

यूनियन बैंक भवन, 239, विधान भवन मार्ग, के. का. मुंबई - 400 021  
Union Bank Bhawan, 239, Vidhan Bhavan Marg, C.O Mumbai- 400 021

मानव संसाधन विभाग / HUMAN RESOURCES DEPARTMENT  
जनबल आयोजना एवं भर्ती विभाग / MANPOWER PLANNING & RECRUITMENT DIVISION,

स्टाफ परिपत्र क्र./Staff Circular No.:7227

दिनांक/Date: 18.07.2020

प्रति : सभी शाखाएं / कार्यालय / To : ALL BRANCHES / OFFICES

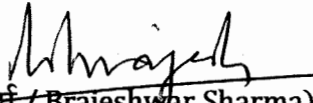
**अनुकंपा आधारित नियुक्ति योजना का विस्तार - EXTENSION OF SCHEME FOR APPOINTMENT ON  
COMPASSIONATE GROUNDS**

बैंक के निदेशक मंडल ने दि. 26.06.2020 को संपन्न अपनी बैठक में अनुकंपा आधारित नियुक्ति योजना को जारी रखने के लिए अनुमोदन दिया है। तदनुसार इस परिपत्रक के साथ परिशिष्ट - 1 संलग्न की गयी यह योजना दिनांक 01.07.2020 से प्रभावी होगी।

सभी संबंधितों से अनुरोध है कि उपरोक्त को सावधानीपूर्वक नोट करें।

The Board of Directors of the Bank in its meeting convened on 26.06.2020 have approved the continuation of Scheme for Appointment on Compassionate grounds. Accordingly, the scheme as mentioned in Annexure I will be in operation from 01.07.2020.

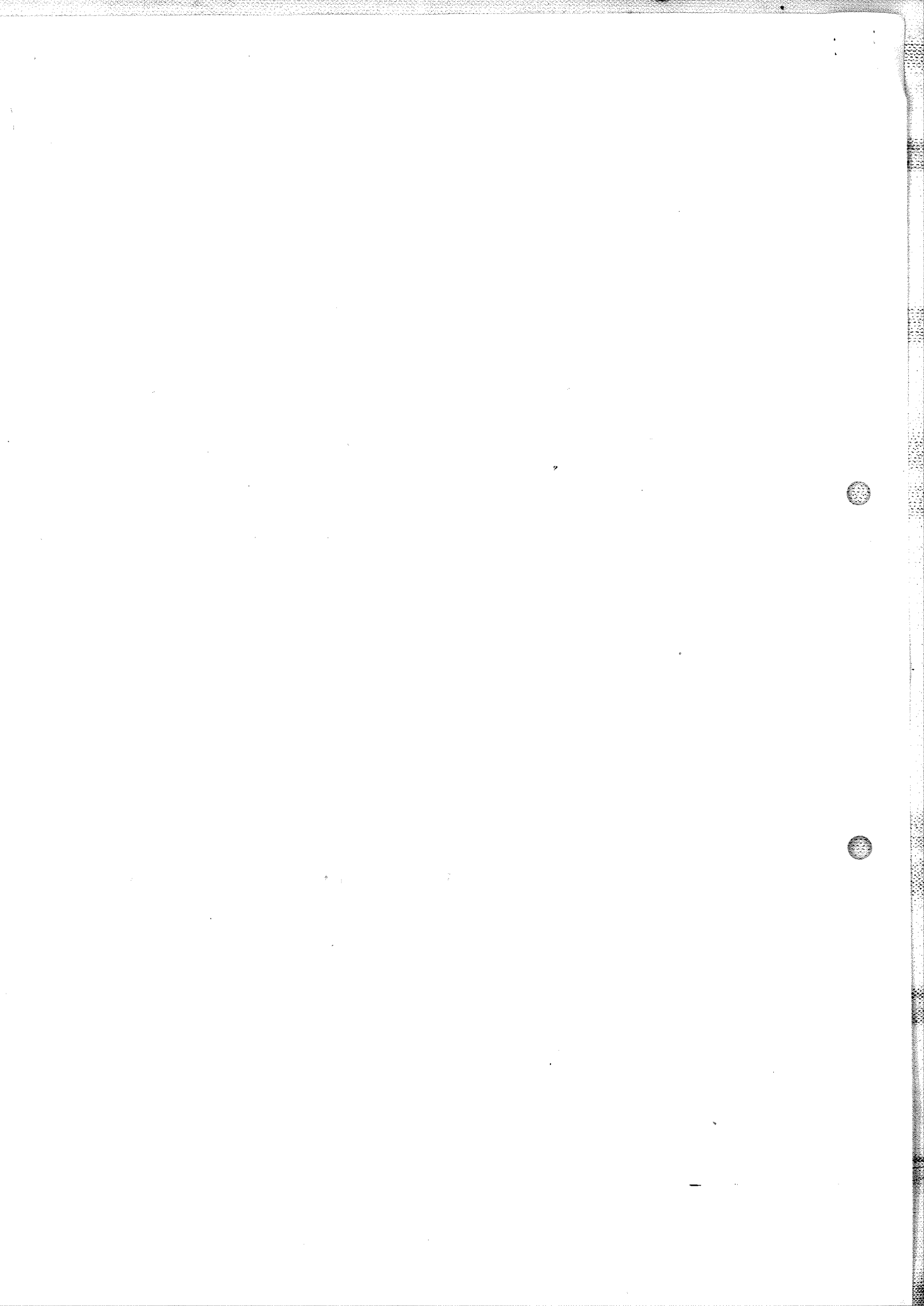
All concerned are requested to take a careful note of the above.

  
(ब्रजेश्वर शर्मा / Brajeshwar Sharma)

मुख्य महाप्रबंधक (मा.सं.) / Chief General Manager (HR)

संलग्न : परिशिष्ट - 1-अनुकंपा आधारित नियुक्ति योजना

Encl : Annexure I Scheme for Compassionate Appointment



SCHEME FOR COMPASSIONATE APPOINTMENT

1. COVERAGE

- 1.1. To a dependent family member of permanent employee of a Public Sector Bank(PSB) 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

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

3. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

- 3.1. Managing Director & CEO.
- 3.2. Executive Director holding current charge of Managing Director & CEO.
- 3.3. Board of Directors in special types of cases
- 3.4. 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 medical grounds or if the deceased



employee was involved in serious financial irregularities, embezzlement of funds, committing frauds, etc.,

- A) Committee for Compassionate Appointment will be authorised to decline all requests for compassionate appointment / ex-gratia payment in cases where major penalty was imposed on the ex-employee while in service, and/or where disciplinary action pending at the time of death of the ex-employee would have resulted in imposition of major penalty;
- B) Committee for Compassionate Appointment will recommend requests for compassionate appointment / ex-gratia payment in cases where minor penalty was imposed on the ex-employee while in service, and/or where disciplinary action pending at the time of death of the ex-employee would have resulted in imposition of minor penalty. The recommendations of the Committee will be placed before the Managing Director & CEO as Authority appointed by the Board for appropriate decision on merits of each case on a case-to-case basis.

#### 4. POSTS TO WHICH APPOINTMENTS CAN BE MADE

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

#### 5. ELIGIBILITY

5.1. The family is indigent and deserves immediate assistance for relief from financial destitution.

To assess the financial condition the income of the family from all sources including the family pension, terminal benefits, proceeds of insurance policies & other investments etc. and the employment of family members, size of the family & liabilities, if any will be taken into consideration.

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. Recruitment Rules will mean the norms which are in force at the time of making the compassionate appointment.

#### 6. EXEMPTIONS

6.1. Compassionate Appointment 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. However, the Scheme for compassionate appointment is applicable for the cases where death / retirement on medical grounds occur on or after 05.08.2014.
- 8.2. While considering such belated requests, where, death or retirement on medical grounds of the employee took place long back, even five years ago, it should be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the employee in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. 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 upto a maximum of 5% of vacancies falling under direct recruitment quota in clerical cadre or vacancies identified in the sub-staff category. The Bank may hold back 5% of vacancies in the aforesaid categories to be filled by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against appropriate category, viz., SC/ST/OBC/General Category, depending upon the category to which he/she belongs.
- 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 dependant family member may be considered for compassionate appointment with the prior approval of the competent authority of the bank who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified, having regard to the number of dependents, assets and liabilities left by the employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the employee and whether he should not be a source of support to other members of the family.



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:-

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;

11.1. 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 organisation or suspected to have gone abroad.

11.2. 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;

11.3. While considering such a request, the results of the Police investigation should also be taken into account; and

11.4. A decision on any such request for compassionate appointment should be taken only at the level of the Managing Director & CEO of the Bank.”

## 12. PROCEDURE

- a) The prescribed format may be used by the bank for ascertaining necessary information and processing the cases of compassionate appointment.
- b) The Officer from the Staff Department 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 staff department may also be made one of the members of the Committee, depending upon his rank. The Committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of facts of the case. The recommendation of the committee should be placed before the Competent Authority for a decision. If the Competent Authority disagrees with the committee's recommendation, the case may be referred to the higher authority for a decision.

### 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 (as in Annexure) that he/she will maintain properly the other family members who were dependent on the deceased employee in question, and in case it is proved subsequently (at any time) that the family members are being neglected or are not maintained properly by him/her, his or her appointment may be terminated forthwith. Any complaint in this regard will be dealt in accordance with the provisions mentioned in point no.16 of the Scheme. 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.

In case of termination as stated above, there is no provision in the Scheme for providing employment to other member of dependent family.

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

### 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/faulty 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 CMD 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 of administration.
- ii) It is not the intention to restrict employment of a family member of the deceased or medically retired sub-staff employee to an erstwhile sub-staff post only. As such, a family member of such erstwhile sub-staff employee can be appointed to a clerical post for which he/she is educationally qualified, provided a vacancy in clerical post exists for this purpose.
- iii) 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.

Hence, compassionate appointment be offered by the Bank only in the case where the Bank is satisfied that the financial condition of the family is such that, but for the provision of employment, the family will not be able to meet the crisis.

- 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.





## 18. EXGRATIA IN LIEU OF COMPASSIONATE APPOINTMENT

The bank has both the options i.e. Compassionate Appointment or payment of lump sum Ex-gratia amount. However, the option of Compassionate Appointment will be used only when the other conditions of compassionate appointment are met. The Staff Circular No.5425 dated 08.09.2007 will be applicable for payment of lump-sum Ex-gratia, if the dependents are otherwise eligible for the same.

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