

CHO/PMG/08/2025-26

Date: 23.07.2025

All Branches/ Offices

**Sub: SWS-Funeral expenses to the family of in-service employee.**

As per the recommendations of the Staff Welfare Committee held on 21.06.2025, the Competent Authority has approved the continuation of Staff Welfare Scheme- Funeral expenses for FY 25-26 towards onetime 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.
3. On receiving application/ intimation from the family member of deceased staff, details will be entered in HRMS immediately by the concerned Branch/ Office under intimation to concerned sanctioning authority.
4. Sanctioning authority should immediately sanction the request in HRMS on receipt of such intimation.

**Authority for entering, sanctioning and payment of such expenses:**

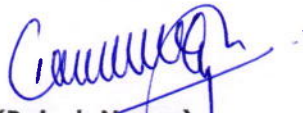
Deceased employee posted at	Entry By	Sanction By	Payment By
Branch	ABH/ Branch Head	Dy. Zonal Head	HO, PSD
Zonal Office	HRM in-charge	Dy. Zonal Head	HO, PSD
RTC/STC/RSETI/LDM	Respective Admin	Dy. Zonal Head	HO, PSD
HO	Department Admin	HO, PSD	HO, PSD

6. Both entry and sanction will be done in HRMS under

**Salary → Verify Reimbursements → Funeral Expenses**

7. 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.

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)**  
 Chief General Manager  
 HRM, PSD, Training & OL



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