018); and
- f. Wholly dependent married daughter



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(Legal opinion No.HO:LGL:HKG:341 dated 08.07.2021: Since son and daughter have equal rights in succession, non-inclusion of married daughter, if wholly dependent on the deceased may be prone to legal challenge more particularly when deceased is survived by only daughters or when the deceased is survived by a son and a daughter both of whom are dependents.)

4. COMPETENT AUTHORITY UNDER THIS SCHEME

- 4.1 Compassionate Appointment or payment of ex-gratia lumpsum amount in lieu of compassionate appointment under this scheme shall be made solely with the prior sanction of the Competent Authority as mentioned below:
- Chief General Manager/ General Manager (HR)
 - Executive Director (HR) in cases falling under para 5.
- 4.2 Rejection of any proposal under this scheme shall be approved by the Chief General Manager/ General Manager (HR) upon recommendation by a Committee consisting of Deputy General Manager (HR) – Chairman, Assistant General Manager (HR), Assistant General Manager/ Chief Manager (Risk Management Department), Chief Manager from HR Department who will be the Member-convener of the said Committee.

5. PENDING DISCIPLINARY ACTION/ INVOLVEMENT IN FINANCIAL IRREGULARITIES

While dealing with proposals for appointment on compassionate grounds or payment of ex-gratia lumpsum amount in lieu of compassionate appointment in otherwise eligible cases, where disciplinary action was pending against the deceased / prematurely retired employee or if the deceased / prematurely retired employee was involved in serious financial irregularities, embezzlement of funds, committing frauds, etc., such cases shall be dealt with as follows:

- 5.1 The Executive Director (HR) shall examine and take a decision in each case where the deceased / prematurely retired employee was involved in financial irregularities, embezzlement of funds, committing frauds etc. as per modalities given below :
- 5.1.1 In case where the deceased /prematurely retired employee had been awarded any penalty/ punishment or disciplinary action was pending/ contemplated against him/ her, which would, prima facie, have resulted in award of any penalty /punishment, the appointment of the dependent of such deceased /prematurely retired employee on compassionate grounds or payment of ex-gratia lumpsum amount will be subject to the recommendation by a Committee [consisting of Chief General Manager/ General Manager (HR) & General Manager (Risk Management)], which shall be approved / declined by the Executive Director (HR), for reasons to be recorded.
- 5.1.2 In case the deceased /prematurely retired employee was himself/ herself directly involved in financial irregularities, embezzlement of funds, committing fraud etc. and disciplinary action against him/ her was pending/ contemplated at the time of his /her death/ incapacitation, which would have prima facie



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resulted in award of any penalty/ punishment, the request for appointment on compassionate grounds or payment of ex-gratia lumpsum amount in such cases shall be subject to the recommendation of a Committee [consisting of Chief General Manager/ General Manager (HR) & General Manager (Risk Management)], which shall be approved / declined by the Executive Director (HR), for reasons to be recorded.

5.1.3 The decision of Executive Director(HR) in cases under para 5.1.1 & 5.1.2 mentioned above shall be treated as final.

6. POSTS TO WHICH COMPASSIONATE APPOINTMENTS CAN BE MADE

Appointment under this scheme shall be made in the Clerical and in the Subordinate Staff Cadre only.

7. CRITERIA FOR DETERMINING ELIGIBILITY FOR CONSIDERATION FOR COMPASSIONATE APPOINTMENT

Following factors are to be mandatorily taken into consideration for making compassionate appointments:

7.1 The family is indigent and deserves immediate assistance for relief from financial destitution; and

7.2 Applicant for compassionate appointment should be eligible and suitable for the post in all respects.

7.3 Age:

7.3.1 Minimum age for Clerical Cadre will be 20 years and in case of Sub-Staff Cadre it will be 18 years.

7.3.2 Age eligibility shall be determined with reference to the date of application and not to the date of appointment.

7.3.3 The lower age limit should, however, in no case be relaxed below 18 years of age.

7.4 Qualification:

7.4.1 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/ widower.

7.4.2 Working knowledge in computer systems is mandatory. This requirement is to be complied with either prior to joining or within atleast one year of their joining our Bank.



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7.4.3 For appointment in Subordinate Cadre, the candidate should have passed minimum VIII Std.

7.4.4 In case of a widow/ widower who has not passed Class VIII and is to be offered a job in the Subordinate Cadre, it would be sufficient if she/ he 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/ he can merely sign.

7.5 Financial condition of the Family:

7.5.1 The family is indigent and deserves immediate assistance for relief from financial destitution. The guidelines mentioned below under para 7.5.2 should be taken into account for determining the financial condition/ eligibility for compassionate appointment or for payment of ex-gratia lumpsum amount in lieu of compassionate appointment of dependents of the family.

7.5.2 Compassionate appointment or ex-gratia lumpsum amount in lieu of compassionate appointment will be sanctioned to the dependents of the deceased /prematurely retired employee, where the monthly income of the family will be less than 75% of the last drawn gross salary (net of taxes) calculated as under:

CALCULATION OF MONTHLY INCOME

- | | | |
|------|--|---------------------|
| I. | Terminal Benefits | |
| | i. Provident Fund (including voluntary contribution) | |
| | ii. Gratuity | |
| | iii. Leave Encashment | |
| | | SUB TOTAL (W) _____ |
| II. | Liabilities | |
| | i. Loan/s taken from Bank and/ or other financial institutions/ outside borrowings from other than financial institutions (submission of proof to the satisfaction of sanctioning authority) | |
| | ii. Any other dues payable to the Bank | |
| | | SUB TOTAL (X) _____ |
| III. | Gross Corpus available Y (equal to W – X) | |
| IV. | Investments (LIC/ Other Policies) | |
| | | SUB TOTAL (Z) _____ |
| V. | Net Corpus available R (equal to Y + Z) | |
| VI. | Monthly income of the family from all available sources | |



- a. Monthly notional interest at the Bank's maximum term deposit rate applicable to public on 80% of the net corpus available (R)*
- b. Family pension and Defence family pension, if any **
- c. Monthly Gross Salary of Spouse (if employed)

NOTE:

- * The comparison has been made with 80% of the income on net corpus available so as to allow for certain immediate expenses, viz. funeral, medical, children's education etc. which the family has to bear from the money available after employee's death.
- ** In case of ex-servicemen, 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 the 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.

7.5.3 The above para is to be read with para 21.4 to enable a holistic view of the income criteria. The Chief General Manager/ General Manager (HR) shall be the competent authority to take a final decision in this regard.

7.6 Others:

7.6.1 Citizenship of the Applicant must be as per prevailing Government Guidelines.

7.6.2 A spouse, if eligible and interested shall be given preference in the matter of consideration for appointment on compassionate ground over other dependent family members. If, however, the spouse is not interested and more than one family member apply, the one recommended by the spouse shall be considered for compassionate appointment.

7.6.3 In case the spouse is not alive and there are claims from more than one surviving dependents, the request of such person shall be considered whose appointment in the opinion of the competent authority will be in the larger interest and welfare of the family members. The Chief General Manager/ General Manager (HR) will be the competent authority to take a final decision for making compassionate appointment in such a case, should the same arise.

7.6.4 In case more than one dependent are eligible for appointment, the Bank will have the right to offer



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appointment under the scheme to the better qualified and most suitable dependent. In case of lesser qualified dependent, proper justification to be recorded.

7.6.5 In case the spouse is 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.

7.7 Amount of Ex-gratia:

If the total monthly income of the family, calculated in terms of para 7.5.2 is less than 75% of the last drawn gross salary (net of taxes) of the deceased/ incapacitated employee and if otherwise eligible under this scheme, in such cases an ex-gratia lumpsum amount in lieu of compassionate appointment will be payable at the rate of 60% of the last drawn gross salary (net of taxes) for each month of remaining service of the deceased employee/ incapacitated employee upto the age of superannuation, subject to the following cadre-wise ceiling of maximum amount of :

Cadre-wise ceiling on Ex-gratia Lumpsum Amount

Category	Maximum Amount (Rs. in lakhs)
Officers	10.00
Clerical Staff	8.00
Subordinate Staff	6.00

8. EXCLUSION:

- 8.1 The dependents of such employee who completed the age of 60 years at the time of employee's death but had not actually retired on account of the provision regarding retirement on the last day of the month, are not covered under the Scheme.
- 8.2 The dependent of such employee charge-sheeted for obtaining employment by producing false certificate but who had expired during pendency of disciplinary proceedings shall not be entitled for compassionate appointment.

9. TIME LIMIT FOR CONSIDERING APPLICATIONS

- 9.1 Under this scheme, request for ex-gratia lumpsum amount should be made **within one year** from the date of employee's death/ being declared incapacitated.



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- 9.2 Under this scheme, request for compassionate appointment should normally be considered **upto five years** from the date of death or from the date of retirement on medical grounds due to incapacitation before reaching the age of 55 years and decision shall be taken on merit in each case.
- 9.3 Bank may, however, consider requests for compassionate appointment even in cases where the death or retirement on medical grounds of the employee took place long back, say even more than five years ago. There may be cases where the dependent is not yet ready to submit the application for compassionate appointment due to reasons like the dependent is a minor and may have to wait to attain the eligible age and qualification etc. required for compassionate appointment OR where the dependent is in the midst of some higher course and may require some more time to complete the course before applying for compassionate appointment. While considering such delayed requests, it should, however, be kept in mind that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the deceased/ incapacitated 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 sustenance.

Therefore, all such delayed cases arising from the above mentioned factors or for any other valid reason will be subject to scrutiny by a Committee of Chief General Manager/ General Manager (HR) & General Manager (Risk Management), in addition to scrutiny by the Committee of Deputy General Manager (HR) - Chairman, Assistant General Manager (HR), Assistant General Manager/ Chief Manager (Risk Management Department), Chief Manager from HR Department – (Member- convener of the said Committee). It shall then be approved / declined by the Executive Director (HR), for reasons to be recorded and whose decision shall be treated as final.

10 DETERMINATION/ AVAILABILITY OF VACANCIES

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



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recruitment roster against appropriate category, viz., SC/ST/OBC/ General Category, depending upon the category to which he/ she belongs to.

- 10.3 No separate allotment will be made for compassionate appointment against the vacancies falling under direct recruitment in clerical cadre or vacancies identified in subordinate staff category. However, the positions filled under compassionate appointment will be adjusted against vacancies arising in future.

11 SPOUSE APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

Spouse of the deceased employee appointed on compassionate ground, upon re-marriage, will be permitted to continue in Bank's service even after his/ her re-marriage, subject to submission of an undertaking that he/ she will continue to be the source of support to all the members of the family, including the members who were dependents before his/ her remarriage.

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/ ex-gratia relief with the prior approval of the competent authority (Chief General Manager -HR) of the Bank who, before approving such appointment, shall satisfy himself/ herself that grant of compassionate appointment/ ex-gratia relief is justified, having regard to the number of dependents, assets and liabilities left by/ with the deceased/ incapacitated employee, income of the earning member as also his/her liabilities including the fact that the earning member is residing with the family of the deceased/ incapacitated employee and whether he/she should not be a source of support to other members of the family.
- 12.2 In case where any member of the family of the deceased/ incapacitated employee is already in employment and is not supporting the other members of the family of the deceased/ incapacitated employee, extreme caution has to be exercised in ascertaining the economic distress of the members of the family of the deceased/ incapacitated 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. Such cases will be subject to scrutiny by the Screening Committee, in addition to scrutiny by the Committee of Deputy General Manager (HR) - Chairman, Assistant General Manager (HR), Assistant General Manager/ Chief Manager (Risk Management Department), Chief Manager from HR Department - (Member- convener of the said Committee). It shall, thereafter, be approved / declined by the



Executive Director (HR), for reasons to be recorded and whose decision shall be treated as final.

13 MISSING EMPLOYEEE

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

13.1.1 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:

- a. an FIR to this effect has been lodged with the Police,
- b. the missing person is not traceable, and
- c. the competent authority feels that the case is genuine.

13.1.2 This benefit will not be applicable to an employee:

- a. who had less than two years to retire on the date from which he/ she has been missing; or
- b. who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.

13.1.3 Compassionate appointment in the case of a missing employee also would not be a matter of right as in the case of others and it will be subject to fulfilment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme.

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

13.1.5 A decision on any such request for compassionate appointment should be taken only at the level of the Executive Director (HR).

14. PROCEDURE

14.1 A prescribed proforma shall be used by the Bank for ascertaining necessary information and processing the cases of compassionate appointment/ ex – gratia relief.

14.2 A Senior Officer from the Branch/ Office should meet the members of the family of the employee in question immediately after the death of the employee to advise and assist them in getting appointment on compassionate ground/ ex – gratia relief. The



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applicant should be called in person at the very first stage and be advised on the requirements and formalities to be completed by him/ her.

- 14.3 An application for appointment on compassionate ground should be considered by a Committee of:

a.	Deputy General Manager (HR) – Chairman
b.	Assistant General Manager (HR)
c.	Assistant General Manager/Chief Manager (Risk Management Department)
d.	Chief Manager from HR Department (Member- convener)

- 14.4 The Committee may meet every month, as per requirement, to consider the cases received during the previous month. If deemed necessary, the applicant may also be granted personal hearing by the Committee for better appreciation of the facts of the case. The recommendation of the Committee should be placed before the Chief General Manager/ General Manager (HR) for a decision. If the Chief General Manager/ General Manager (HR) disagrees with the Committee's recommendation, the case may be referred to the Executive Director (HR) for a decision.

- 14.5 Applicants will not be required to undergo any written test for appointment under this scheme.

15. MEDICAL FITNESS

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

16. 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/ incapacitated 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, then his/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.

17. REQUEST FOR CHANGE IN POST/ PERSON

- 17.1 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 :

- 17.1.1 These appointees should strive in their career like their colleagues for future advancement and any request for



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appointment to any higher post on considerations of compassion should invariably be rejected.

17.1.2 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.

18. SENIORITY

A person appointed on compassionate ground in a particular year shall 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.

19. TERMINATION OF SERVICE

19.1 An appointment 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 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 Procedure therefor.

19.2 The power of termination of service of a compassionate appointee for non-compliance of the conditions in the offer of compassionate appointment is vested solely upon the Executive Director (HR) on recommendation of Screening Committee, in addition to scrutiny by the Committee of Deputy General Manager (HR) - Chairman, Assistant General Manager (HR), Assistant General Manager/ Chief Manager (Risk Management Department), Chief Manager from HR Department – (Member- convener of the said Committee).

19.3 No appeal shall lie against such a decision.

20. GENERAL

20.1 Appointment made on grounds of compassion should be done in such a manner 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 incapacitated 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.



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- 20.3 An application for compassionate appointment/ Ex – gratia relief 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 subordinate staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- 20.6 The Board reserves its right to amend or vary from time to time any provisions of the Scheme mentioned above.
- 20.7 All matters relating to interpretation of this scheme shall be referred to the Chief General Manager/ General Manager-HR, whose decision thereon shall be final and binding.



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ANNEXURE-II

PROFORMA REGARDING APPOINTMENT OF DEPENDENT FAMILY MEMBER ON COMPASSIONATE GROUND OF STAFF MEMBER DYING IN HARNESS / RETIRE FROM BANK'S SERVICE ON MEDICAL GROUND

Photo of the applicant

PART- A

I. Particulars of Ex-Staff:

(a)	Name of the employee (Deceased / retired on medical grounds)	
(b)	Employee ID & Designation	
(c)	Marital Status	
(d)	Date of birth of the deceased / retired employee	
(e)	Date of Joining	
(f)	Date of death / Date of VRS	
(g)	Details of EOL / Unauthorized absence, if any	
(h)	Whether belonging to SC/ST/OBC/General	
(i)	Salary Last drawn	Gross Monthly :Rs. _____ Net Monthly :Rs. _____
(j)	Whether any disciplinary action was pending / contemplated against the deceased / retired employee. If so, details to be provided.	
(k)	Whether any disciplinary action has been concluded against the deceased/ retired employee? If so, details to be provided.	

II. Particulars of the Applicant:

(a)	Name of the applicant	
(b)	Relationship with the deceased /retired employee	
(c)	Date of Birth	
(d)	Educational Qualifications	
(e)	Category (SC/ST/OBC/General)	

III. Particulars of Monthly Income:

1. Family Pension pm	Rs. _____ p.m.
2. Income from Movable / Immovable properties	Rs. _____ p.m.
3. Other income (Please specify)	Rs. _____ p.m.
Total (1 + 2 + 3)	Rs. _____ p.m.



IV. Particulars of Assets and Liabilities (as on Date of Demise /Retirement)

(a)	Gratuity		OD/ TL	
(b)	DCPS/ Provident Fund Balance		Home Loan	
(c)	Insurance (LIC / SUD/ Other)		Vehicle Loan	
(d)	Others (Bank deposits / investments etc.)		Personal/GOLD/Drought Loan	
(e)	Encashment of Leave		Cr. Society/Other Loans	
(f)	Any other Assets		Other Outside Liabilities (with proof attached)	

V. Particulars of all family members of the Ex-Staff

(if any of them are employed/self-employed, their income and whether they are living together or separately to be indicated)

S. No.	Name(s)	Relationship with deceased/retired employee	Age	Marital Status (Married/Unmarried)	Employed / Unemployed /Self-Employed*
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					

* if employed/self-employed, particulars of employment and emoluments to be provided separately.

VI. DECLARATION/UNDERTAKING

- 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.
- I, hereby, also declare that I will take proper care of other family members who were dependent on the deceased/retired employee mentioned against 1(a) of Part-A of this form and in case it is proved at any point of 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

Place: _____

Name : _____

Address : _____

Contact : _____

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

Signature of witness*

Date: _____

Name : _____

Place : _____

Address: _____

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

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PART-B

**(TO BE FILLED IN BY THE BRANCH/OFFICE WHERE EMPLOYEE WAS
LAST POSTED)**

- I (a) Name of Ex-Staff _____
- (b) Permanent or on Probation _____
- (c) Name of the applicant _____
- (d) His / Her relationship with the deceased / retired employee _____
- (e) Age (date of birth), educational qualifications and experience, if any _____
- (f) Cadre for which employment is proposed (Clerk/Sub-staff) _____
- (g) We enclose check list duly filled & verified by our office _____
- (h) Branch / Office Recommendation _____

- (i) We confirm that all the supporting documents & KYCs of applicant & other family members are checked & verified by us
- (j) We confirm that all the information /data provided by the applicant in his/her request application (part A) is duly verified by us and found correct.

Branch Manager /
Officer in-charge

Date: _____ Branch / Office

Place: _____
Signature Code No. _____



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Recommendations / Remarks of Zonal Office

We have scrutinized the request application submitted by Mr. /Mrs. / Ms. _____ and confirm that the application is in order and as per the provisions of the Bank of India Scheme for Compassionate Appointment.

We certify that no disciplinary action / legal proceedings were contemplated / pending / initiated against Mr./Mrs./Ms. _____ in whose place the applicant has sought appointment in the Bank on compassionate grounds.

OR

As per our record, disciplinary action / legal proceedings were contemplated / pending / initiated against Mr./Mrs./Ms. _____ at the time of his / her death / retirement on medical grounds due to incapacitation (details to be given separately).

We recommend for compassionate appointment of Mr./Mrs./Ms. _____ in the Bank's service in Clerical / Sub-Staff Cadre.

Zonal Manager /
Officer in-charge

_____ Office

Date :
Place:

Signature Code No. _____



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Annexure III

बैंक ऑफ़ इंडिया
Bank of India

BOI



INTER OFFICE MEMORANDUM

प्रेषक : From, The Branch Manager _____ Branch	To: महाप्रबंधक/The General Manager स्टाफ प्रशासन प्रभाग /Staff Administration Division मानव संसाधन विभाग /Human Resources Dept. प्रधान कार्यालय /Head Office
Through: The Zonal Manager _____ Zone	
Ref No:	Date :

Ex-Staff: Officer / Special Assistant / Clerk / Subordinate

Shri/Smt./Kum. _____

Date of Joining: _____

Date of Demise/ VRS: _____

Date of Superannuation: _____

Request from _____ (Relationship) for

**Payment of Ex-gratia Lump sum Amount in lieu of
Compassionate Appointment**

.....

A. BASIS OF PROPOSAL:

We have received an application for Payment of Ex-gratia Lump sum amount in lieu of compassionate appointment, from Shri/Smt./Kum. _____, _____ (Relationship) of Ex-Staff Shri/Smt./Kum _____, _____ Branch, _____ Zone, who expired / obtained VRS (taken due to incapacitation before attaining the 55 years of age) on _____. The said request of Mr/Ms _____ is covered under "Bank of India Revised Scheme for Compassionate Appointment Or Payment Of Ex-Gratia Lump sum Amount in lieu of Compassionate Appointment, 2022" as per HOBC No. _____ dated _____.

i) Death:

- In harness;
- Due to Injury sustained while on duty
- While performing official duty due to Dacoity /Robbery /Terrorist Attack etc.

ii) Retirement on medical ground due to total incapacitation for work before attaining the 55 years of age.

B. PARTICULARS OF EX-EMPLOYEE

i) Full name : _____

ii) Category : SC/ ST/ OBC/ GENERAL



- iii) Cadre : Officer / Special Assistant / Clerk / Sub-Staff
(Permanent / On Probation)
- iv) P.F. No. : _____
- v) Date of Birth : _____
- vi) Date of Joining : _____
- vii) Date of Death : _____
- viii) Cause of Death : _____
(Death certificate to be enclosed)
- ix) Disciplinary Action (Y/N): _____
(If yes details to be provided)
- ix) Details of EOL / Unauthorised Absence, if any: _____
- x) Period of remaining service upto the age of superannuation: ____Years ____Months
(Part of the month of the remaining service to be construed as full month)
- xi) If allowed to be prematurely retired on medical ground- Give following details:
a) Date of Premature retirement (relieving) : _____
b) Age at the time of premature retirement (VRS): _____ Yrs.
(Must be less than 55 yrs. for being eligible for Ex-gratia amount)
c) Date on which declared totally disabled by the specially constituted Medical Board: _____
(Certificate of specially constituted Medical Board to be enclosed)
- xii) Date of Application for Ex-gratia lump sum amount : _____
- xiii) Date of receipt of application by the Bank : _____
(Should be within 1 year of death/ premature retirement)
- xiv) Option exercised by the employee (Pension /DCPS) : _____
- xv) Details of all family members of Ex-staff (as defined in the scheme)

SR No.	Name	Relation with deceased / retired staff	Age	Address	Married/ Unmarried	Employed * / Unemployed / Self-Employed/Other
1.						
2.						
3.						
4.						
5.						

* If employed/self-employed, attach certificate of income from employer/ Latest Income Tax return (of last 3 years at least – if available) / income certificate from Govt. authorities



C. CALCULATION OF INCOME OF THE FAMILY OF THE DECEASED / PERMANENTLY DISABLED EMPLOYEE FOR CONSIDERATION OF ELIGIBILITY FOR THE EX GRATIA LUMP SUM AMOUNT:

(I) Terminal Benefits	Actual amount Settled / Yet to be settled
i. DCPS/Provident Fund	Rs. _____
ii. Gratuity	Rs _____
iii. P/L encashment	Rs _____
iv. Other amount /Investment paid (SB/ FD/PPF/NSE) (Excluding the amount received under-BSBS Or other Staff Welfare Schemes)	Rs _____
v. Amount received from BOI Staff-Coop Credit Society.	Rs _____
vi. Amount of Insurance	Rs. _____
Sub-Total (A) Rs. _____	

(II) Liabilities at the time of Death/Premature Retirement

Loan taken from Bank and/or other financial institutions with/ without prior approval of the Bank

i. Clean OD/TL	Rs. _____
ii. Housing Loan	Rs. _____
iii. Vehicle Loan	Rs. _____
iv. Personal/Drought Loan	Rs. _____
v. Festival Adv. & Star Sahay	Rs. _____
vi. Cr. Society Loan	Rs. _____
vii. Other	Rs. _____
viii. Outside Loans	Rs. _____
Sub-Total (B) Rs. _____	

(III) Net corpus after paying off the liabilities (A - B) Rs. _____

(IV) Monthly notional interest calculated on 80% of Net Corpus after paying off the liabilities @ _____ %

***(Bank's maximum Term Deposit Rate applicable to public)**

(C) Rs. _____



VI) Details of property, if any held

**Monthly Income derived
There from (Rs.)**

- Movable - _____
- Immovable - _____

Sub Total (D) Rs. _____

VI) Monthly income of the dependent family members-

From Gainful Employment (as per Salary slip) Rs. _____
From other sources, if any Rs. _____

Sub Total (E) Rs. _____

VII) Family Pension for full month succeeding the month of death/premature retirement

- BOI Family Pension (a) Rs. _____ pm
- If deceased employee was an ex-serviceman amount of Defence Family Pension, If any) - (b) Rs. _____ pm

Sub-Total (F) = (a) + (b) Rs. _____

**VIII) TOTAL MONTHLY INCOME OF THE FAMILY –
[(C) + (D) + (E) + (F)]**

Rs. _____

**D. LAST SALARY DRAWN BY THE DECEASED / DISABLED EMPLOYEE:
(Salary Slip for the last month to be attached)**

	<u>Actual salary for the Month of death/ premature retirement</u>	<u>Full salary for the month preceding the month of death/ premature retirement*</u>
Gross Salary	Rs _____	Rs. _____
Actual Tax deducted/ Average Tax deducted every month	Rs. _____	Rs. _____
Gross (Net of Taxes)	Rs. _____	Rs. _____

*(In case of loss of pay notional salary is required to be given. In case annual increment had accrued in the month of death / premature retirement, it must be specifically stated.)

NOTE: THE APPLICANT WILL BE ELIGIBLE FOR PAYMENT OF EX GRATIA LUMP SUM AMOUNT, ONLY WHEN THE TOTAL MONTHLY INCOME OF THE FAMILY



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CALCULATED IN TERMS OF PARA C(VIII) ABOVE IS LESS THAN 75% OF THE LAST DRAWN GROSS SALARY (NET OF TAXES) OF THE DECEASED/ PREMATURELY RETIRED EMPLOYEE.

E. PARTICULARS OF APPLICANT:

- i. Full Name : _____
(Attach marriage certificate /affidavit in case of the spouse of the deceased)
- ii. Present Address : _____

- iii. Relation with deceased : _____
- iv. Present Occupation : _____ Monthly Income Rs. _____
(Attach certificate from employer, if applicable)
- v. Marital Status & No. of Children (if any) : _____
- vi. As per Bank's record :-
Name of Nominee to (i) Provident Fund _____
(ii) Gratuity _____

Relationship of nominee with the employee _____

BRANCH RECOMMENDATION:

- i. We confirm that Shri / Smt/Kum. _____ (relationship) Late Shri / Smt/Kum. _____ is eligible to receive Ex-gratia Lumpsum Amount. Accordingly we recommend for the payment of ex-gratia in lieu of compassionate appointment.
- ii. We confirm that Shri/ Smt/Kum. _____ who has been allowed premature retirement from the Bank on _____ medical grounds is eligible to receive Ex-gratia Lump sum Amount, in terms of the Branch Circular No.115/243 dated 03.12.2021 his age being less than 55 years at the time of his premature retirement.
- iii. We confirm that Shri/ Smt/Kum. _____ (Ex-employee) was not on unauthorized absence during his / her entire service. We also confirm that no disciplinary proceeding is initiated / pending / contemplated against him / her on account of financial irregularities of vigilance nature, as per our records.
(*If Ex-Staff was on U/A or having any DA in record, please forward respective details separately)

BRANCH MANAGER



RECOMMENDATION OF ZONAL OFFICE:

We Certify that-

1. The particulars incorporated by the Branch in the proposal have been verified and found correct. Incorrect / incomplete information has been corrected / incorporated by us.
2. The necessary certificates /documentary evidence have been annexed as per check list and the translated English versions are enclosed wherever the certificates / documents are in Regional language,
3. The applicant is eligible to receive Ex-gratia Lump sum Amount having regard to the following:
 - Applicant Shri / Smt. _____ is _____ (Relationship) of the deceased employee.
 - Applicant is employee himself / herself, who has been allowed premature retirement by the Bank on medical grounds.
 - There is no counter claim / dispute for Ex gratia lump sum Amount.
 - Total number of days of unauthorized absence of the deceased / prematurely retired employee is less than 360 days, during entire service (actual number of days of unauthorized absence is _____), and no disciplinary action was taken / pending or contemplated against him / her, on account of financial irregularities of vigilance nature, as per our records.
(In case any disciplinary action was taken /pending /contemplated against the deceased /prematurely retired employee, brief particulars thereof may be given, specifying the nature of the charges and the penalties imposed).

4. We concur /differ with the Branch Manager's recommendation on the following grounds:

- (A) _____
- (B) _____
- (C) _____

5. Action taken report at Zonal level within 7 days of date of death /premature retirement

- Dependants contacted on _____ (Date)
- Application obtained on _____ (Date)

6. Any other relevant information:-

- (A) _____
- (B) _____
- (C) _____

7. We recommend payment of Ex-gratia lump sum amount as per scheme to Shri/Smt/Kum. _____ Son/Daughter/Wife/Husband/Brother/Sister of Late Shri/Smt/Kum. _____ (OR) to Shri/ Smt/Kum _____, who has been allowed premature retirement by the Bank on medical grounds.

(ZONAL MANAGER)



COMMON DOCUMENTS TO BE SUBMITTED:

- A) Application received from Widow /Son /Daughter / other eligible dependents for Ex-gratia lump sum amount, duly acknowledged by the Branch / Department with date duly recorded thereon, under the initials of an officer
- B) Salary Slip for last month of deceased employee/retired employee
- C) Copy of latest Provident Fund Statement
- D) Death Certificate from the Corporation /relevant Government Body.
- E) In case of unnatural death, copy of Police Report / FIR / Post-Mortem Report along with comments of the Zonal Manager.
- F) The proof for income /salary certificate etc. of the gainfully employed dependants of the deceased.
- G) Certificate from BOI credit card society stating therein the amount payable (net of loan) to the employee/nominee of deceased
- H) Undertaking from applicant to refund Ex-gratia Lump sum Amount, if the information submitted proved to be untrue in future.
- I) No Objection Certificates of other dependents, if recipient is other than widow/widower (spouse).
- J) Copy of Charge sheet /Penalty order /show cause notice issued to the deceased/retired employee, if any.

IN CASE OF THE EMPLOYEES WHO HAVE BEEN ALLOWED PREMATURE RETIREMENT ON MEDICAL GROUNDS:-

- A) Certificate issued by Specially Constituted Medical board about total disability of the employee concerned on the grounds of which he / she has been allowed to be prematurely retired from the service of the Bank. (The Bank's Medical Officer / Doctor attached to the respective Zonal Office/ Civil Surgeon or the Medical Officer of the equivalent rank and the specialist from the respective field will be the members of the Medical Board specially constituted at Zonal Centers only.
- B) Details of the last-medical aid claim of the employee.

Please note to submit the translated (in English) copies of all the Certificates / documents in vernacular /regional language

Note:

1. All columns should be completed
2. All the certificates should be verified/certified and submitted wherever necessary
3. Check list duly ticked, should also be attached with the proposal.



PRESCRIBED APPLICATION FORM FOR PAYMENT OF EX-GRATIA LUMP SUM AMOUNT IN LIEU OF APPOINTMENTS ON COMPASSIONATE GROUNDS, TO THE DEPENDANTS OF EMPLOYEES WHO

- a) Died in harness;
- b) Died due to Injury sustained while on duty
- c) Died While performing official duty due to Dacoity /Robbery /Terrorist Attack
OR
- d) Retired from Bank's service on medical ground due to incapacitation before the age of 55 years.

To:
The General Manager
Bank of India,
Head Office,
Human Resource Department

Dear Sir,

**Re: Claim for Ex-gratia Lump sum Amount in lieu of
 Compassionate Appointment due to
 Death / Retirement on medical ground
 of _____**

My Spouse/Father /Mother/Brother/Sister, Late Shri/ Smt/Ms _____
 was working in Bank of India, _____ Branch/Office as Officer/Clerk/Sub-
 Staff. He / She expired/retired on _____ due to _____.

Particulars of all family members of the Ex-Staff:-

Sr. No.	Name	Age	Relationship	Address	Employed * / Unemployed /Self-Employed Other	Monthly Income Net (Rs.)
1.						
2.						
3.						
4.						
5.						

* If employed/self-employed, attach certificate of income from employer/ Income Tax return (of last 3 years at least – if available) / income certificate from Govt. authorities.

a. Details of investment and Terminal Benefits Ex-staff:

- Gratuity Rs. _____
- PF/DCPS Rs. _____
- PL Encashment Rs. _____



Classification: Internal

- Monthly Family Pension Rs. _____
- Defense Pension in case of Ex-serviceman Rs. _____
- Particulars of investments
(Deposits / NSCs / PPF/ LIC Policies, etc.) Rs. _____
- Income from Movable/ Immovable Property Rs. _____
- Other income Rs. _____

b. Details of Financial Liabilities :-

- i. Clean OD/TL Rs. _____
- ii. Housing Loan Rs. _____
- iii. Vehicle Loan Rs. _____
- iv. Personal/Drought Loan Rs. _____
- v. Festival Adv. & Star Sahay Rs. _____
- vi. Cr. Society Loan Rs. _____
- vii. Other loan in BOI Rs. _____
- viii. Outside Loans Rs. _____

I request you to please consider my request for payment of the permissible Ex-gratia lump sum amount, as per the relevant scheme.

I hereby undertake to refund Ex-gratia lump sum amount, if the information submitted found to be incorrect in future.

I hereby confirm that, I have read and understood the Bank's present scheme for ex-gratia in lieu of Compassionate Appointment and also Bank's officer briefed me and my family about the scheme during meeting held on _____ at _____ Branch, we understood that once ex-gratia is availed in lieu of Compassionate Appointment, it cannot be reversed or interchanged with Compassionate Appointment in lieu of ex-gratia in future.

Yours faithfully,

(Signature of applicant)

Date:

Name:

Place:

Residential Address:



Classification: Internal

FORMAT OF STAMPED/NOTARISED, NO OBJECTION CERTIFICATE TO BE GIVEN BY THE FAMILY MEMBERS OF THE EX-STAFF

Mr./Mrs./Ms _____ (relationship i.e. s/o, d/o, w/o, f/o etc.) Late Mr./Mrs./Ms _____, has applied for Payment of Ex-gratia lump sum amount in lieu of Compassionate Appointment upon the death of Mr./Mrs/Ms _____ under the Scheme Bank of India Revised Scheme for Compassionate Appointment Or Payment of Ex-Gratia Lumpsum Amount in lieu of Compassionate Appointment to the dependents of Deceased / staff retired on medical ground due to total incapacitation for work.

In this connection, I / We confirm that I/We have No Objection to Bank in granting Ex-gratia Financial Relief by the bank to Mr./Mrs./Ms _____ and I/We will not claim for Compassionate Appointment in future.

**Name of the Family Member
Signature**

Relation

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

