



No.CWC/COPD0RECT/50/2020-PERSONNEL

Dated:07.12.2020

CIRCULAR

Sub: Payment of lump-sum ex-gratia amount in lieu of Compassionate Appointment...reg

Ref: 1.CO, Circular No.CWC/I-Comp.Apptt./Rectt/2007/724-A dt.04.10.2013
2.CO, Circular No.CWC/CO-PD0RECT/50/2020-PERSONNEL dt.14.09.2020.

Sir/Madam,

1. In continuation to the directives issue vide circular dated 14.09.2020 on the subject. The Competent Authority has directed following:-

(a) Concerned RO is to appoint one Nodal Liaison Officer for dealing with family of diseased employee to facilitate and ensure timely submission of required documents and follow-up for timely disbursement of dues to the authorised beneficiary.

(b) Concerned RM is authorized to depute 'Nodal Liaison Officer' or any other suitable official to the residence of diseased employee for filling up requisite forms and completion of documents.

(c) A list of documents required to be submitted by the RO towards payment of lump-sum ex-gratia in lieu of compassionate appointment is reproduced hereunder for ready reference:

- (i) Death certificate issued by Competent Authority (**in original**).
- (ii) Nomination form (certified true copy/original) – for verification of nominee(s).
- (iii) Application form filled by Nominee for claiming the lump-sum amount (format as per Circular dated 14.09.2020).
- (iv) Address proof of the claimant (any document accepted as address proof for the Indian Passport).
- (v) Bank account details of the claimant with original cancelled cheque.

2. Further, as brought at Para 5 of CO Circular dated 14.09.2020, **concerned RO shall ensure submission of completed documents along with death certificate within 30 days of the death of the employee.** Therefore, it is requested that concerned ROs adhere to the laid down procedure and timelines to facilitate timely disbursement of dues to the authorized beneficiary.
3. This issues with the approval of the Competent Authority.

(Somnath Acharya)
General Manager (Pers)

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