

**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

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

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".

* * *

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

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

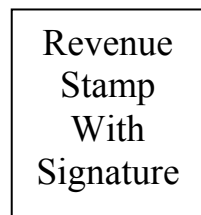
Receipt

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:



Signature of the Witnesses
With full addresses:

1. Signature :
 Name :
 Address :

2. Signature :
 Name :
 Address :