

सम्मान आपके विश्वास का HONOURS YOUR TRUST

CHO/PMG/21 /2024-25

Date: 29.06.2024

All Branches/ Offices**Sub: SWS-Funeral expenses to the family of retired employee.**

As per the recommendations of the Staff Welfare Committee held on 07.06.2024, the Competent Authority has approved the continuation of Staff Welfare Scheme- Funeral expenses for one time payment of **Rs. 20,000/- (Twenty thousand only)** to the family member of the deceased staff to meet immediate funeral expenses.

Modalities of the scheme:

1. Amount of assistance shall be **Rs. 20,000/-** irrespective of the cadre.
2. Payment will be made to the next kin of deceased employee i.e. spouse or son/ daughter if spouse is not there.
3. On receiving application/intimation from the family member of deceased staff, details will be entered in HRMS by the ABH of the pension paying branch.
4. Sanctioning authority i.e. Branch Head of the pension paying branch should immediately sanction the request in HRMS.
5. Both entry and sanction will be done in **HRMS >> Salary >> Verify Reimbursements >> Funeral Expenses**
6. Post approval, the payment will be made centrally from Head Office, Personnel Services Department to the CBS Parking account of the SOL initiating the request. The branch/ office will then transfer/ remit the funds to the claimant's account.
7. All applications are to be processed through HRMS only and no other mode of sanction is allowed.

Branches/ Offices are directed to bring the contents of this Circular to the notice of all employees. A copy of this Circular should be prominently displayed on the Bank's Notice Board for information to all concerned.


Rajesh Nagar
General Manager
HRM, PSD, Training & OL

