

**Application for Sanction of Ex-gratia under the Scheme Payment of  
“Ex-gratia to Families of Staff Members who Die in Harness”**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The General Manager (P),  
Andhra Bank, Head Office,  
Saifabad, Hyderabad.

Sir,

Reg: Scheme for Payment of “Ex-gratia to Families of  
Staff Members who Die in Harness” – Demise of  
Mr.Ms.\_\_\_\_\_

\* \* \*

With deep sorrow, I inform that Mr./Ms.\_\_\_\_\_ (Staff Code No. \_\_\_\_\_) has expired on \_\_\_\_\_ due to \_\_\_\_\_.

I/ we am/are informed that late Mr./Ms.\_\_\_\_\_ had nominated me to receive Ex-gratia under the above mentioned scheme that may be sanctioned by the Bank to mitigate the difficulties of the family of the deceased.

I/ we request you to please sanction Ex-gratia of Rs.1,00,000/- under the above mentioned scheme. Original Death Certificate is enclosed.

I/ we am/are aware that the amount of advance of Rs.5,000/- allowed to Mr./Ms.\_\_\_\_\_ on \_\_\_\_\_ against ex-gratia payable under the scheme shall be adjusted by the Bank.

Thanking You,

Yours faithfully,

( \_\_\_\_\_ )  
Signatures of Nominee / Legal heirs

Place :

Date :

Witnesses

1. Signature, Name & Address:

2. Signature, Name & Address:

For Use of Branch

Forwarded to Zonal Office \_\_\_\_\_ . The nominee has been properly identified. Recommended to sanction Ex-gratia under Scheme for payment of Ex-gratia to families of staff members who die in harness to Mr/Mrs. \_\_\_\_\_ , nominee under the Scheme:

Place : \_\_\_\_\_ Manager.  
Date : \_\_\_\_\_ Staff No.  
\_\_\_\_\_ Office Seal

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Forwarded to Personnel Dept.(IR), Head Office, Hyderabad. Recommended to sanction Ex-gratia under Scheme for payment of Exgratia to families of staff members who die in harness to Mr.Mrs \_\_\_\_\_ nominee under the scheme.

Place : \_\_\_\_\_ Zonal Manager  
Date : \_\_\_\_\_ Office Seal

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For use at Head Office

Recommended to sanction Ex-gratia under Scheme for payment of Ex-gratia to ofamilies of Staff members who die in harness to Mr/ Mrs. \_\_\_\_\_ , nominee under the scheme.

Date: \_\_\_\_\_ Chief Officer  
Department.

**For Use at Head Office**

Powers: Dy.General Manager (P)

Reg: Sanction of Ex-gratia under the "Scheme for Payment of Ex-gratia To ofamilies of Staff Members who die in harness".

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We have received an application from Mr. / Mrs \_\_\_\_\_  
(Nominee) for Ex-gratia under the "Scheme for payment of Ex-gratia to families of Staff Member who die in harness" on the demise of Mr. / Mrs. \_\_\_\_\_ Code No. \_\_\_\_\_ Designation \_\_\_\_\_ on \_\_\_\_\_ working at \_\_\_\_\_.

As per the nomination made by the deceased Staff member, we may sanction an amount of Rs.1,00,000/- (Rupees One Lakh only) towards Ex-gratia under the "Scheme of payment of Ex-gratia to families of Staff members who die in harness" to Mr./ Mrs. \_\_\_\_\_.

Officer

Recommended for Sanction

Date:

Chief Officer

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Sanctioned an amount of Rs.1,00,000 (Rupees One Lakh Only) as Exgratia, as recommended under the Scheme for payment of Ex-gratia to families of staff members who die in harness to \_\_\_\_\_ in respect of Late \_\_\_\_\_ Code No. \_\_\_\_\_

Date:

Dy.General Manager (P)

BA-I No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on Branch for Rs. \_\_\_\_\_ issued and sent to the Branch.

Officer

**Receipt**

Received Rs.1,00,000/- (Rupees One Lakh Only) from Andhra Bank towards Ex-gratia amount under Scheme for Payment of Ex-gratia to families of Staff members who die in harness in full and final settlement of benefit under the Scheme on account of the Late \_\_\_\_\_

\_\_\_\_\_.

Place :

Date:

Revenue  
Stamp  
With  
Signature

Signature of the Witnesses

With full addresses:

1. Signature :  
Name :  
Address :
2. Signature :  
Name :  
Address :