



**HUMAN RESOURCES WING  
PERSONNEL MANAGEMENT SECTION  
HEAD OFFICE: BENGALURU - 560 002**

**CIRCULAR NO : 143/2015  
INDEX : STF : 8  
DATE :20/03/2015  
A H I S**

**SUB: SCHEME OF COMPASSIONATE APPOINTMENT**

... ..

We are pleased to inform that the Board of Directors, in the meeting held on 09/03/2015, have accorded permission to formulate the Scheme for Compassionate Appointment in tune with the guidelines received from Ministry of Finance, Govt. of India.

The Scheme of Compassionate Appointment and the application & other formats required for the purpose of applying under this scheme are enclosed as Annexures.

**C P GIRI  
GENERAL MANAGER**

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**TO ALL BRANCHES / OFFICES OF THE BANK**

## **SCHEME FOR COMPASSIONATE APPOINTMENT**

### **1. NAME OF THE SCHEME:**

The Scheme is called as **“SCHEME FOR COMPASSIONATE APPOINTMENT” effective from 05/08/2014.**

### **2. COVERAGE**

**2.1** To a dependent family member of a permanent employee of our Bank who-

- a)** dies while in service (including death by suicide)
- b)** has 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 (i.e. General Manager, Human Resources Wing) for the purpose.}
- c)** has been missing and has left over service of more than two years.

**2.2** For the purpose of the Scheme, “employee” would mean and include only an employee appointed on a regular basis against permanent vacancy, 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.

### **3. DEPENDENT FAMILY MEMBER:**

**3.1** The term dependant family member means

- 3.1.1** Spouse; or
- 3.1.2** Wholly dependent son(including legally adopted son); or
- 3.1.3** Wholly dependent daughter (including legally adopted daughter); or
- 3.1.4** Wholly dependent brother or sister in the case of unmarried employee

### **4. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT:**

- 4.1** Managing Director & Chief Executive Officer (MD & CEO)
- 4.2** Executive Director holding charge of MD & CEO
- 4.3** Board of Directors in special types of cases.
- 4.4** 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

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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 i.e. MD & CEO.

**5. POSTS TO WHICH APPOINTMENTS CAN BE MADE**

The appointment under the scheme shall be made in the **Clerical** and **Sub-staff** cadre only.

**6. ELIGIBILITY**

- 6.1 The family is indigent and deserves immediate assistance for relief from financial destitution; and
- 6.2 Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

**7. EXEMPTIONS**

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

**8. RELAXATIONS**

Upper age limit could be relaxed wherever found to be necessary. The lower age limit shall, 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).

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**9. TIME LIMIT FOR CONSIDERING APPLICATIONS**

- 9.1** Application for employment under the Scheme from eligible dependent will 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.
- 9.2** 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 shall, 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 shall 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 shall, therefore, be taken only at the Board level.

**10. DETERMINATION/AVAILABILITY OF VACANCIES**

- 10.1** Appointment on compassionate grounds shall 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 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 shall be adjusted in the recruitment roster against appropriate category, viz., SC/ST/OBC/General Category, depending upon the category to which he/she belongs.
- 10.3** Widow appointed on compassionate ground upon re-marriage will be allowed to continue in service, even after re-marriage.

**11. WHERE THERE IS AN EARNING MEMBER**

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

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employee so that, the facility of appointment on compassionate grounds is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

## 12. MISSING EMPLOYEE

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

**12.1** A request to grant the benefit of compassionate appointment can be considered only after a lapse of two 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) competent authority feels that the case is genuine.

**12.2** This benefit will not be applicable to the case of an Employee;

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

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

**12.4** While considering such a request the results of the Police investigation will also be taken into account.

**12.5** The following documents are required in case of a missing Employee;

- Certified Copy of Complaint and First Information Report lodged with the Police.
- Certified Copy of Final Report submitted by the Police confirming that employee is not traceable.
- Indemnity bond cum Affidavit as per prescribed format in **Annexure IV** on appropriate stamp paper as per law.

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➤ **Affidavit** of two prominent local persons as per the prescribed format as per **Annexure VI**.

**12.6** A decision on any such request for compassionate appointment shall be taken by the MD & CEO of the Bank.

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

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

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

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

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

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

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

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**14 PAYMENT OF EX-GRATIA:**

The Bank can have both the options i.e. compassionate appointment or payment of lumpsum ex-gratia amount. However, any of these two options can be used only when the other conditions of compassionate appointment are met. In such case the quantum of exgratia shall be as under:-

**QUANTUM OF EXGRATIA:**

The exgratia amount shall be calculated @ 60% of the last drawn gross salary (net of taxes) for each month of remaining service of the employee (i.e. up to the age of superannuation in terms of extant service rules / conditions) at the time of his / her exit subject to the cadre-wise ceiling of "Maximum Amount", mentioned as below, will be payable.

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

CATEGORY	MAXIMUM AMOUNT
Officers	Rs 8.00 Lakhs
Clerical Staff	Rs 7.00 Lakhs
Subordinate Staff	Rs 6.00 Lakhs

**15. UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE:**

The person appointed on compassionate grounds under the Scheme, shall give an **undertaking** in writing in a prescribed format as per **Annexure V** that he/she will maintain properly the other family members who were dependent on the deceased employee in question, and in case it is proved subsequently (at any time) that the family members are being neglected or are not maintained properly by him / her, his or her appointment may be terminated forthwith. This clause shall be incorporated as one of the conditions in the offer of appointment applicable only in the case of appointment on compassionate ground.

**16. REQUEST FOR CHANGE IN POST/PERSON**

When a person has been appointed on compassionate ground to a particular post, the set of circumstances, which led to such appointment, shall be deemed to have ceased to exist. Therefore –

- a) He/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion shall invariably be rejected.

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- b) An appointment on compassionate ground cannot be transferred to any other person and any request for the same on consideration of compassion shall invariably be rejected.

**17. SENIORITY**

A person appointed on compassionate grounds 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 grounds.

**18. TERMINATION OF SERVICE**

The compassionate appointment can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him / her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Action and Procedure 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 vests only with the MD & CEO of the Bank.

**19. GENERAL RULES**

**PROCEDURE:**

1. The official from the Branch / concerned section shall meet the members of the family of the employee in question immediately after the death to advise and assist to them in getting appointment on compassionate ground. The applicant shall be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him / her. **A letter** in this regard as per the prescribed format in **Annexure III** shall be handed over by them to the dependant family against the acknowledgement.
2. An application for appointment on compassionate ground shall be considered by the Committee of officers consisting of three officials; one Chairman and two members in the rank of Deputy General Manager / Assistant General Managers i.e. Deputy General Manager, HR Wing (Chairman) and one Executive each from Recovery Wing and GA Wing. Assistant General Manager / Divisional Manager – HR Wing – shall be the convener.
3. The Committee shall meet as and when required to consider and examine the requests received under the scheme.



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4. The applicant may also be granted personal hearing by the Committee, if felt necessary, for better appreciation of facts of the case. In such cases the applicant shall bear the costs i.e. travelling etc.
5. The recommendation of the Committee shall 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. However, wherever Board of Directors is the Competent Authority, decision of the Board of Directors is final.
6. Appointment made on grounds of compassion shall be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
7. An application for compassionate appointment shall, 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 grounds, 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.
8. Compassionate appointment shall 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.
9. Compassionate appointment will have precedence over absorption of surplus employees and regularization of temporary employees.
10. The definition of dependant as defined under Bipartite Settlement/ Joint Note from time to time shall be applicable while ascertaining the dependency of family members.
11. **An application** is to be submitted in the prescribed format as per **Annexure II** in writing along with documents mentioned as follows and duly signed by all the legal heirs of the deceased employee / eligible dependants of employee retired on medical grounds before reaching the age 55 years/ missing employee, proposing the name of the eligible dependent of the employee who is to be offered appointment on compassionate grounds.

❖ Proof of death of the ex employee, along with certified copies

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of documents showing relationship of the applicants with the deceased employee.

- ❖ Order of the Court appointed guardian who is authorized to submit application on behalf of a minor/s (in case the applicant/s is/ are minor in case no natural guardian is available as per law).
- ❖ Copies of proof of age, certificates confirming the educational qualifications, mark list, recent pass port size photograph and testimonials of such eligible dependent candidate.
- ❖ Copies of photo identity card of all the legal heirs.

12. The Branch – in –charge / Section/ Office in-charge as the case may be where the deceased employee was last working shall verify the documents with the original and certification to that extent shall be super-scribed on the copies of documents.
13. The HRM Section, Circle Office shall examine the same and ensure that the application/ documents submitted by the dependant family is as per prescribed format and contains all the required details. If not the dependant family shall be duly informed in writing for submitting the details within 30 days duly informing that if the details are not received the request for compassionate appointment would be lodged and Bank will not be sending any reminder in this regard. The HRM Section, Circle Office, shall acknowledge the request for compassionate appointment received by them.
14. The HRM Section, Circle Office shall forward the papers so received, along with their views to Personnel Management Section, Human Resources Wing, Head Office within a month of receipt of papers complete in all respects at their end.
15. If the appointment on Compassionate Grounds is permitted, the posting will be considered any where in the State as per the requirement of the Bank duly keeping in mind the preference indicated by the applicant. However, no representation from the Compassionate Appointee will be entertained for any change of placement/ posting once intimated.
16. The Compassionate Appointee shall be treated to have joined the service of the Bank only from the date he / she actually reports to the branch/ office as indicated in the appointment order.
17. In case the Compassionate Appointee does not join the branch/ office on or before the date indicated in the appointment order, unless otherwise specifically permitted by the Bank in writing he / she shall not be permitted to join the duties and the appointment order issued to him/ her shall stand automatically cancelled and no further

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appointment shall be considered under the scheme thereafter.

18. The scheme shall be subject to the Government guidelines issued from time to time.
19. To claim any benefit available to SCs/ STs, the Compassionate Appointee shall immediately after appointment produce the Caste Certificate issued by the competent authority as per the prescribed format/ Government guidelines.
20. The applicant dependent who apply under the Scheme cannot claim appointment to a particular post as a matter of right. The Bank will be examining the suitability of the candidate to either of the posts.
21. The suitability of the candidate shall be examined by a team consisting of one Executive and HRM Manager of the concerned Circle/ HOSA to either of the posts.
22. Once the request for Compassionate Appointment is rejected by the Competent Authority and rejection in writing is informed to the dependant family /applicant no further request/ representations, even with a request for appointment to a substituted dependant shall be considered and the same shall be lodged.
23. This scheme is applicable w.e.f. 05/08/2014, and the cases where the death occurred on or after 05/08/2014 shall only be covered under this scheme of Compassionate Appointment.
24. Pending Applications as on 04/08/2014 or the applications submitted on or after 05/08/2014 w.r.t. death / or other eligible circumstances occurred on or before 04/08/2014 for ex-gratia / compassionate appointment as the case may be shall be continued to be examined in terms of HO Circular No 35/2005 dated 14/02/2005 & 262/2007 dated 24/09/2007.
25. In case of death caused on account of resisting dacoits / robbers in case of bank robberies or on account of terrorist attacks, the dependants of the deceased employee will continue to be governed as per the provisions of Circular No.243/2013 dated 30.05.2013.
26. The cases for exgratia which have already been disposed / settled as per earlier scheme shall not be reopened.
27. The MD & CEO or in his absence the Executive Director holding charge, shall have powers for giving any clarification, interpretation, modification, revising the modalities, of the scheme, for the effective and proper implementation of the Scheme.

**ANNEXURE II**

**To HO Cir. 143/2015 dated 20/03/2015**

**APPLICATION FOR COMPASSIONATE EMPLOYMENT**

<b>To,</b>  <b>The Deputy General Manager Canara Bank HRM Section Circle Office /HOSA/SAS,INSP WING</b> .....	<b>Through,</b>  <b>The Manager / Senior Manager Canara Bank .....Branch / Office (where the employee was last working)</b>
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Date :

**We the dependents/Legal heirs of Late/Sri./Smt..... submit the application seeking compassionate appointment. In this regard we furnish the following details:-**

**PART – A**

<b>l</b>	<b>a</b>	Name of the employee (Deceased / retired on medical grounds/ missing)	
	<b>b</b>	Designation & Staff No.	
	<b>c</b>	Date of birth of the deceased / retired employee	
	<b>d</b>	Date of death/ retirement on medical grounds	
	<b>e</b>	Age as on the date of exit	
	<b>f</b>	Cause of Death	
	<b>g</b>	Date of Joining the Bank	
	<b>h</b>	Branch/ Office where last worked.	
	<b>i</b>	Marital Status.	
	<b>j</b>	Whether belonging to SC/ST/OBC	
	<b>k</b>	<b>Additional information in case of the employee who retired due to Medical incapacitation</b>	
		a) Nature of illness	
		b) Date of Resignation / VRS	

	<b>I</b>	<b>Additional information in case of Missing employee;</b>	
		i) Date / Since when the employee is missing, if so;	
		ii) Name of Police Station.	
		iii) Date of FIR.	
		iv) Date of Report of Not Traceable submitted by the Police Authorities.	

**We nominate Sri/ Smt ..... one of the dependents of Late /Sri./ Smt ..... to be considered for Compassionate Appointment, if found eligible. His/ Her complete details are as under:**

<b>II</b>	<b>a</b>	Name of the candidate for appointment	
	<b>b</b>	His/ Her relationship with the deceased / employee retired on medical grounds/ missing.	
	<b>c</b>	Date of birth & Age as on date	
	<b>d</b>	Educational Qualifications	
	<b>e</b>	Whether married or not	
	<b>f</b>	Whether employed? If so, details and last drawn salary (salary slip to be enclosed)	
	<b>g</b>	Address for correspondence	
	<b>h</b>	Mobile Number	
	<b>i</b>	Telephone Number	
	<b>J</b>	Email ID	
	<b>k</b>	Place of posting preferred	

<b>III</b>	Particulars of total assets left by the ex-employee		
	<b>a</b>	Family Pension/ Pension	<b>Rs.</b>
	<b>b</b>	Commutation if any	<b>Rs.</b>
	<b>c</b>	Gratuity	<b>Rs.</b>
	<b>d</b>	Provident Fund amount settled	<b>Rs.</b>
	<b>e</b>	Life Insurance Policies(including Postal Life Insurance) settled	<b>Rs.</b>
	<b>f</b>	Moveable and Immovable properties and annual Income earning there-from by the family (Furnish description of the property and in whose name it is held as an annexure)	<b>Rs.</b>
	<b>g</b>	Ex-Serviceman pension if any	<b>Rs.</b>

	<b>h</b>	Encashment of leave	<b>Rs.</b>
	<b>I</b>	Shares and Debentures (Market Value)	<b>Rs.</b>
	<b>J</b>	Fixed Deposits	<b>Rs.</b>
	<b>k</b>	PPF	<b>Rs.</b>
	<b>l</b>	Any other assets / source of income	
		<b>Total</b>	<b>Rs.</b>
		<b>Whether owns a house</b>	<b>YES / NO</b> If yes apprx. Market value – Rs.

<b>IV</b>	Brief particulars of liabilities if any			
	<b>SINo.</b>	<b>Loan</b>	<b>Outstanding Amount</b>	<b>Name of Financial Institution to be supported by valid documentary proof.</b>
		<b>Total</b>		

<b>V</b>	Particulars of all dependent family members of the deceased employee (if some are employed, their income and whether they are living together or separately).								
	We furnish the details of all the dependents here under;								
	<b>S. No</b>	<b>Name (s)</b>	<b>Relation-ship with employee</b>	<b>Date of Birth</b>	<b>Address for communication/ Mobile/ Telephone number</b>	<b>Education Qualification</b>	<b>If employed/ details of employer</b>	<b>Designation/ salary and emoluments.</b>	<b>Remarks</b>
	We confirm the correctness of details submitted in the application and we undertake to abide by the terms of the scheme.								
	We confirm that we have nominated the name of Sri / Smt ..... S/O/D/O/W/O..... .....for appointment on compassionate grounds.								

We have signed this on ..... at .....

<b>PHOTOGRAPH</b>	<b>PHOTOGRAPH</b>	<b>PHOTOGRAPH</b>	<b>PHOTOGRAPH</b>	<b>PHOTOGRAPH</b>
Name & Signature	Name & Signature	Name & Signature	Name & Signature	Name & Signature

**Note:** The employment has to be normally sought by spouse of the deceased employee. In the absence of the spouse or if the spouse is not willing to take up employment, any other eligible dependent can submit the application provided such dependent is sponsored by spouse / other dependent/s along with the annexures and applicable enclosures.

**ENCLOSURES to be submitted as proof:**

1. Death Certificate
2. Certified copies of documents showing relationship of the applicants with the ex-employee
3. Date of birth proof of the candidate nominated for appointment / Certificates confirming the educational qualification, mark list & testimonials /caste certificate
4. Copy of photo identify card of all the legal heirs
5. Order of the court in case of court appointed guardian (in case of minor)
6. **In case of missing employee –**
  - a) Certified copy of complaint and first information report lodged with the Police
  - b) Certified copy of final report submitted by the police confirming that employee is not traceable
  - c) Indemnity bond / affidavit as per annexure VI on appropriate stamp paper as per Law.
  - d) Affidavit of two prominent local persons as per Annexure IV
7. **In case of Compassionate Appointment sought on incapacitation grounds-** Certificate of incapacitation by the Medical board / Medical certificate

**ANNEXURE III**  
**To HO Cir. 143/2015 dated 20/03/2015**

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

To,  
.....  
.....  
.....

**Subject:** In the matter of Late/Sri./ Smt..... (staff. No.....) designation .....

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

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

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

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

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

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

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

With regards,



**ANNEXURE IV**  
**To HO Cir. 143/2015 dated 20/03/2015**

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

**INDEMNITY BOND CUM AFFIDAVIT**

I/We 1).....

2).....

3).....

-hereby state on solemn affirmation as under:-

Sri/Smt ..... (Staff Number) ..... was working as ..... (designation) at ..... of Canara Bank. I / We No.1 is ..... (relation with Employee) No.2 ..... & No 3.....

The said Sri/ Smt ..... Went missing from ..... On ..... We filed a Complaint with ..... Police Station on ..... And an FIR was registered at No.....

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

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

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

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

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

**ANNEXURE V**  
**To HO Cir. 143/2015 dated 20/03/2015**

**Format for declaration / undertaking to be submitted by the  
nominated Candidate:**

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

I have/ along with other dependents / submitted an application dated ..... Seeking appointment on compassionate grounds in terms of HO Cir.143/2015 dated 20/03/2015.

I know that my appointment on compassionate grounds if considered by the Bank the same will be governed by terms and conditions of HO cir. 143/2015 dated 20/03/2015.

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

I hereby also declare that I shall maintain properly the other family members who were dependent on the deceased employee mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date :

Signature of the nominee/candidate

Name : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

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

Date:

Signature of witness\*

Name : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**ANNEXURE VI**  
**To HO Cir. 143/2015 dated 20/03/2015**

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

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

I know Sri/ Smt.....(employee)..... who was ordinary resident of ..... To the best of my knowledge he/ she is missing from .....

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

Sl.No.	Name	Relation with Employee
1		
2		
3		

The above are best to my knowledge and I have signed on this at ..... on .....

**ANNEXURE VII**  
**To HO Cir. 143/2015 dated 20/03/2015**



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

(to be submitted in duplicate).....

From ..... (Branch / office)	To The Deputy General Manager Canara Bank HRM Section Circle Office .....
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**SUB:** EMPLOYMENT ON COMPASSIONATE GROUNDS TO THE DEPENDENT /  
LEGAL HEIR OF DECEASED EMPLOYEE LATE/ SRI /  
SMT.....STAFF NO.....) DESIGNATION .....

**REF:** APPLICATION DATED .....SUBMITTED BY.....

We have received a request from the claimants of Late / Sri / Smt \_\_\_\_\_  
\_\_\_\_\_ Staff No \_\_\_\_\_ Designation \_\_\_\_\_  
who expired / voluntarily retired / resigned due to incapacitation /has been missing from  
\_\_\_\_\_, for appointment on compassionate grounds.

We have gone through the request letter carefully and 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 / missing employee.

SL NO	PARTICULARS	AMOUNT	
1	Staff Provident Fund	Rs	
2	Gratuity	Rs	
3	Commutation (wherever applicable)	Rs.	
4	Privilege Leave Encashment	Rs	
5	GPAI Claim, if any	Rs	
6	Any other amount paid by the Bank (specify)	Rs	
<b>Total</b>		<b>Rs</b>	

The details of liabilities that were outstanding to the Bank **AS ON THE DATE OF EXIT** of the deceased employee / employee, who has voluntarily retired/resigned from the services of the Bank on account of total incapacitation. Missing employee, are as follows:

SL NO	NATURE OF LIABILITY OUTSTANDING	AMOUNT THAT WAS OUTSTANDING AS ON THE DATE OF EXIT	
1	Housing loan	Rs	
2	Festival Advance	Rs	
3	DPN	Rs	
4	LHV	Rs	
5	OD	Rs	
6	VSL	Rs.	
7	Any other liability	Rs.	
<b>Total</b>		<b>Rs</b>	

A Copy of the latest Annual property return submitted by the employee is enclosed herewith (applicable in case of officer employees).

#### **LAST DRAWN SALARY PARTICULARS OF THE DECEASED EMPLOYEE (NOTIONAL)**

SL	PARTICULARS	AMOUNT (Rs.)	
1	Basic		
2	Dearness Allowance		
3	Special Allowance		
4	HRA		
5	City Compensator allowance		
6	Grand Total		
7	Less net of taxes arrived as above		
8	Last drawn gross salary (notional)		

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	Rs		Rs	
Dearness Allowance	Rs		Rs	
Other allowances	Rs		Rs	
<b>Total</b>	<b>Rs</b>		<b>Rs</b>	

\* In case the Pension amount shown is after commutation, then the commuted amount should be specified separately.

VIEWS / RECOMMENDATIONS OF THE BRANCH / OFFICE

Place :

Date :                      Manager / Senior Manager                      D M / Asst.Gen. Manager / D G M

(With Office Seal)