

PAYMENTS/ACTIVITIES INVOLVED IN DEATH CASES

S.NO	PAYMENT/ FACILITIES	CLAIM FORMS AVAILABLE WITH	PROCEDURE/REMARKS	AMOUNT
1.	Provident Fund	SPE	Filled-in claim form of PF & SESBF to be submitted with signature of applicant duly attested by an officer of BSL and claim form of Gratuity to be submitted duly sanctioned by Executive of E5 & above grade. The claim forms are to be submitted to Shop Personnel Executive (SPE). Gratuity would only be released subject to retention/vacation of Company's quarter.	Subject to contribution
2.	Gratuity			Subject to ceiling. Basic and PP of October 2021 is taken for calculation of Gratuity amount.
3.	SESBF			Subject to contribution
4.	Leave encashment	-	No separate claim form is required – Leave to the credit of employee (EL+HPL) to a maximum of 300 days is credited. HPL here is Half pay leave and not cumulative leave. Leave encashment amount would only be released subject to retention/vacation of Company's quarter.	-
5.	EFBS (Employee Family Benefit Scheme) (Monthly Basic+DA+PP till Notional Date of Superannuation of Employee)	SPE/FSC	Filled-in claim form to be submitted at Final Settlement Cell, duly forwarded by Executive of E5 & above grade, along with Deemed NDC/NDC (no dues Certificate) from TA for transfer of Gratuity amount. For this, the Quarter vacation form can be obtained from TA department OR Quarter retention form can be obtained from SPE/FSC.	Subject to last Basic Pay and DA
6.	EFBS Society (Employee Family Benefit Society)	FSC	1. Filled in claim form, along with copy of last pay slip, Death Certificate issued by State Govt., copy of bank pass book of the claimant, forwarded by an executive of E5 & above grade to be submitted to FSC.	Rs. 3 Lakhs
7.	EDLI	SPE	Filled-in claim form w.r.t. EDLI to be submitted at Final Settlement Cell through SPE, duly forwarded by an Executive of E5 & above grade.	Maximum Rs. 7 lakhs and Rs. 2,000.
8.	Group Insurance (Applicable in death due to accident only)	FSC	-Accidental information in written received by FSC from Claimant / concerned department. -Duly filled-in prescribed claim form with other documents (Death Certificate, FIR, Postmortem report, Police inquiry report, medical treatment and medical disablement board report) as prescribed by Insurance Company is submitted to FSC, forwarded by Executive of E5& above grade.	25 lakhs and other benefits applicable as per scheme.
9.	EPS-95	SPE	-Intimation given to claimant by SPE for filling up of details for Widow and Children Pension. The claimant then submits this intimation to SPE. -Thereafter, after the due process at SPE, the auto filled-in 10-D claim form is given to the claimant for enclosing necessary documents and signature by self, and forwarding by Executive of E5& above grade. -The 10-D form is then submitted to SPE by the claimant.	Subject to contribution

10.	NPS/ SAIL Pension Scheme	Help Desks at FSC	<p><u>SAIL Pension Scheme:</u> If pension corpus amount not transferred in NPS: 1. Online application through portal www.sail.co.in 2. After filling up the online form, one copy of printed form, signed by the applicant to be submitted at Pers-FSC, along with the following documents: (a). PAN, Aadhar & photo of ex-employee & Spouse/beneficiary. (b). Cancelled cheque of spouse /beneficiary. (c). Separation Order (d). PAN & Aadhar of nominee (e). Death Certificate of ex-employee.</p> <p><u>NPS:</u> If pension corpus amount has been transferred in NPS account of ex-employee, then NPS Exit needs to be done for withdrawal of fund. In death case, 100% fund from NPS can be withdrawn OR annuity can be purchased. Help desks have been set up in FSC to assist the claimant in NPS issues.</p>	Subject to contribution
11.	Final TA Bill	SPE	<p>After vacation of Company's quarter: -Final TA Bill to be submitted to concerned SPE within one month from the date of journey. -Journey is to be performed within one month of vacation of quarter. -In case of retention of quarter, journey to be performed within one month of completion of retention period and vacation of quarter or if quarter vacated earlier, within one month of vacation of quarter.</p>	-
12.	Mediclaim/ Free Medical facility (Red Medical Book)	SPE-for cancellation of dependent medical books FSC-for issue of new medical book	<p>The medical books issued prior to the death of employee have to be cancelled by SPE (in medical book cancellation form), before issuing new medical book.</p> <p>There are two types of medical facilities available to the spouse of deceased employee: (a) For free treatment at BGH- filled in form for red medical book. (b) For Mediclaim facility- To apply in specified format along within 90 days of death along with copy of Aadhar Card, Demand draft and other documents as per scheme.</p>	For Mediclaim, premium charges as per the Scheme.
13.	Employee Compensation (This is applicable in accidental deaths arising out of and in course of employment)	Application submitted to SPE	<p>-Application received from the dependant/nominee for employee compensation. -The amount is disbursed by The Presiding Officer, Labour Court to the dependents /nominee of deceased employee. Information can be obtained from SPE/FSC.</p>	As per calculation given in the Act.

Note:

- SPE: Shop Personnel Executive, FSC: Final Settlement Cell.
- All payments will be made as per the PF nomination made by the deceased employee.
- All activities are to be carried out by Nominee.
- Final Settlement Cell is the nodal agency which takes care of the objections raised w.r.t. the activities stated above and co-ordinates for rectification of the same for smooth completion of the job.
- For any query or assistance –FSC contact nos. are 06542-240273 & 80514/ 80257 (Max).