**STATE BANK OF PATIALA**

**PPFG DEPTT., H.O. THE MALL, PATIALA**

*Circular No. PPFG/GENL/51 Dated : 18.3.2003*

***STAFF WELFARE SCHEME***

***SCHEME FOR PAYMENT OF FUNERAL EXPENSES TO***

***THE HEIRS OF DECEASED/RETIRED EMPLOYEES***

The trustees, State Bank of Patiala Employees Provident Fund Trust at their General Meeting held on 27.12.95, approved reimbursement of funeral expenses to the extent of Rs. 5000/-to the dependants of employees, who die in harness as well as to the legal heirs of retired deceased employees out of the funds lying in the SBOP Employees Provident Fund and Forfeiture Account at Head Office. However, the dependants of ex-employees who have been dimissed/discharged or removed or terminated from the service of the bank are not eligible to receive this amount from the bank.

Any nearby branch shall pay the funeral expenses to the dependant/legal heir of the deceased, immediately before/after the cremation, by debit to Branch Suspense Account.

The application from dependants/legal heirs of deceased employees dying in harness or dependants/legal heirs of retired ex-employees should be forwarded to Chief Manager (Pension PF & Gratuity Deptt.) for reimbursement of the expenses paid by the branch by debit to the branch suspense account. The proforma of the application is as per annexure-I.

**ANNEXURE–I**

Application for payment of funeral expenses to the dependants of Bank’s deceased/retired employees (in terms of H.O. Circular No. PPFG/GENL/51 Dated : 18-03-2003).

(Dependants of Ex-employee dismissed, discharged or terminated from service not eligible).

1. Name & Designation of the

 deceased employee/retiree ............................................

2. Name of the Branch/Deptt., where the employee/retiree

 was last posted ............................................

3. Reason of retirement Superannuation/Voluntary

 (in case of retired employee) ............................................

4. Date of death ............................................

5. Place of death ............................................

6. Place where funeral shall take place/has taken place ............................................

7. (i) Name & Address of the person claiming funeral expenses ............................................

 (ii) Relationship with the deceased ............................................

It is requested that a sum of Rs. 5000/-(Rs. Five thousand only) being funeral expenses may please be paid to me/us. I/We hereby confirm and undertake that the particulars given above are true.

*Signature of the claimant(s)*

Forwarded in original to the Chief Manager, State Bank of Patiala, PPFG Deptt., H.O. Patiala. We have paid a sum of Rs. 5000/- (Rs. Five thousand only) being funeral expenses to the above named dependant(s) by debit to Branch Suspense A/C. Please arrange to reimburse this amount to enable us to adjust the entry in Suspense Account.

No.\_\_\_\_\_\_\_\_\_\_ Manager

Date:\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_Branch