



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
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To

The Addl. CPFC (HQ) / Addl. CPFC (Zones)/
Director (PDNASS)/Addl. CPFC (ASD)
All Regional PF Commissioners/OIC of Regional Offices

Subject: Guidelines for Appointment on Compassionate grounds- Revised delegation of Administrative Powers- Regarding.

Ref: (i) HO letter no HRM-V/11(7)/2019/CA Policy Matter/Vol.III/I/474/2020
Dated:23.07.2020
(ii) HO letter no. HRM-V/IV/11(7)/2015/CA Policy Matter/Vol.I/ 4563 Dated
29.06.2018.

Sir/Madam,

Please refer to HO Letter under reference (i) conveying the delegation of powers for appointment on compassionate ground of an eligible dependent family member of a deceased/missing employee or an employee retired on medical grounds. The detailed guidelines for consideration of appointment on compassionate basis are enclosed herewith, which may scrupulously be followed to ensure uniformity and transparency of procedure across the country.

(This issues with the approval of the Central P.F. Commissioner.)

Yours faithfully

(Uma Mandal)

Addl. Central PF Commissioner (HRM)

Encl.: As above

Copy to:

1. Staff Officer to CPFC
2. FA&CAO/Chief Vigilance Officer/All ACC (HQ)
3. All Addl. Central PF Commissioners (HO)
4. Director (Audit)
5. All Deputy Directors (Vigilance), Zonal Offices
6. All Deputy Directors (Audit), Zonal Offices
7. RPFC (NDC) with a request to upload it on official website
8. Deputy Director (OL) for Hindi Version.

(Dr. Shiv Kumar)

Regional PF Commissioner-I (HRM)

PROCEDURAL GUIDELINES FOR COMPASSIONATE APPOINTMENT IN EPFO

A consolidated set of instructions on compassionate appointment was issued by the Department of Personnel and Training (DoP&T) vide OM No.14014/02/2012--Estt. (D) dated 16.01.2013 as amended from time to time. In view of the statutory nature of the Employees' Provident Fund Organisation (EPFO), the said guidelines have been adopted for implementation in EPFO, subject to such delegation as deemed appropriate by the CBT, EPF and with such modification as deemed expedient by the circulars issued by the Head Office from time to time. (A list of such circulars/guidelines issued on the matter is enclosed as **Annexure-I** along with copies thereof for ready reference).

2. The CBT, EPF delegated the power of appointment on compassionate grounds to CPFC and the ACC (Zone) in its 226th Meeting held on 05.03.2020. To give effect to the said delegation, a detailed set of procedural guidelines is laid down herewith. These guidelines shall further be subject to such amendment as deemed necessary by the DoP&T and Head Office from time to time.

3. The object of these guidelines is to bring uniformity and transparency in the procedure of granting approval for appointment on compassionate grounds to a dependent family member of an employee of the Central Board of Trustees (CBT), who died in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the employee concerned from financial destitution and to help it get over the emergency.

4. APPLICATION FOR APPOINTMENT:

- a) The process shall begin with the receipt of an application for appointment on compassionate appointment from an eligible dependent family member of an

employee of the CBT, EPF, who died in harness or retired on medical grounds as specified under the delegation of powers by the CBT, EPF.

- b) An empirical 100-point scale has been adopted by EPFO to bring about uniformity and transparency in assessing the suitability of such appointment on compassionate ground by allocating points to various attributes/parameters.
- c) The prescribed Application proforma should be used for ascertaining necessary information and processing the cases of compassionate appointment.
- d) The applicant shall furnish an undertaking to serve anywhere in India.
- e) The Welfare Officer of the concerned Regional Office should meet the members of the family of the employee in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called at the very first stage and advised in person about the requirements and formalities to be completed by him.
- f) The Welfare Officer should furnish his comprehensive report along with the relevant documents/records/materials substantiating the claim of the applicant as prescribed by the Head Office from time to time.
- g) The request for appointment in the prescribed proforma with the report of Welfare Officer should be forwarded to the Zonal Office along with a specific recommendation of RPFC-in-charge of the Region in the light of suitability test/interview, the financial condition of the family, the vacancy status of the cadre in the RO for the post applied for and other relevant material, if any.
- h) The suitability of those proposed to be appointed on compassionate grounds should be properly assessed. Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules. Final offer of appointment will, however, be subject to the availability of vacancies, passing of medical examination, production of necessary certificates etc.

- i) A register of all requests received for appointment on compassionate basis shall be maintained by the Cadre Controlling Authority *i.e.*, the ACC (Zone) of the state or the ACC (HQ) in a state, where more than one Zone exists, for each state under their jurisdiction on the basis of date of receipt of completed request for appointment on compassionate basis.

5. CONSIDERATION OF REQUEST:

- a) In the light of instructions issued from time to time by the Head Office on the subject, the request for appointment on compassionate grounds should be considered by a Zonal Screening Committee (ZSC) of officers consisting of at least three officers – one Chairman and two Members – of the rank of RPFC-I/RPFC-II in Zonal Office concerned. The Welfare Officer may be co-opted as one of the members of the Committee, if needed.
- b) The ZSC shall be constituted by the cadre controlling authority of the state concerned, *i.e.*, the ACC (Zone) of the state or the ACC (HQ) in a state, where more than one Zone exists (due representation of other Zones in such state may also be considered while constituting the Zonal Committee).
- c) The ZSC may meet during the second week of the month following each Quarter to consider cases received during the previous quarter. That is, the Committee shall meet in second week of Jan, Apr, Jul and Oct to consider the cases received up to the quarter ending Dec, Mar, Jun and Sep, respectively, every year.
- d) The applicant may also be granted personal hearing by the Committee, if deemed necessary, for better appreciation of the facts of the case.
- e) The Committee shall examine all requests for appointment on compassionate basis objectively, taking all factors into consideration and assess an overall financial condition of the family on the basis of the Welfare Officer's Report and other available documents/ records/ materials. Each case should be

considered on of its own merit. Ernest efforts should be made to fulfill any technical shortcomings by referring the case back to RO concerned.

- f) Head Office has already laid down a Relative Merit Points Assessment on a 100-point-scale, which shall be considered by the Zonal Committee to arrive at an objective evaluation. In order to maintain a uniformity and to preclude any disproportionate weightage of one or two factors in the said 100-point scale and also considering a limited availability of vacancies for compassionate appointment, it shall be appropriate that the requests of applicants scoring at least 50 points on the 100-point scale are considered. Thus, only in a very genuine cases, where, in the opinion of the ZSC, the family is indigent and deserves immediate assistance for relief from financial destitution, the appointment on compassionate basis may be recommended.
- g) The candidates applying for appointments on compassionate grounds in SSA post should be subjected to a suitability test by the Committee, if not already conducted by the RO concerned.
- h) The recommendation of the ZSC should be comprehensive and self-speaking so as to enable the cadre controlling authority to take an apt decision in the matter.
- i) Once an application has been rejected by the ZSC which, after due consideration of all facts and circumstances of the case, did not find merit in the case, the candidature of the applicant shall not, ordinarily, be considered again except under explicit direction of the court or discovery of new facts or material which was either not in the knowledge of the applicant or the applicant was prevented to produce the same on account of some sufficient cause.

6. APPROVAL OF APPOINTMENT:

- a) The recommendation of the ZSC should be placed before the Cadre Controlling Authority, who shall take a prompt decision after due

examination of the recommendation of the Committee in the light of records/ reports/ material/ documents available.

- b) The appointment on compassionate grounds shall be made only after the approval of the competent authority in terms of delegation by the CBT, EPF.
- c) In case of a dependent family member of an employee of the CBT, EPF, who died while in service (including death by suicide) and where no relaxation of Recruitment Rules is required, the Cadre Controlling Authority shall be the competent authority to approve the appointment on compassionate ground.
- d) A reference shall be made to the Head Office for the approval of CPFC in following types of request, where appointment on compassionate ground is sought by a dependent family member:
 - (i) of an employee, who is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules, 1957 or the corresponding provision in the EPF (Officers' and Employees' Conditions of Services) Regulations, 2008; or under Rule 38 of the CCS (Pension) Rules, 1972 or the corresponding provision in the EPF (Officers' and Employees' Conditions of Services) Regulations, 2008, before attaining the age of 55 years (57 years for erstwhile Group 'D' employee); or
 - (ii) of an employee who died in harness or retired on medical grounds (*supra*), by relaxation of RRs with respect to prescribed age or educational qualification; or
 - (iii) where the death or retirement on medical grounds (*supra*) of an employee took place long back, say five years or so; or
 - (iv) of an employee who died in harness or retired on medical grounds and there is already an earning member in the family; or
 - (v) of a missing employee subject to the such conditions as prescribed by the DoP&T.

- e) The cadre controlling authority, along with his specific recommendation, shall forward the application (complete with all relevant documents and reports including the vacancy in the cadre in the region and the state concerned) along with the report of the ZSC for compassionate appointment in cases falling under sub-paragraph (d) above to HRM Division of the Head Office.
- f) A Central Screening Committee (CSC) will be constituted at the Head Office comprising of three members in the rank of ACC/RC-I for considering the cases falling under sub-paragraph (d) above.
- g) The cadre controlling authority of the state concerned or his representative (not below the rank of RPFC-I of the ZO) may also be co-opted as an invitee-member of the CSC, if deemed necessary.
- h) The Central Committee may meet during the fourth week of the month following each quarter to consider cases received during the previous quarter. That is, the Committee would meet in fourth week of Jan, Apr, Jul and Oct to consider the cases received up to the quarter ending Dec, Mar, Jun and Sep, respectively, every year.
- i) For cases falling under paragraphs 6 (d), the recommendation of the Central Committee should be placed before the CPFC for taking a final decision.

7. NOTE ON VACANCY:

- a) As on 31.12.2019, total sanctioned post in MTS cadre is less than MTS in-position strength in EPFO. Though a regional office or a state may have vacancy in MTS cadre but as an organizational perspective, in-position strength is over-saturated and, **hence, no appointment in the cadre of MTS shall be considered by any cadre controlling authority till further direction from Head Office** barring the proposals already approved by the Head Office.

- b) As on 31.12.2019, the vacancy status in SSA cadre for appointment on compassionate basis shall be ascertained by Zonal Offices after verification before considering any application for compassionate appointment.

8. Reports

- a) A calendar for the scheduled meetings of ZSC in a year shall be drawn by each cadre controlling authority in the month of October for the following calendar year and communicated to the Head Office by the first week of November.
- b) The cadre controlling authority shall furnish a quarterly report in the format enclosed as **Annexure-II** by the first week of Feb, May, Aug and Nov every year.
- c) If no application is received, the Committee shall furnish a NIL report to the cadre controlling authority, who shall forward the same to the Head Office for placing before the CPFC.
- d) An annual report in the format enclosed as **Annexure-III** shall be furnished by the cadre controlling authority by the second week of April to the Head Office in respect of appointments made on compassionate grounds during the preceding financial year. The first report shall be furnished within 15 days of the issue of these guidelines.

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Annexure-I

List of DoP&T and Head Office Circulars on Compassionate Appointment

Sl	Circular No	Dated
1.	DoP&T OM No.14014/02/2012--Estt. (D)	16.01.2013
2.	DoP&T OM No.14014/02/2012--Estt. (D)	30.05.2013
3.	DoP&T OM No. 14014/02/2012-Estt. (D)	07.10.2014
4.	DoP&T OM No.14014/02/2012--Estt. (D)	05.09.2016
5.	DoP&T OM No. 14014/2/2009-Estt.D Circulated vide HO circular no HRD/1(34)2014/7th CPC/Vol.II/14	09.10.2017 17.10.2017
6.	HO Circular no. HRM/IV/ 11/ 07/2015/CA Policy Matter/4038	23.05.2017
7.	HO Circular no. HRM-IV/11(07)/2015/CA Policy Matter/7179	05.07.2017
8.	HO Circular no. HRM-V /IV/ 11(07)/2015/CA Policy Matter/ Vol. I/4563	29.06.2018
9.	HO Circular no. HRM-IV / 1(12)2012/KN/Vol. II/ 13324	18.10.2018
10.	HO Circular no. HRM-V/11 (07) Compassionate Appointment/ Policy Matter/2019/Vol.III /I/473/2020	23.07.2020
11.	HO Circular no. HRM-V/11 (07) Compassionate Appointment/ Policy Matter/2019/Vol.III /I/474/2020	23.07.2020
12.	HO Circular no. HRM-V/11 (07) Compassionate Appointment/ Policy Matter/2019/Vol.III /I/475/2020	23.07.2020

ANNEXURE-II**QUARTERLY REPORT ON MEETINGS OF ZONAL SCREENING COMMITTEE
FOR THE COMPASSIONATE APPOINTMENT****(To be submitted by the Cadre Controlling Authority quarterly)****Quarter Ending: Mar/Jun/Sep/Dec, 2020**

Sl	Item	MTS Cadre	SSA cadre
1	Quarterly Meeting of the Zonal Screening Committee held	Yes/No	
2	Number of vacancies available for compassionate appointment		
3	Opening Balance beginning I/II/III/IV Quarter (= CB of the last Quarter)		
4	Number of fresh applications received		
5	Number of applications referred back to ROs		
6	Number of applications recommended for appointment		
7	Number of applications rejected		
8	Number of applications recommended for Head Office		
9	Closing Balance ending I/II/III/IV Quarter (=3+4-5-6-7-8)		
10	Time taken to dispose of the cases		
11	Reasons for rejecting the applications		
12	Reasons for not holding the quarterly meeting of the Zonal Screening Committee		

Signature of ACC (HQ)/ACC (Zone)**Name:****Designation:****Date:**

ANNEXURE-III

REPORT ON COMPASSIONATE APPOINTMENT
(To be submitted by the Cadre Controlling Authority every year)

As on 01.01.2020

Sl	Item	MTS Cadre	SSA cadre
1	Total Sanctioned strength in the State		
2	In-position Strength		
3	Direct Recruitment Quota		
4	Compassionate appointment Quota		
5	Persons already appointed on compassionate grounds		
6	Vacancies available for compassionate appointment [Opening Balance for the year] = (4-5)		
7	Number of applications received during the year		
8	Number of applications recommended for appointment by Zonal Screening Committee		
9	Number of appointments approved (out of 8)		
10	Number of applications referred to Head Office (out of 8)		
11	Number of vacancies arose in DR quota during the year		
12	Number vacancies added for compassionate appointment during the year (= 5% of 11)		
13	Closing balance for the year (= 6-9+12)		
14	Time taken to dispose of the cases		
15	Reasons for not approving the appointment		

Signature of ACC (HQ)/ACC (Zone)

Name:

Designation:

Date:

F.No.14014/02/2012--Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)


North Block,
New Delhi
Dated the 16th January, 2013

OFFICE MEMORANDUM

Subject:- **Consolidated Instructions on compassionate appointment** –
regarding.

The undersigned is directed to invite attention to this Department's O.M. No.14014/6/94-Estt(D) dated 09.10.1998 vide which Scheme for "**Compassionate Appointment under Central Government**" was issued. Subsequently a number of instructions on compassionate appointments under the Central Government have been issued. The content of important/relevant O.Ms and orders on the subject have been further consolidated for the facility of reference and guidance and are being made available on this Department's website www.persmin.nic.in in the dynamic form (OMs & Orders>Establishment>(A) Administration (III) Concessions in appointment (a) compassionate appointment). This may be brought to the notice of all concerned for information, guidance and necessary action.

2. Hindi version will follow.


16/1/2013
(Virender Singh)


Under Secretary to the Government of India
Tel. No. 2309 3804

To,
All Ministries/Departments of Government of India

Copy to:

1. President's Secretariat, New Delhi
2. Vice-President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.

8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Centre, DOP&T (20 copies)
19. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T.
20. Establishment Section (200 copies).


(Virender Singh)
16/1/2013

Under Secretary to the Government of India
Tel. No. 2309 3804

SCHEME FOR COMPASSIONATE APPOINTMENT

1. OBJECT

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

2. TO WHOM APPLICABLE

To a dependent family member —

(A) of a Government servant who —

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or

(B) of a member of the Armed Forces who –

- (a) dies during service; or
- (b) is killed in action; or
- (c) is medically boarded out and is unfit for civil employment.

Note I **"Dependent Family Member"** means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried Government servant or
- (e) member of the Armed Forces referred to in (A) or (B) of this para,

-- who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

Note II **"Government servant"** for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

Note III **"Confirmed work-charged staff"** will also be covered by the term 'Government servant' mentioned in Note III above.

Note IV **"Service"** includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

Note V **"Re-employment"** does not include employment of ex-serviceman before the normal age of retirement in a civil post.

3. **AUTHORITY COMPETENT TO MAKE
COMPASSIONATE APPOINTMENT**

- (a) Joint Secretary in-charge of administration in the Ministry/Department concerned.
- (b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.
- (c) Secretary in the Ministry/Department concerned in special types of cases.

4. **POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE**

Group 'C' posts against the direct recruitment quota.

5. **ELIGIBILITY**

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

6. **A. EXEMPTIONS**

Compassionate appointments are exempted from observance of the following requirements:-

- (a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.
- (b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.
- (c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

B. RELAXATIONS

- (a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

Note I Age eligibility shall be determined with reference to the date of application and not the date of appointment;

Note II Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

- (b) In exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. Government may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be governed by the minimum of the – 1S pay band Rs.4440-7440 without any grade pay. In addition, they will be granted all applicable Allowance, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum- 1S pay band without any grade pay. The period spent in the-1S pay band by the future recruits will not be counted as service for any purpose as their regular service will start only after they are placed in the pay band PB-1 of Rs.5200-20200 along with grade pay of Rs.1800. **(Para 1 of O.M. No.14014/2/2009-Estt.(D) Dated the 11th December, 2009)**

Note In the case of an attached/subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.

- (c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-

- (i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or
 - (ii) by the Establishment Division of the Department of Personnel and Training if the post is not included in the Central Secretariat Clerical Service.
- (d) In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULTI TASKING STAFF, she will be placed in Group 'C'- Pay Band - 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/- directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULTI TASKING STAFF only. **(Para 2 of O.M. No.14014/2/2009-Estt. (D) Dated 03.04.2012)**

7. DETERMINATION/AVAILABILITY OF VACANCIES

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
- (c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments
- (d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.

- (e) The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year in the concerned administrative Ministry/department/Office, that too within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts. **(O.M.No.14014/18/2000-Estt.(D) dated 22.06.2001)**
- (f) **Calculation of vacancies by grouping of posts for small offices/cadres -** Grouping of posts in small Offices/Cadres for the purpose of calculation of vacancies for appointment on compassionate grounds is allowed. Consequently, Group 'C' posts in which there are less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies 5% may be filled on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy. **(Para 2 and 3 of O.M. No. 14014/24/1999-Estt.(D) dated 28.12.1999)**
- (g) **Liberalized method of calculation of vacancies for small Ministries/Departments -** The small Ministries/Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. The small Ministries/Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of DR vacancies in Group 'C' and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota. **(Para 4 of O.M. No. 14014/3/2005-Estt.(D) dated 09.10.2006)**
- (h) The compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year in the technical posts. **(Para 2 of O.M. No. 14014/3/2005-Estt(D) dated 19.01.2007.)**

8. **TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT:**

Prescribing time limit for considering applications for compassionate appointment has been reviewed vide this Department O.M No.14014/3/2011-Estt.(D) dated 26.07.2012. Subject to availability of a vacancy and instructions on the subject issued by this Department and as amended from time to time, any application for compassionate appointment is to be considered without any time limit and decision taken on merit in each case

9. **BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT**

- (a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.
- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.
- (c) The onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment **(Para 4 of O.M No.14014/3/2011-Estt.(D) dated 26.07.2012**

10. **WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED**

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

11. **WHERE THERE IS AN EARNING MEMBER**

- (a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of

dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.

- (b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

12. MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:
 - (i) an FIR to this effect has been lodged with the Police,
 - (ii) the missing person is not traceable, and
 - (iii) the competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to the case of a Government servant:-
 - (i) who had less than two years to retire on the date from which he has been missing; or
 - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.
 - (c) Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
 - (d) While considering such a request, the results of the Police investigation should also be taken into account; and
 - (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

13. **PROCEDURE**

- (a) The proforma as in Annexure may be used by Ministries/Departments/ Offices for ascertaining necessary information and processing the cases of compassionate appointment.
- (b) The Welfare Officer in each Ministry/Department/Office should meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.
- (c) An application for appointment on compassionate grounds should be considered in the light of the instructions issued from time to time by the Department of Personnel and Training (Establishment Division) on the subject by a committee of officers consisting of three officers – one Chairman and two Members – of the rank of Deputy Secretary/ Director in the Ministry/Department and officers of equivalent rank in the case of attached and subordinate offices. The Welfare Officer may also be made one of the Members/Chairman of the committee depending upon his rank. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.
- (d) Recommendation of the committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to the next higher authority for a decision.

14. **UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE**

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith. The question of its legal enforceability has been examined in consultation with the Ministry of Law (Department of Legal Affairs) and it has been decided that it should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds **(O.M No.14014/16/1999-Estt.(D) dated 20.12.1999).**

15. REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, --

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

16. SENIORITY

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground. **(Para 4.8 of O.M. No. No.20011/1/2008-Estt.(D) dated 11.11.2010)**

17. TERMINATION OF SERVICE

The compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.

In order to check its misuse, it has also been decided that this power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the Secretary in the concerned administrative Ministry/Department not only in respect of persons working in the Ministry/Department proper but also in respect of Attached/Sub-ordinate offices under that Ministry/Department. **(O.M. No. 14014/19/2000-Estt(D) dated 24.11. 2000).**

18. **GENERAL**

- (a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group 'D' Government servant to a erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
- (c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.
- (d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/ Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- (e) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- (f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status.
- (g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Government servants and to bring it at par with the upper age-limit of 57 years prescribed therein for erstwhile Group 'D' Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C'

Government servants (which is at par with the age of retirement of 60 years applicable to erstwhile Group 'D' Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for erstwhile Group 'D' Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.

19. **IMPORTANT COURT JUDGEMENTS**

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:-

- (a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor General of India and others vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.
- (b) The Supreme Court's judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:
 - (i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.
 - (ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e. in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.
 - (iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
 - (iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.

- (v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.
- (vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.
- (vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.
- (c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.
- (d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and Hindustan Aeronautics Limited vs. Smt A. Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.
- (e) The Supreme Court has held in its judgement in the case of State of Haryana and others vs. Rani Devi and others [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.
- (f) The Hon'ble Supreme Court in its judgment dated 05.04.2011 in Civil Appeal No. 2206 of 2006 filed by Local Administration Department vs. M. Selvanayagam @ Kumaravelu has observed that "an appointment made many years after the death of the employee or without due consideration of the financial resources available to his/her dependents and the financial deprivation caused to the dependents as a result of his death, simply because the claimant happened to be one of the dependents of the deceased employee would be directly in conflict with Articles 14 & 16 of the Constitution and hence, quite bad and illegal. In dealing with cases of compassionate appointment, it is imperative to keep this vital aspect in mind". **(O.M. No. 14014/3/2011-Estt.(D) dated 26.07.2012).**

**FORM FOR SEEKING COMPASSIONATE APPOINTMENT BY DEPENDENTS OF GOVERNMENT SERVANTS DECEASED WHILE
IN SERVICE OR RETIRED ON MEDICAL GROUNDS**

PART-A

- I. (a) Name of the Government servant (Deceased/retired on medical ground)
- (b) Designation of the Government Servant
- (c) Whether it is MTS(erstwhile Group 'D') or not?
- (d) Date of Birth of the Government Servant
- (e) Date of death/retirement on medical grounds
- (f) Total length of Service Rendered
- (g) Whether permanent or temporary
- (h) Whether belonging to SC/ST/OBC
- II. (a) Name of the candidate for appointment
- (b) His/Her relationship with the Government Servant
- (c) Date of Birth
- (d) Educational Qualification
- (e) Whether any other dependent family member has been appointed on
compassionate grounds
- III. Particulars of total assets left including amount of
- (a) Family Pension
- (b) D.C.R. Gratuity
- (c) G.P.F. Balance
- (d) Life Insurance Policies (including Postal Life Insurance)
- (e) Moveable and Immovable properties & annual income earned therefrom
by the family.
- (f) C.G.E. Insurance amount
- (g) Encashment of leave
- (h) Any other assets
- Total**
- IV. Brief particular of liabilities, if any.
- V. Particulars of all dependent family members of the Government servant (if
Some are employed, their income and whether they are living together or separately

S.No.	Name(s)	Relationship with Govt. servant	Age	Address	Employed or not if employed particulars of employment and emoluments)
1					
2					
3					

VI. Declaration/Undertaking

- I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
- I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/Member of the Armed Forces mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the Candidate

Name.....

Address.....

Shri/Smt/Kum_____ is known
to and the facts mentioned by him/her are correct.

Date:

Signature of permanent
Government servant.

Name:_____

Address:-_____

I have verified that the facts mentioned above by the candidate are correct.

Date:

Signature of permanent
Government servant.

Name:_____

Address:-_____

PART-B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- I. (a) Name of the candidate for Appointment. _____
- (b) His/Her relationship with the Government servant. _____
- (c) Age (date of birth), educational qualifications and experience, If any. _____
- (d) Post (Group C) which employment is Proposed _____
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. _____
- (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not. _____
- (g) Whether the relevant Recruitment Rules provide for direct recruitment. _____
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post. _____
- (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxation are to be given. _____
- (II) Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records. _____
- (III) If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier. _____
- (IV) Personal recommendation of the Head of the Department in the Ministry/Department/Office. _____
(With his signature and office Stamp/seal)

Department of Personnel & Training

Establishment 'D' Division

Frequently Asked Questions (FAQs) on Compassionate Appointment

S.No.	Question	Answer
Introduction and Objective		
1.	Under what provisions of Government, appointments on compassionate grounds are regulated?	The appointments on compassionate grounds against a post in Central Government are regulated in terms of the provisions of "Scheme for Compassionate Appointment under Central Government" issued under Department of Personnel & Training O.M. No. 14014/6/1994-Estt(D) dated 09.10.1998, as amended from time to time. <u>All the instructions on compassionate appointments have been consolidated vide O.M. 14014/02/2012-Estt(D) dated 16.01.2013 and are available on the Department's website www.persmin.nic.in (OMs & Orders > Establishment > (A) Administration (III) Concessions in Appointments (a) Compassionate Appointments).</u>
2.	What is the objective of scheme for compassionate appointments?	The objective of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant who has died <u>while in service or who is retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group 'D' employees), thereby leaving the family in penury and without any means of sustainable livelihood so as to provide relief to the family of the Government servant concerned from financial destitution and to help it get over the emergency.</u>
3.	Is the Scheme applicable to member of Armed Forces?	Yes. Dependent family member of a Armed Force personnel can be considered for appointment against a civilian post within any establishment/organisation under the Ministry of Defence, if the armed force personnel: a) Dies during service; or b) Is killed in action; or c) Is medically boarded out and is unfit for civil employment

4.	Can dependents of a deceased government employee who committed suicide be considered for compassionate appointment?	<u>Yes</u> . If the family satisfies the criteria to be considered for compassionate appointment (see S. No. 29).
Age Limit for appointment on compassionate grounds		
5.	What is the upper and lower age limit for making compassionate appointment?	The age limits would be based on the Recruitment Rules of the post to which the compassionate appointment is proposed to be made.
6.	Whether upper age limit prescribed for a post can be relaxed while making appointment on compassionate ground?	<u>Yes</u> . Upper age limit can be relaxed wherever found to be necessary.
7.	Whether lower age limit prescribed for a post can be relaxed while making appointment on compassionate ground?	<u>No</u> . The lower age limit cannot be relaxed below 18 years of age.
8.	What is the crucial date for determining age eligibility for appointment on compassionate grounds?	Age eligibility shall be determined with reference to the <u>'date of application'</u> for compassionate appointment.
9.	Which authority is competent to grant relaxation of upper age limit?	Authority competent to take a final decision for making compassionate appointment in a case is the competent authority to <u>grant relaxation of upper age limit</u> .
10.	Is there any restriction of age limit of medically retired government servant for consideration of cases of dependents for compassionate appointment?	<u>Yes</u> . The Government servant should have retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group D employees).
Definition of a Dependent Family Members		
11.	Who are considered dependent Family Members	Dependent Family Member means: a) spouse; or

	for the purpose of consideration of appointment on compassionate grounds?	b) son (including adopted son); or c) daughter (including adopted daughter); or d) brother or sister in the case of unmarried Government servant; or e) member of the Armed Forces, as defined in S.No. 3, who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.
12.	Whether a 'married daughter' can be considered for compassionate appointment?	<u>Yes</u> , but subject to conditions: i. That she was wholly dependent on the Government servant at the time of his/her death in harness or retirement on medical grounds ii. She must support other dependents members of the family.
13.	Whether 'married son' can be considered for compassionate appointment?	<u>No</u> . A married son is not considered dependent on a government servant.
14.	Whether 'married brother' can be considered for compassionate appointment?	<u>No</u> . A married brother is not considered dependent on a government servant.
15.	Whether dependent of an employee working on 'daily wage or casual or apprentice or ad-hoc or contract or re-employment' basis can be considered for compassionate appointment?	<u>No</u> . Only the <u>dependent of regular government</u> employee can be considered for compassionate appointment.
16.	Whether dependent of "confirmed work-charged staff" can be considered for compassionate appointment?	<u>Yes</u> . Confirmed work-charged staff is covered by the term Government servant.
17.	Whether a widow appointed on	<u>Yes</u> .

	compassionate ground be allowed to continue in service after re-marriage?	
18.	Whether dependent of deceased government employee can be considered for compassionate appointment when there is an earning member in the family?	Yes. In deserving cases, even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.
19.	Whether dependent of a missing government employee can be considered for compassionate appointment?	Yes. Subject to conditions prescribed in this Department O.M. dated 09.10.1998, dependent family of missing government employees can be considered for compassionate appointment.
Competent Authority for Compassionate Appointments		
20.	Who is the competent authority to make appointment on compassionate grounds in case of a Ministry / Department?	a) Joint Secretary in-charge of administration in the Ministry / Department concerned; b) Head of the Department under the Supplementary Rule 2(10) in case of attached and subordinate office; c) Secretary in the Ministry/Department concerned in special type of cases;
Posts/vacancies against which compassionate appointments can be made		
21.	Against which group of posts a compassionate appointment can be made?	Compassionate appointment can be made only upto <u>5% of vacancies</u> falling under direct recruitment quota in Group 'C' posts (Including erstwhile Group 'D' posts) in a 'recruitment year'. <u>The manner of determination of vacancies has been explained in the consolidated instructions on compassionate appointment dated 16.01.2013</u>
22.	How do we make	Group 'C' posts, in which there are less than 20

	appointment on compassionate grounds in small offices/cadres in which there are less than 20 direct recruitment vacancies in a 'recruitment year', the minimum vacancies required to make a compassionate appointment?	direct recruitment vacancies in a recruitment year, may be grouped together and out of the total number of vacancies 'in a year', 5% may be filled up on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.
23.	How are vacancies for appointment on compassionate grounds to be calculated in small Ministries / Departments where sufficient vacancies do not arise, year after year, for making compassionate appointment?	The small Ministries / Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. Small Ministries / Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of DR vacancies in Group 'C' and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota.
24.	Can compassionate appointment be made against a Group 'A' or Group 'B' post?	No.
25.	Can compassionate appointment be made to a Group 'A' or Group 'B' post if the dependent has higher qualifications?	No.
26.	If compassionate appointment cannot be given in a year, can it be considered in the next recruitment year?	Yes. There is <u>no time limit for compassionate appointment</u> . A request for compassionate appointment can be carry forward to next or more years, but the total compassionate appointment made in a year should not exceed 5% limit of the

		direct recruitment Group C quota.
27.	Can compassionate appointment be made against a future vacancy?	No. Compassionate appointment can be made only if a regular vacancy is available for that purpose. No appointment can be made against a future vacancy.
28.	Whether the administrative Ministry / Department / Office are required to prepare a waiting list for appointment on compassionate ground?	No. Since no compassionate appointment can be made against a future vacancy, no waiting list is to be prepared.
29.	Can a Committee constituted in a Ministry/Department for considering the request for appointment on compassionate ground recommend persons for appointment against the next year vacancy?	No. The recommendation of the Committee should be limited to existing vacancies only. <u>No recommendation for appointment on compassionate ground can be made against a future vacancy.</u>
30.	Can appointment on compassionate grounds be made against a Technical post?	Yes. Compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year against the technical posts.
31.	Is reservation roster applicable to compassionate appointments?	Yes. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
Criteria for consideration of the desirability of compassionate appointments		
32.	What is criteria for determining eligibility of a person for consideration for	Following factors are to be mandatorily taken into consideration for making compassionate appointments:

	compassionate appointment	<p>a) The family is <u>indigent and deserves immediate assistance for relief from financial destitution</u>; and</p> <p>b) Applicant for compassionate appointment should <u>be eligible and suitable for the post</u> in all respects under the provisions of the relevant Recruitment Rules.</p> <p>The onus for examining the penurious condition of the dependent family <u>rest with authority making</u> compassionate appointment. Courts have clearly stated in various judgments that offering compassionate appointment as a <u>matter of course</u>, irrespective of the financial condition of the family of the deceased or medically retired Government servant, is <u>untenable</u>.</p>
Exemptions admissible for compassionate appointees		
33.	What are exemptions available to administrative Ministry/Departments while making compassionate appointment?	<p>Compassionate appointments are exempted from observance of the following requirements:-</p> <p>a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.</p> <p>b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.</p> <p>c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure)</p>
34.	Whether a person appointed as LDC on compassionate ground exempted from requirement of passing the type writing test.	<p>In the matter of exemption from the requirement of passing the typing test, those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-</p> <p>i. by the CS Division of the Department of Personnel and Training, if the post is included in the Central Secretariat Clerical Service; or</p> <p>ii. by the Establishment Division of the Department of Personnel and Training, if the post is not included in the Central Secretariat Clerical Service.</p>

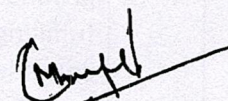
35.	Whether a person who does not fulfill education qualification of a post can be appointed on compassionate ground?	Yes. A person who does not fulfill educational qualification of a post can be appointed as " Trainee " (DOPT OM No. 14014/2/2009-Estt(D) dated 11.02.09 and 03.04.2012)
36.	Whether Government Department can appoint a widow who does not fulfill educational qualification requirement of a post?	Yes. In case a widow who does not fulfill educational requirement of a post is considered for compassionate appointment, she can be appointed only against a multi-tasking staff post provided the appointing authority is satisfied that she can satisfactorily perform duties of the post with the help of some on job training.
37.	Can dependents of deceased government employee be considered for appointment on compassionate ground on casual/daily wage/ad-hoc/contract basis?	No. Only <u>regular appointment</u> can be made on compassionate grounds against a regular vacancy.
Time-Limit for considering cases of compassionate appointments		
38.	Is there any time limit for considering a case for compassionate appointment?	Subject to availability of a vacancy and instructions on the subject issued by this Department, as amended from time to time, any application for compassionate appointment can be considered <u>without any time limit</u> subject to the merit of each case (see criteria mentioned in S.No. 32).
39.	Can a Department consider belated requests for compassionate appointment?	Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant <u>took place long back</u> . While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage <u>somehow all these years</u> should normally be taken as an adequate proof that the family had <u>some dependable means of subsistence</u> .
40.	Can the cases which were closed on completion of 3	Yes , provided that the cases were closed due to non-availability of vacancies during the 3 year

	years' time-limit as provided in DOPT OM dated 5.5.2003, be re-opened after the waiver of time-limit in DoPT OM dated 26.07.2012?	time-period and subject to the criteria mentioned in S.No. 32 and S.No. 39. <u>Such cases should not be opened merely because the time limit has been waived off.</u>
41.	Whether belated case of compassionate appointments against the Group D can be considered now after regularization of all Group 'D' employees as Group 'C' employees.	The belated cases of compassionate appointment are to be considered as per the revised recruitment rules for the MTS posts.
Status and admissibility of pay /allowances of a Trainee		
42.	What will be Status of Trainee?	A person appointed as 'Trainee' enjoys the Status of Government servant from initial day and will be allowed all the allowances and benefit allowed to a government servant.
43.	What will be maximum time period allowed for a person appointed as 'Trainee' to acquire minimum education qualification	A person appointed as a 'Trainee' on compassionate grounds has to acquire minimum educational qualifications in 5 years.
44.	Whether a person appointed on compassionate grounds as 'Trainee' will have probation period.	<u>Yes.</u> The probation period, as specified in Recruitment rules of the post/grade against which he/she is appointed would commence from the date he/she acquires minimum educational qualifications.
45.	Whether Earned Leave, Half pay leave and other types of leave as applicable to regular Government employees would be admissible to a Trainee	A 'Trainee' appointed on compassionate ground would be entitled for all kinds of leave allowed to a regular Government servant.
46.	Admissibility of Leave Travel concession as applicable to regular government servants.	A 'Trainee' appointed on compassionate ground would be allowed LTC concession only on completion of one year service
47.	Is a Trainees appointed on	<u>Yes.</u> As allowed to a regular government servant in

	compassionate grounds entitled to Medical facilities/ Benefit of CGEGIS/CGHS and Children Educational Allowance.	the pre-revised pay scale of Rs. 4440-7440/- without grade pay. However, he would not be entitled to OTA during the period as a Trainee.
48.	Admissibility of New Pension Scheme	<u>Yes</u> . As allowed to a regular government servant in the pre-revised pay scale of Rs. 4440-7440/- without grade pay
49.	Whether dependent of a Trainee appointed on compassionate grounds entitled to compassionate appointment.	<u>Yes</u> .
Miscellaneous		
50.	Which administrative authority is responsible for informing the dependents of deceased government employee or a medically retired official about the scheme for compassionate appointment?	Welfare Officer of the concerned Ministry/Department/Office is responsible for appropriate counselling and facilitating the process of compassionate appointment of the dependent of a deceased or medically retired Government employee.
51.	Whether maintenance of the family of the deceased employee is responsibility of person appointed on compassionate ground?	<u>Yes</u> . A person appointed on compassionate grounds under the scheme has to give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.
52.	Once a person has been appointed on compassionate ground, can be considered eligible for consideration for appointment on compassionate ground against another post?	<u>No</u> . When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist and he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.

53.	Can an appointment on compassionate ground be transferred from one person to another person?	Appointment made on compassionate grounds <u>cannot be transferred to any other person</u> and any request for the same on considerations of compassion is <u>invariably to be rejected</u> .
54.	How is the seniority of a person appointed on compassionate ground to be determined?	A person appointed on compassionate ground in a particular recruitment year may be <u>placed at the bottom of all the candidates recruited/appointed</u> through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.
55.	Can service of an employee appointed on compassionate grounds terminated for not fulfilling the terms and condition of offer of appointment.	The compassionate appointments can be terminated on the ground of noncompliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.
56.	Can a dependent of deceased government employee who held the erstwhile Group 'D' now MTS post, considered for appointment on compassionate ground against a Group 'C' post?	Yes. A family member of erstwhile Group 'D' post Government servant (now MTS) can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
57.	Can an application on compassionate ground rejected because the family of the deceased government employee has received benefits under various welfare scheme?	No. An application for compassionate appointment <u>cannot be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes</u> and will have to be considered on the basis of criteria mentioned in S.No. 32 and S.No. 39.
58.	Can an application on compassionate ground be rejected on the ground of re-	No. Compassionate appointment cannot be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/ Office.

	organisation in the Ministry / Department/ Office?	It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme (see criteria mentioned under S.No. 32).
59	Can courts order on appointment on compassionate grounds?	The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on <u>compassionate grounds but can merely direct consideration of the claim for such an appointment.</u>



(Mukta Goel)
Director (E.I)
Tele: 23092479

F.No.14014/02/2012--Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block,
New Delhi

Dated the 7th October, 2014

OFFICE MEMORANDUM

Subject:- **Consolidated Instructions on compassionate appointment** —
regarding.

The undersigned is directed to invite attention to this Department's O.M. of even number dated 16th January, 2013 vide which **Consolidated Instructions on compassionate appointment** were issued. In Part -A of the Proforma annexed at pages 15-18 therein, the candidate applying for compassionate appointment has to furnish a declaration/undertaking to the effect that the facts given by him/her are, to the best of his/her knowledge, correct and if any of the facts herein mentioned are found to be incorrect or false at a future date, his/her services may be terminated. The candidate has to also furnish a declaration that he shall maintain properly the other family members who were dependent on the deceased government servant /member of the Armed Forces mentioned against 1 (a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by him/her, his/her appointment may be terminated. This declaration/undertaking has to be countersigned by two permanent government employees.

2. The matter has been examined in this Department. It is felt that the declaration/undertaking furnished by the applicant as at page 17 of the aforesaid Consolidated Instruction is sufficient and that there is no need of getting it countersigned by two permanent government employees. Accordingly, it has been decided to delete this provision of getting the declaration/undertaking furnished by the applicant countersigned by two permanent government employees (page 18 of the Consolidated Instructions on Compassionate Appointment). This may be brought to the notice of all concerned for information, guidance and necessary action.

3 Hindi version will follow.

Rakesh Moza
(Rakesh Moza)

Under Secretary to the Government of India
Tel. No. 23040 339

To
All Ministries/Departments of Government of India

Copy to:

1. President's Secretariat, New Delhi
2. Vice-President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
- ✓ 17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Centre, DOP&T (20 copies)
19. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T.
20. Establishment Section (50 copies).

Rakesh Moza
(Rakesh Moza)

Under Secretary to the Government of India

Tel. No. 23040 339

F.No.14014/02/2012-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 05th September, 2016

OFFICE MEMORANDUM

Subject:- Consolidated Instructions on compassionate appointment — Review of FAQs dated 30.05.2013/25.02.2015 with regard to married son.

**** * *

The undersigned is directed to invite attention to this Department's O.M. No. 14014/6/1994-Estt.(D) dated 09th October, 1998 and OM of even number dated 16th January, 2013 vide which **Consolidated Instructions on compassionate appointment** were issued. Subsequently, vide FAQ No. 13 dated 30.05.2013 it has been clarified that married sons are not considered as dependent family member and hence not eligible for consideration for compassionate appointment. The clarification with regard to married son as stipulated in FAQ No. 13 dated 30.05.2013 has been reviewed vide FAQ No 60 of even number dated 25.02.2015 as under:-

Sl. No.	Question	Answer
60	Whether 'married son' can be considered for compassionate appointment?	<p>Yes, if he otherwise fulfils all the other requirements of the Scheme i.e. he is otherwise eligible and fulfils the criteria laid down in this Department's O.M. dated 16th January, 2013. This would be effective from the date of issue of this FAQ viz. 25th February, 2015 and the cases of compassionate appointment already settled w.r.t. the FAQs dated 30th May, 2013, may not be reopened.</p> <p>Sr.No.13 of the FAQs dated 30th May, 2013 may be deemed to have been modified to this extent.</p>

2. Pursuant to various Court Orders, the clarification/FAQ No. 13 dated 30.05.2013 and FAQ No. 60 dated 25.02.2015 has been further reviewed in consultation with the Department of Legal Affairs. It has been decided that married son can be considered for compassionate appointment if he otherwise fulfils all the other requirements of the Scheme i.e. he is otherwise eligible and fulfils the criteria laid down in this Department's O.M. dated 16th January, 2013.

3. FAQ No. 13 dated 30.05.2013 and FAQ No. 60 dated 25.02.2015 stands withdrawn from the date of their issue.

...2/-

4. The cases of compassionate appointment rejected solely on the grounds of marital status in terms of FAQ No. 13 dated 30.05.2013 during the intervening period i.e. w.e.f. 30.05.2013 to 25.02.2015 in respect of married son may be reopened/reconsidered against vacancies occurring after issue of this OM.

5. Hindi version will follow.

G. Jayanthi

(G. Jayanthi)

Director (E-I)

Phone No. 23092479

To

All Ministries/Departments of Government of India

Copy to:

1. President's Secretariat, New Delhi
2. Vice-President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (KM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
17. All Officers and Sections in the Department of Personnel and Training.
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19. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T.
20. Establishment Section (10 copies).



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. Of India)



मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14- Bhikaiji Cama Place, New Delhi - 110066

संख्या: एच.आर.डी. /1(34)2014/7th CPC/Vol.II | 14

दिनांक: 17 OCT 2017

सेवा में,

सभी अपर केंद्रीय भविष्य निधि आयुक्त
सभी क्षेत्रीय भविष्य निधि आयुक्त
अपर केंद्रीय भविष्य निधि आयुक्त (स्थानीय प्रशासन)
निदेशक, प.दी.उ.रा.सा.सु.अ. (PDUNASS)

विषय: Fixation of the pay of the pre-revised pay scale of 1S scale granted to candidates appointed as trainees on compassionate grounds in the Seventh Central pay Commission (7th CPC)-reg.

महोदय,

उपर्युक्त विषय पर भारत सरकार, कार्मिक लोक शिकायत और पेंशन मंत्रालय, कार्मिक एवम प्रशिक्षण विभाग से जारी कार्यालय ज्ञापन No. No.14014/2/2009-Estt.D दिनांक 09th October, 2017 की प्रति उचित कार्यवाही / लागू करने हेतु सलग्न है।

प्रति : सलग्न

भवदीय,

(रविन्द्र बाबरा)

क्षेत्रीय भविष्य निधि आयुक्त-I (एच.आर.डी)

प्रतिलिपि:

1. केंद्रीय भविष्य निधि आयुक्त के निजी सचिव
2. वित्तीय सलाहकार एवं मुख्य लेखाधिकारी के निजी सचिव
3. मुख्य सतकर्ता अधिकारी के निजी सचिव / सभी उप निदेशक, सतकर्ता
4. मुख्य अभियंता के निजी सचिव
5. प्रभारी अधिकारी, सभी आंचलिक प्रशिक्षण संस्थान
6. सभी आंतरिक लेखा परीक्षा अधिकारी
7. मुख्यालय के सभी अधिकारी / सभी निजी सचिव / सभी अनुभाग अधिकारी
8. महासचिव, ई.पी.एफ. ऑफिसर्स एसोसिएशन, वड़ोदरा
9. महासचिव, आल इंडिया ई.पी.एफ. स्टाफ फेडरेशन, हैदराबाद
10. महासचिव, आल इंडिया ई.पी.एफ. एस.सी/एस.टी फेडरेशन, नई दिल्ली
11. ☒ क्ष.भ.नि.आ. (एन.डी.सी.) वेबसाइट पर अपलोड करने हेतु
12. गार्ड फाइल

(रविन्द्र बाबरा)

क्षेत्रीय भविष्य निधि आयुक्त-I (एच.आर.डी)

287

No. 14014/2/2009-Estt.D
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 09th October, 2017

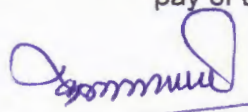
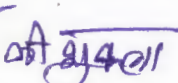
OFFICE MEMORANDUM

Sub:- Fixation of the pay of the pre-revised pay scale of 1S scale granted to candidates appointed as trainees on compassionate grounds in the Seventh Central Pay Commission(7th CPC) – reg.

The undersigned is directed to invite attention to this Department's O.M.No.14014/02/2012-Estt(D) dated 16.01.2013 containing consolidated instructions on the subject of compassionate appointments. With regard to appointment of candidates not immediately meeting the educational standards as trainees these instructions provide as under:-

"In exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. Government may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be governed by the minimum of the – 1S pay band Rs.4440-7440 without any grade pay. In addition, they will be granted all applicable Allowance, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum -1S pay band without any grade pay. The period spent in the -1S pay band by the future recruits will not be counted as service for any purpose as their regular service will start only after they are placed in the pay band PB-1 of Rs.5200-20200 along with grade pay of Rs.1800."

2. The 7th CPC has not provided any replacement scale for 1S pay band of Rs.4440-7440 without any grade pay which is granted to trainees appointed under the scheme for compassionate appointment. The matter was taken up with the Department of Expenditure and it has now been decided by the Government that Level-1 of the Pay Matrix introduced on implementation of the 7th CPC Report be the replacement for the pre-revised-1S scale. The pay of those governed by the 1S scale may be revised by using the Fitment Factor of 2.57


..12.10.2017 

for placement in Level-1 in conformity with the Rule 7 of the CCS (RP) Rules, 2016. All pre-revised pay stages lower than pre-revised pay of Rs.7,000 in the pre-revised 1S scale shall not be considered for determining the benefit of bunching, on the same lines as has been clarified by this Department's O.M dated 03.08.2017 on application of the benefit on account of bunching.

3. This will be effective from 01.01.2016.
4. Hindi version will follow.

286
G. Jayanthi
(G. Jayanthi)
Joint Secretary (E-I)

To

All Ministries/Departments of the Govt of India.

Copy to:

1. President's Secretariat, New Delhi
2. Vice-President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
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7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi
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10. The Secretary, Staff Selection Commission, New Delhi
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13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
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17. All Officers and Sections in the Department of Personnel and Training
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19. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T
20. Establishment Section (20 copies)

G. Jayanthi
(G. Jayanthi)
Joint Secretary (E-I)



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110 066
Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110 066
Website: www.epfindia.gov.in, www.epfindia.nic.in

No. HRM/IV/11/07/2015/CA Policy Matter

Dated: 22.05.2017

To,

All Addl. Central P.F. Commissioner (Zones)

Sub: Proposal for Compassionate Appointment in EPFO – Regarding.

Sir,

This is in reference to Head Office letter No. HRM-IV/11(07)2015/CA Policy Matter/Vol.II/118 dated 06.04.2017 whereby the approval of competent authority for appointment of Social Security Assistant/Multi Tasking Staff on compassionate grounds has been conveyed to the concerned Zonal ACC for issuing appointment orders.

2. In this regard some of the Zonal Offices have informed that consequent to the Cadre Restructuring, there is a reduction in the number of posts of Social Security Assistant/Multi Tasking Staff in some of the Regional Offices and hence the offer of appointment could not be issued.

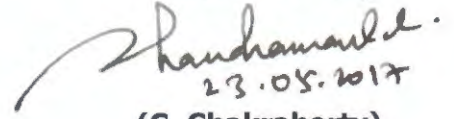
3. This matter has been examined in the light of instructions issued by DoPT vide O.M. No. 14014/3/2005-Estt.(D) dated 14.06.2006 and approval of the CPFC exists to fill up the vacancies to the extent of 5% ceiling calculated on the basis of total direct recruitment vacancies in Group 'C' & 'D' (excluding technical posts) that have arisen in the year. In view of the above, it is informed that ACC(Zone) concerned may issue compassionate appointment orders in Social Security Assistant and Multi Tasking Staff cadre as per the application of the family member by considering combined Direct Recruitment vacancies of Social Security Assistant or Multi Tasking Staff in the erstwhile Region. In the event that still there is no vacancy then the appointments may be made in Social Security Assistant and Multi Tasking Staff cadre against the vacancies that may arise in the region due to promotion in the higher

grades, consequent to implementation of Cadre Restructuring. If these alternatives do not work out concerned Zonal ACC may refer the matter for appointment in the nearest Region/Office to the Head Office which will take a decision based on vacancy in the said Region/Office.

4. In view of the above, you are, therefore, requested to issue the instructions to concerned Regional Offices falling in your jurisdiction to take necessary action accordingly and submit an action taken report to this office immediately.

[This issues with the approval of CPFC]

Yours faithfully,


23.05.2017
(C. Chakraborty)
ACC (HRM)

Copy to :-

✓ All Regional Provident Fund Commissioners In-charge of the Regions for information and necessary action please.



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110 066

Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110 066

Website: www.epfindia.gov.in, www.epfindia.nic.in

No. HRM-IV/11(07)/2015/CA Policy matter

Dated: 03.07.2017

To,

All Addl. Central P.F. Commissioner (Zones) including ASD.

Sub: Proposal for compassionate appointment in EPFO – Regarding.

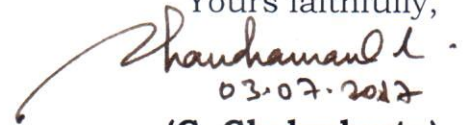
Sir,

Please refer to Head Office Circular No. HRM-IV 11(07)/2015/CA Policy Matter/4037 dated 23rd May, 2017 addressed to all Addl. CPFC (Zones) in the matter of issuing appointment order of the candidates approved for compassionate appointment.

2. In the Para 3 of abovesaid circular it was mentioned that if there is no vacancy then the appointments may be made in Social Security Assistant and Multi-tasking Staff cadre against the vacancies that may arise in the region due to promotion in the higher grades, consequent to implementation of Cadre Restructuring . In this context, it is clarified that even when the future vacancies are taken into account the 5% ceiling on vacancies shall operate on Direct Recruitment vacancies and not on all vacancies. This should be strictly followed.

3. In view of the above, you are, therefore, requested to issue the instruction to concerned Regional offices falling in your jurisdiction to take necessary action accordingly.

Yours faithfully,


03.07.2017

(C. Chakraborty)

(Additional Central P.F. Commissioner)

Copy to:-

All Regional P.F. Commissioner in charge of the Regions for information and necessary action please.



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
भविष्य निधि भवन / Bhavishya Nidhi Bhawan
14, भीकाजी कामा प्लेस, नई दिल्ली 110066
Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in



No. HRM-V/IV/11(07)/2015/CA Policy Matter/Vol.I

Dated:

To,

All Zonal ACCs (HQ)/ACCs (In-Charge),
All Regional Provident Fund Commissioner (In-Charge).

29 JUN 2018

Sub: Proposal for Compassionate Appointment in EPFO – Reg.

Sir,

Please refer to your representation dated 22.02.2018 on the above cited subject.

2. This office has received application from the family of the deceased employees through Zonal/Regional Offices for compassionate appointment. To bring about uniformity and transparency in assessing the suitability of such appointment on compassionate ground, it has been decided to adopt the system of allocation of points to various attributes/parameters based on 100 point scale as devised by the Ministry of Communication and Information Technology, Department of Posts vide Circular No. 37-36/2004-SBP-1/C dated 21.01.2010 and point gradation as updated by the Ministry of Defence Circular No. 19(2)/2017-D (Lab) dated 09.01.2018 (two sets of Circulars are attached herewith).

3. Keeping in view the administrative requirement in processing such applications for appointment on compassionate ground the following proforma has been made which are enclosed herewith.

Sl.No.	Proforma	Title
1.	Part A	Proforma regarding employment of dependents of employees who died while in service/retired on invalid pension (To be filled by candidate/applicant for appointment).
2.	Part B	Proforma to be filled by the RPFC of the Region.
3.	Part C	Relative Merit Points Assessment on a 100 point scale for Compassionate Appointment.

2

4. The table of reference for allocations of points to various attributes based on the 100 point scales is also attached herewith, which may be used for the assessment in Part C proforma.

5. Henceforth, all the field offices may forward applications for appointment on compassionate ground in the above format in Part A, B & C with specific recommendations.

(This issues with the approval of the Central P.F. Commissioner).

Yours faithfully,



(Uma Mandal)
Additional Central P.F. Commissioner (HRM)

REGISTERED

No.37-36/2004-SPB-1/C.
 Government of India
 Ministry of Communications & IT
Department of Posts
 SPB-1/C. Section

Dak Bhawan, Parliament Street,
 New Delhi-110001.

No. 37-36/2004-SPB-1/C

Dated: 20-01-2010

To,

All Heads of Postal Circles,
 All Directors/Dy. Directors of Accounts (P)
 Director, Postal Staff College, India, Ghaziabad,
 All Directors of Postal Training Centres

Sub: Scheme for Compassionate Appointment-Relative Merit Points and
 Procedure for selection.

Madam / Sir,

The objective of the Scheme for Compassionate Appointment is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood. It is to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

2. Keeping, in view the objective of the Scheme, the existing instructions relating to Compassionate Appointment have time and again been reviewed/modified /simplified so that the system finally derived at shall be more transparent, efficient and uniform in nature.

3. The efficacy of the Scheme is based on its transparency. It is this aspect, which is foremost and hence while considering a request for appointment on compassionate grounds by a Committee, a balanced and objective assessment of the financial condition of the family has to be made taking into consideration its assets and liabilities and all other relevant factors such as the presence of earning member, size of the family, ages of the children and the essential needs of the family etc. This is done to assess the degree of indigence among all the applicants considered for compassionate appointment within the prescribed ceiling of 5% of the direct recruitment vacancies.

4. The existing position has been reviewed in this Department and it has been decided by the competent authority that to achieve the objective of the scheme of the Compassionate Appointment and to ensure complete transparency, merits of the cases can be conveniently decided by allocating points to the applicants, based on various attributes indicated in the references of DOP&T from time to time. Accordingly the Department has worked out a system of allocation of points to various attributes based on a hundred point-scale as indicated in the tables below: -

.....2/-

(a) FAMILY PENSION (BASIC EXCLUDING DA&ALLOWANCES)

SL no.	Points	Proposed slab for Deptt. of Posts
1	20	Upto 5000
2	18	5001-8,000
3	16	8001-11000
4	14	11001-14000
5	12	14001-17000
6	10	17001-20000
7	8	20001-23000
8	6	Above 23000

(b) Terminal benefits (DCRG, GPF, CGEGIS, LEAVE ENCASHMENT & PENSION COMMUTATION)

SL no.	Points	Proposed slab for Deptt. of Posts
1	10	Upto 1,40,000
2	9	140,001-168000
3	8	168001-196000
4	7	196001-224000
5	6	224001-252000
6	5	252001-280000
7	4	280001-308000
8	3	308001-336000
9	2	336001-364000
10	1	364001-420000
11	0	420001 & above

(c) MONTHLY INCOME OF EARNING MEMBERS AND INCOME FROM PROPERTY

SL no.	Points	Proposed slab for Deptt. of Posts
1	5	No income
2	4	2500 or less
3	3	2501-3500
4	2	3501-4500
5	1	4501-5500
6	0	5501 & above

(d) Moveable / Immovable Property

SL no.	Points	Proposed slab for Deptt. of Posts
1	10	Nil
2	8	Upto 1,50,000
3	6	150,001 - 300,000
4	3	300,001 - 600,000
5	1	600,001 - 10,00,000
6	0	above 10,00,000

(e) No. of dependents **Points**

(i) 3 and above	15
(ii) 2	10
(iii) 1	5

(f) No. of unmarried daughters:- **Points**

(i) 3 and above	15
(ii) 2	10
(iii) 1	5
(iv) None	0

(g) No. of Minor children **Points**

(i) 3 and above	15
(ii) 2	10
(iii) 1	5
(iv) None	0

(h) Left over service **Points**

(i) Over 20 years	10
(ii) Over 15 & upto 20 years	8
(iii) Over 10 & upto 15 years	6
(iv) Over 5 & upto 10 years	4
(v) 0 - 5 years	2

.....4/-

- 4 -

IN ADDITION TO THE ABOVE, CASES WHERE THE WIFE OF THE DECEASED OFFICIAL HAS APPLIED FOR COMPASSIONATE APPOINTMENT FOR HERSELF, SHE SHALL GET 15 ADDITIONAL POINTS AS GRACE POINTS. THIS WILL BE IN LINE WITH THE GENERAL PRINCIPLE THAT THE WIDOW NEEDS TO BE GIVEN PREFERENCE FOR COMPASSIONATE APPOINTMENT.

The above system of weightage not only awards objectivity to the entire method but also ensures complete transparency and uniformity in the selection process. The above method should be strictly followed with immediate effect, keeping in view the instructions issued by the Department of Personnel & Training from time to time.

This has the approval of Secretary (Posts)

B.P. Sridevi
(B.P. Sridevi)

Director (Staff)

Telephone No. 23036656

Copy to:

1. Director(Estt.)/Dir. (Admn.)/Dir.(PA-I, II)/Dir.,CE (Civil Wing)/Dir.(Welfare, Sports & Legal)/ADG(PE)/ADG(Admn.)/ADG(PA-Admn.)/ADG(SGP)/ADG(SPN)/ADG(Pen)/ADG(DE)/ADG(Legal) for information and necessary action please if any.
2. S.O.(Admn.)/S.O.(PE-I)/S.O.(PE-II)/S.O.(SPB-1)/S.O.(SPB-II)/S.O.(SGP)/S.O.(SCT)/S.O.(Pen)/S.O.(CWP)/Legal Cell for information & necessary action if any.

Kallash Chand
(Kallash Chand)

Section Officer (SPB-1/C.)

Telephone No. 23036708

7

Ministry of Defence
D(Lab)

Sub:- Scheme for compassionate appointment – Relative merit points and revised procedure for selection.

The undersigned is directed to say that the Department of Personnel & Training under the Ministry of Personnel, Public Grievances and Pensions is the nodal department for Government of India's Scheme for Compassionate Appointments. While considering requests for compassionate appointment, a balanced and objective assessment of financial condition of the families of the applicants has to be made taking into account the assets and liabilities and other relevant factors. The main object of the Scheme is to alleviate the family of the deceased government servant/member of the Armed Forces from indigence and help it get over the emergency. Accordingly, vide Ministry of Defence I.D. No.271/93/D(Lab) dated 2.11.93, Ministry of Defence had developed a 100-point weightage system containing various parameters/attributes to decide the most deserving cases amongst the large number of applicants. The weightage system was revised in 2001 vide Ministry of Defence ID No. 19(4)/824-99/1998-D(Lab) dated 9.3.2001. Consequent upon implementation of the 6th CPC Report, parameters of all these attributes were further revised in 2010 vide MoD note No.19(3)/2009/D(Lab) dated 22.1.2010 and 14.5.2010. Presently, the attributes on 100-point scale are – Quantum of Family Pension (20 points); Terminal Benefits (10 points); Monthly income of family from other sources (05 points); Movable/immovable property held by the family (10 points); No. of dependents (15 points), No. of unmarried daughters (15 points); No. of minor children (15 points) and Left over service (10 points). As per the practice, compassionate appointment is given to the highest score earner.

2. Now, consequent upon implementation of the 7th CPC pay structure, the financial parameters are required to be revised again. Certain organisations/ formations under Ministry of Defence have been requesting for revision of relative merit points and procedure for selecting the most indigent applicant(s) for compassionate appointment after death/medically boarding-out of the Government servant/member of the Armed Forces on whose income the family was wholly dependent.

3. As per 7th CPC structure, the minimum pension stands revised from ₹ 3,500 p.m. (as per 6th CPC) to ₹ 9,000 p.m. which approximately comes out to be 2.57 times the old pension. The Govt. of India have also approved this factor of 2.57 for working out revised pay, based on which DCRG, Family Pension and Leave encashment are calculated. Accordingly, the monetary parameters/attributes such as Family Pension, Terminal Benefits, Monthly income of earning member(s) and income from property and latest market value of the Movable/Immovable property have been revised by the multiplying the fitment factor of 2.57 or so, for arriving at the present-day weightage points. However, other non-monetary parameters/attributes viz. No. of Dependents, No. of Unmarried Daughters, No. of Minor Children and Leftover Service have been kept unchanged.

Contd...

4. Accordingly, with the approval of the competent authority, various parameters on the 100-point scale of weightage system stand revised as under with immediate effect:-

(a) Basic Family Pension / Monthly Amount received under National Pension System **(20 points)**

Upto ₹ 9,000	20
₹ 09,001 – 11,500	18
₹ 11,501 – 14,000	16
₹ 14,001 – 16,500	14
₹ 16,501 – 19,000	12
₹ 19,001 – 21,500	10
₹ 21,501 – 24,000	08
₹ 24,001 – 26,500	06
₹ 26,501 – 29,000	04
₹ 29,001 – 31,500	02
₹ 31,501 and above	00

(b) Lump sum amount received by the family on death of Govt. servant (i.e. DCR Gratuity, GPF/PPF A/c balance, Leave Encashment, CGEGIS, LIC/PLI etc.) / Lump sum Amount received under NPS etc. **(10 points)**

Upto ₹ 10,00,000	10
₹ 10,00,001 – 11,87,500	09
₹ 11,87,501 – 13,75,000	08
₹ 13,75,001 – 15,62,500	07
₹ 15,62,501 – 17,50,000	06
₹ 17,50,001 – 19,37,500	05
₹ 19,37,501 – 21,25,000	04
₹ 21,25,001 – 23,12,500	03
₹ 23,12,501 – 25,00,000	02
₹ 25,00,001 – 26,87,500	01
₹ 26,87,501 and above	00

(c) Annual income from movable/immovable property as well as Annual income earned by other member(s) of the family **(05 points)**

Nil	05
₹ 1 – 1,05,000	04
₹ 1,05,001 – 1,35,000	03
₹ 1,35,001 – 1,65,000	02
₹ 1,65,001 – 1,95,000	01
₹ 1,95,001 and above	00

Contd...

-3-

- (d) Movable/Immovable property of the family (Latest Market Value) including Fixed Deposit/Bank balance etc. but excluding the lump sum amount received as mentioned in (b) above (10 points)

Nil	10
Upto ₹ 5,00,000	08
₹ 05,00,001 – 10,00,000	06
₹ 10,00,001 – 15,00,000	04
₹ 15,00,001 – 20,00,000	02
₹ 20,00,001 and above	00

- (e) No. of dependents (15 points)

1	5
2	10
3 and above	15

- (f) No. of unmarried daughters (15 points)

None	0
1	5
2	10
3 and above	15

- (g) No. of minor children (15 points)

None	0
1	5
2	10
3 and above	15

- (h) Left over service (10 points)

Upto 5 years	2
Over 5 years & upto 10 years	4
Over 10 years & upto 15 years	6
Over 15 years & upto 20 years	8
Over 20 years	10

(Total 100 points)

5. The revised guidelines will take place with immediate effect. However, cases already considered by the Boards of Officers constituted for considering requests for compassionate appointment as per the previous guidelines need not be re-opened.

6. However, for considering belated requests for compassionate appointment where the death/disablement of Govt. servant/member of Armed Forces took place long ago, weightage points towards 'Terminal Benefits' may be awarded in the following manner:-

Contd...

- (a) For cases where death of the deceased Govt. servant occurred prior to 9.3.2001, parameters of 'Terminal Benefits' given in MoD ID note dated 2.11.1993 will be applicable;
- (b) For cases where death of the deceased Govt. servant occurred on or after 9.3.2001 till 21.1.2010, parameters of 'Terminal Benefits' given in MoD ID note dated 9.3.2001 will be applicable; and
- (c) For cases where death of the deceased Govt. servant occurred on or after 22.1.2010 till 31.12.2015, parameters of 'Terminal Benefits' given in MoD ID note dated 22.1.2010 will be applicable.

7. All the concerned are advised to strictly follow these weightage points and guidelines keeping in view the instructions issued by the DoP&T/MoD, from time to time for assessing comparative merit of the applicants for compassionate appointment.

[Signature]
19 Jan 18

(S S S SARMA)

Director (Estt. & CP), Govt. of India

Distribution:-

- | | |
|------------------------------|-------------------------|
| 1. Army HQ/AG(Coord)(a) | 2. Army HQ/MP 4(Civ)(a) |
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| 9. DGNCC (Pers 'C') | 10. DRDO/DOP-9 |
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| 13. HQ IDS/Dte of Pers | 14. DDP(Coord) |
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| 17. D(Estt./NG), DDP | 18. D(GS.II) |
| 19. D(QS) | 20. D(QA) |
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MoD I.D. No.19(2)/2017-D(Lab), dated 05.01.2018

Copy to:-

- | | | | |
|---|-------------------------|--------------------|-------------|
| 1. D(N-II) | 2. D(AG) | 3. D(Works-II) | 4. D(Med) |
| 5. D(R&D) | 6. D(Air-III) | 7. D(O-II) | 8. D(GS-VI) |
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| 16. DGQA (Adm/7A) | 17. MoD(Fin)/DAD(Coord) | 18. Arty-10 | |
| 19. DG EME/EME Civ-2 | 20. DG Inf/Inf-6 (Pers) | | |
| 21. Ordnance Factory Board, 10-A Shaheed Khudiram Bose Road, Kolkata-01. | | | |
| 22. Directorate General Border Roads, Seema Sadak Bhawan, Delhi Cantt., Ring Road, Naraina, New Delhi-10. | | | |

Pl. upload in the MoD website.

[Signature]
US(IT)

[Signature]
15 Jan 18

ASO(SB)

[Signature]
In A.M.

[Signature]
15 Jan 18
Dir (E&CP)

**PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF EMPLOYEES WHO DIED WHILE IN SERVICE /
RETIRED ON INVALID PENSION**

PART - A

(To be filled by Candidate / Applicant for Appointment)

I	Particulars of Deceased Employee / Employee retired on medical grounds	
a	Name of EPF Employee	
b	Designation of Employee	
c	Office in which posted at the time of death / retirement on medical grounds	
d	Date of Birth of the Employee (DD/MM/YYYY)	
e	Date of Death / Retirement on medical grounds (DD/MM/YYYY)	
f	Total Length of Service rendered (Y-M-D)	
g	Length of Service Remaining on Date of Death / Retirement on Medical Grounds (Y-M-D)	
h	Whether permanent or temporary (on date of death / retirement on medical grounds)	
i	Category to which employee belonged (UR/SC/ST/OBC)	
II	Particulars of Applicant / Candidate for Compassionate Appointment	
a	Name of the Applicant / Candidate	
b	His / Her relationship with Employee	
c	Date of birth of the Applicant / Candidate (DD/MM/YYYY)	
d	Educational Qualification	

e	Whether any other dependant family member has been appointed on compassionate ground? If yes, then details to be provided	
III Particulars of Total Assets and Financial Position		
	Monthly Income	(Rs.)
a	Family Pension Amount (Basic excluding DA & Allowances)	
b	Monthly Income of Earning Members	
c	Monthly Income from Property	
	Total Monthly Income of Family	
	Terminal Benefits of Employee	(Rs.)
d	D.C.R. Gratuity	
e	S.P.F. Balance	
f	C.G.E. Insurance amount	
g	Encashment of Leave	
h	Life Insurance Policies	
	Total Terminal Benefits Received	
	Properties with Family members	(Rs.)
i	Total Value of Moveable and Immoveable Properties	
j	Any other assets	
	Total Value of Property	

IV Brief Particulars of Liabilities, if any (Rs.)						
a						
b						
c						
d						
Total Liabilities						
V Particulars of all Dependant Family Members of Employee (Including Applicant)						
No	Name	Relationship with Employee	Date of Birth / Age	Whether living together	Address	Marital Status
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
VI DECLARATION / UNDERTAKING						
<p>1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.</p> <p>2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Employee mentioned against I (a) of Part - A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.</p>						
Date:			Signature of the Candidate / Applicant:			
			Name in Block Letters:			
			Address:			

Shri./Smt./Kum _____ is known to me and the facts mentioned by him / her are correct to the best of my knowledge.

Date:

Signature of Permanent Employee:
Name in Block Letters:

Address:

I have verified that the facts mentioned above by the candidate are correct to the best of my knowledge.

Date:

Signature of Permanent Employee:
Name in Block Letters:

Address:

PROFORMA TO BE FILLED BY THE REGIONAL PF COMMISSIONER

Part - B

1	DETAILS OF THE APPLICANT/CANDIDATE:	
(a)	Name of the Applicant / Candidate	
(b)	His / Her relationship with the deceased Employee	
(c)	Date of birth of the Applicant / Candidate (DD/MM/YYYY)	
(d)	Educational Qualification and experience, if any	
(e)	Date of Application for Compassionate Appointment	
(f)	If applied after 1 year of death, reasons for delay	
2	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment in the Region	
3	Whether application is in prescribed proforma duly complete in all respects and particulars/facts duly verified by RPFC, In-charge of the Region	
4	Whether the information in each column is complete in all respects giving all details, if not specify the deficiencies	
5	Whether suitability for appointment has been judged by RPFC through an interview and furnished the interview report to Head Office	
6	Whether report of Enforcement Officer/Welfare Officer has been furnished	
7	Whether financial status of the family of the deceased is furnished	
8	Whether details of all family members of the deceased employee and marital status furnished	
9	Whether supporting documents duly verified relating to the following information has been submitted by Regional Office	
(a)	Copy of Birth Certificate of candidate and Death Certificate of employee	

(b)	Copy of Educational Qualification viz Certificate/Degree along with Mark-sheet (since Matriculate onwards) of candidate	
(c)	Undertaking submitted by the applicant in the prescribed proforma that he will take care of all family members	
(d)	NOC by the other family members in favour of applicant	
10	Whether applicant fulfill the basic eligibility criteria as per rules	
11	Whether relaxation proposed? If so, whether the same is forwarded under the rules and name of Competent Authority to relax?	
12	Whether any option is given for posting to other Regions	
13	If widow has not applied then reason thereof	
14	Whether the following information in prescribed format is furnished by Regional Office for assessing the suitability of the applicant for compassionate appointment:	
(a)	Total amount of terminal benefits (DCRG, CPF, CGEGIS, Leave Encashment and Pension Commutation) paid to the family of deceased official	
(b)	Monthly income of earning members and income from property	
(c)	Value of property (movable & immovable)	
(d)	No. of dependents	
(e)	No. of unmarried daughters	
(f)	Left over service at the time of death	
(g)	Whether widow has applied (Yes/No)	
(h)	Family pension (basic excluding DA plus Allowances)	
(i)	Earning members in the family	
(j)	Liability of family	
(k)	Remarks about current financial condition of family	
15	Date of Recommendation by RPFC, In-charge of the Region	

(Signature of RPFC)

**RELATIVE MERIT POINTS ASSESSMENT ON A 100 POINT SCALE FOR COMPASSIONATE
APPOINTMENT**

PART - C

Sl. No.	PARAMETER	POINTS ALLOTTED TO THE PARAMETER	POINTS SCORED BY THE CANDIDATE
1	Family Pension/ Monthly amount received under National Pension Scheme	20	
2	Terminal Benefits (DCRG, SPF, GIS, Leave encashment, pension commutation)	10	
3	Annual income of earning members and income from property	05	
4	Moveable/ Immoveable property of family (including Fixed Deposit, Bank balance, etc but excluding the terminal benefits amount received	10	
5	Number of dependents	15	
6	Number of unmarried daughters	15	
7	Number of minor children	15	
8	Left over service of the deceased employee	10	
9	TOTAL	100	

(Regional PF Commissioner)

Table of Reference for the allocation of points to various attributes based on the hundred point-scales

[Based on Ministry of Communication and IT, Department of Post Circular No: 37-36/2004-SPB-1/C dated 20-01-2010 and point gradation updated as per Ministry of Defence Circular No: MoD I.D. No 19(2)/2017-D(Lab) dated 09-01-2018]

1. Family Pension/ Monthly amount received under National Pension Scheme:

(Point Allocated: 20)

Sl. No	Range of Benefits	Points to be allotted
1	Upto Rs. 9000	20
2	Rs. 9001 – 11,500	18
3	Rs. 11,501 - 14, 000	16
4	Rs. 14,001 – 16, 500	14
5	Rs. 16, 501 –19, 000	12
6	Rs. 19001 – 21500	10
7	Rs. 21501 – 24000	08
8	Rs. 24001 – 26500	06
9	Rs. 26501 – 29000	04
10	Rs. 29001 – 31500	02
11	Rs. 31501 and above	00

2. Terminal Benefits (DCRG, SPF, GIS, Leave encashment, pension commutation)

(Point Allocated: 10)

Sl. No	Range of Benefits	Points to be allotted
1	Upto Rs 10,00,000	10
2	Rs. 10,00,001 to 11,87,500	09
3	Rs. 13,75,001 to 15,62,500	08
4	Rs. 15,62,501 to 17,50,000	06
5	Rs. 17,50,001 to 19,37,500	05
6	Rs. 19,37,501 to 21,25,000	04
7	Rs. 21,25,001 to 23,12,500	03
8	Rs. 23,12,501 to 25,00,000	02
9	Rs. 25,00,001 to 26,87,500	01
10	Rs. 26,87,501 and above	00

3. Annual income of earning members and income from property:**(Points Allotted: 05)**

Sl No	Annual Income (in Rs.)	Points to be allotted
1	NIL	05
2	1 to 105000	04
3	105001 to 135000	03
4	135001 to 165000	02
5	135001 to 195000	01
6	1950001 and above	00

4. Moveable/ Immoveable property of family (including Fixed Deposit, Bank balance, etc but excluding the terminal benefits amount received**(Points allotted: 10)**

Sl No	Annual Income (in Rs.)	Points to be allotted
1	NIL	10
2	Upto 5,00,000	08
3	5,00,000 to 10,00,000	06
4	10,00,001 to 15,00,000	04
5	15,00,001 to 20,00,000	02
6	20,00,001 and above	00

5. Number of Dependents:**(Points Allotted: 15)**

Sl No	No. of dependents	Points to be allotted
1	01	05
2	02	10
3	03 and above	15

6. Number of Unmarried Daughters:**(Points Allocated: 15)**

Sl No	Number of Unmarried Daughters	Points to be allotted
1	None	00
2	01	05
3	02	10
4	03 and above	15

7. Number of Minor Children:**(Points Allocated: 15)**

Sl No	Number of Minor Children	Points to be allotted
1	None	00
2	01	05
3	02	10
4	03 and above	15

8. Number of Years of Leftover Service of the Deceased Employee:**(Points Allotted: 10)**

Sl No	Years of Leftover Service of the deceased employee	Points to be allotted
1	Upto 05 years	02
2	Over 05 years upto 10 years	04
3	Over 10 years and upto 15 years	06
4	Over 15 years and upto 20 years	08
5	Over 20 years	10



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110 066
Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110 066
Website: www.epfindia.gov.in, www.epfindia.nic.in

No. HRM-IV/1(12)2012/KN/Vol.II

Dated:-

To,

13324

18 OCT 2018

All Addl. CPFC (Zones)
All R.P.F.Cs in-Charge of Regions.

Sub:- Compassionate appointment against the post of Multi Tasking Staff (MTS) as trainee - reg.

Sir,

A reference received from Regional Office, Bhubaneswar regarding offer of appointment on compassionate ground as Trainee against the post of MTS as he had not acquired minimum qualification at the time of appointment. As per DOPT guidelines issued vide F.No. 14014/2/2009-Estt.(D) dated 03.04.2012 a person appointed as a 'Trainee' on compassionate grounds has to acquire minimum educational qualification in five years.

2. In this regard, it is requested to give details of "Trainee" appointed under compassionate appointment scheme, who is on date has not been able to acquire minimum educational qualification for confirmation as MTS.

Yours faithfully,

(N. Thothar)

CPIO/Regional P.F. Commissioner-II (HRM-V)

23/07/2020



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 श्रम एवं रोजगार मंत्रालय, भारत सरकार
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
 मुख्य कार्यालय/Head Office
 भविष्य निधि भवन, 14, भिकाजी कामा प्लेस, नई दिल्ली-110066
 Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
 Website: www.epfindia.gov.in, www.epfindia.nic.in



To

The Addl. CPFC (HQ)/Addl. CPFC (Zones)/

Director (PDNASS)/Addl. CPFC (ASD)

All Regional Provident Fund Commissioners/OIC of Regional Offices

Sub: Documents to be attached with Welfare Officer's report for appointment on compassionate grounds -regarding.

Re: This office letter no. HRM-V/IV/11(07)/2015/CA/Policy Matter/Vol. I /4563
 Dated: 29.06.2018.

Sir/Madam,

The Screening Committee for appointment on compassionate grounds has often expressed its reservation over the quality of the Welfare Officer's report which is submitted along with the proposal of appointment on compassionate ground. Further, such reports are submitted without any substantive and supporting documents/ papers/ records etc. which make the job of the Screening Committee difficult in view of regional variation over quality of the Welfare Officer's Report.

2. Hence, it is desired that the Welfare Officer's report must be supported with documentary records. A revised proforma is enclosed herewith for the Report of Welfare Officer and an illustrative list of documents which are required to be attached by Welfare Officer along with his report to support the claim for compassionate appointment on account of indigent condition of the dependent family of the deceased employee. A transcript (in Hindi and/or English) of all such documents, which are in regional language, should also be provided.

3. It is, therefore, requested to ensure that the Welfare Officer submits a comprehensive and complete report along with the prescribed documents to be forwarded along with the application for compassionate appointment.

(This issues with the approval of the Central PF Commissioner)

Yours faithfully,

Encl: As above

(Uma Mandal)

Addl. Central P.F. Commissioner (HRM)

Annexure-I**Proforma of the Welfare Officer's Report for Processing the
Proposal for Appointment on Compassionate Ground**

1	Name of Deceased/ Retired/ Missing Employee	
2	Date of Death / Retirement on medical Ground/Missing	
3	Name of the applicant	
4	Relationship of the applicant with the employee	
5	Date of Birth of the applicant (DD/MM/YYYY)	
6	Qualification of the applicant	
7	Details of family members: (Name, Age, Sex, Marital status, Address and Relation with Employee) (Pl attach a separate sheet if space is not sufficient)	
8	Employment Details of all family members	
9	Earning members, their annual income and income from property.	
10	Market Value of property (movable & immovable) of family (including Fixed Deposit, Bank balance etc. But excluding the terminal benefits amount received:	
11	No. Of dependents(s) at the time of death/ Retirement	
12	No. of unmarried daughter(s)	
13	No. of minor child(ren)	
14	Whether widow has applied (Yes/No). If not, the reasons thereof.	
15	Earning member(s) in the family.	
16	Liability of family (Value in Rs.)	
17	Remarks about current financial condition of the family	

(Here, the Welfare Officer should give his assessment report describing the detail of the case and financial condition of the family and the need for the compassionate appointment)

(Signature of Welfare Officer)

Date:
Place:

Name:
Designation:

I,, Regional P.F. Commissioner-I/ OIC, have verified the Welfare Officer's Report and supporting documents.

(Signature)
RPFC-I/OIC

Date:
Place:

MANDATORY DOCUMENTS TO BE ATTACHED WITH THE REPORT OF WELFARE OFFICER

[TRANSCRIPT (IN HINDI AND/OR ENGLISH) OF DOCUMENTS
IN REGIONAL LANGUAGE MUST ALSO BE PROVIDED]

Sl. No.	Subject	Mandatory documents to be attached with Welfare Officer's report.
1	Family Details	<ol style="list-style-type: none"> 1. Attested copy of the relevant portion from service book of the deceased employee and the latest nomination form. OR 2. Ration card or succession certificate from the Revenue Authority or any other document issued by the State Government.
2	Basic Family Pension/Monthly Amount received under NPS etc.	Pension drawn as per the record of the RO concerned OR NPS Pension
3	Lump sum amount received by the family on death of Govt Servant (i.e., DCR Gratuity, GPF/PPF A/c Balance, Leave Encashment, CGEGIS, LIC/PLI ETC.)/Lump Sum amount received under NPS etc.	Certificate copies/copy of the relevant order(s) issued by the concerned Office releasing death related benefits.
4	Property Details	<ol style="list-style-type: none"> 1. Attested copy (attested by RPFC/OIC) of relevant portion from the service book of the deceased employee. 2. Affidavit(s) from each of the family members 3. In case of a rented premise, a copy of lease-agreement and inquiry from land lord about the Rent Amount and period of tenancy may be attached.
5	Annual Income from the moveable/immovable property and Annual Income earned by member(s) of the family:	<ol style="list-style-type: none"> 1. Income Tax Return(s) of all family Members (if filed) and 26 AS of last two years of each family members/or the Bank Account Statement of the family members. 2. Copy of PAN Card of all family members. 3. Affidavit from family members about their job/employment status and financial status.



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 श्रम एवं रोजगार मंत्रालय, भारत सरकार
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
 मुख्य कार्यालय/Head Office
 भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली-110066
 Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
 Website: www.epfindia.gov.in, www.epfindia.nic.in



To,

The All Addl. CPFCs (HQ) /All Addl. CPFCs (Zones)

Director (PDNASS)/Addl. CPFC (ASD)

All Regional PF Commissioners/OIC of Regional Offices

Subject: Revised delegation of Administrative Powers to Central Provident Fund Commissioner and Additional Central Provident Fund Commissioner (Zone) for Appointment on Compassionate grounds- Regarding.

- Re:** (i) HO Circular no. HRM-V/IV/11(7)/2015/CA Policy Matter/Vol.I/4563 Dated: 29.06.2018.
 (ii) HO Circular no. HRM-IV/11(07)/2015/CA Policy Matter/7179 Dated: 05.07.2017.
 (iii) HO Circular. HRM/IV/11/07/2015/CA Policy Matter/4038 Dated: 23.05.2017.

Sir/Madam,

In exercise of powers conferred by Section 5E read with section 5D of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 the Central Board of Trustees (EPF) in its 226th Meeting held on 05.03.2020 has approved the delegation of Administrative Powers for appointment on compassionate grounds to the CPFC and ACC (Zone) in super-session to earlier delegation *vide* item No. 18 of its' 33rd Meeting held on 16.01.1967.

2. Hence, item No. 32 (Part-III-Appointment/Termination of Appointment) of the Schedule – II of Delegation of Administrative and Financial Power, (EPFO) is substituted with the following: -

Nature of Power	Competent Authority	Extent
Appointment to a Group "C" post of a dependent family member of an employee who – i. dies while in service (including death by suicide); or	CPFC	Full powers including grant of relaxation in accordance with the guidelines issued by the Government from time to time.

<p>ii. is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the EPF (Officers' and Employees' Conditions of Services) Regulations, 2008; or under Rule 38 of the CCS (Pension) Rules, 1972 or the corresponding provision in the EPF (Officers' and Employees' Conditions of Services) Regulations, 2008, before attaining the age of 55 years (57 years for erstwhile Group 'D' employee).</p> <p>"Dependent Family Member" means:</p> <ol style="list-style-type: none"> spouse; or son (including adopted son); or daughter (including adopted daughter); or brother or sister in the case of unmarried employee, <p>who was wholly dependent on the employee at the time of his death in harness or retirement on medical grounds, as the case may be.</p>	<p>ACC (Zone)</p>	<p>In such deserving cases where the family of a deceased employee stands in need of immediate assistance on account of his sudden death and no relaxation of rules is required in accordance with the guidelines issued by the Government and Head Office from time to time.</p>
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3. This is for your kind information and necessary action.

Yours faithfully

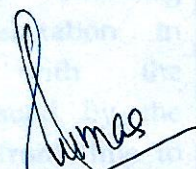


(Uma Mandal)

Additional Central PF Commissioner (HRM)

Copy to:

1. Staff Officer to CPFC
2. FA&CAO/Chief Vigilance Officer/All ACC (HQ)
3. All Addl. Central PF Commissioners (HO)
4. Director (Audit)/ACC (HRD)
5. All Deputy Directors (Vigilance), Zonal Offices
6. All Deputy Directors (Audit), Zonal Offices
7. RPFC (NDC) with a request to upload it on official website
8. RPFC (Conf.) w.r.t. item No. 26 of 226th Meeting of CBT
9. Deputy Director (OL) for Hindi Version.



(Dr. Shiv Kumar)

Regional PF Commissioner-I (HRM)

23/07/2020



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 श्रम एवं रोजगार मंत्रालय, भारत सरकार
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 Website: www.epfindia.gov.in, www.epfindia.nic.in



To

The Addl. CPFC (HQ)/Addl. CPFC (Zones)/

Director (PDNASS)/Addl. CPFC (ASD)

All Regional Provident Fund Commissioners/OIC of Regional Offices

Sub: - Proposal for Compassionate Appointments in EPFO- Reg.

Sir/Madam,

In partial modification of HO letter no. HRM-V/IV/11(7)/2015/CA Policy Matter/Vol.I/4563 dated 29.06.2018, keeping in view the instructions issued by the DoP&T on subject matter and administrative requirements in processing application for appointment on compassionate ground, the revised/modified proforma are enclosed herewith:

Proforma	Subject matter
Part A	Proforma regarding employment of dependent of employees who died while in service/retired on invalid pension (To be filled by applicant for appointment)
Part B	Proforma to be filled by the RPFC-I/OIC of the Regional Office
Part C	Relative Merit Point Assessment on a 100-point scale for Compassionate Appointment
Part D	Proforma to be filled by the Zonal Office (To be signed by ACC (Zone) in special cases)

2. It is, therefore, requested that hence forth all applications for appointment on compassionate ground shall be submitted in the above revised format in Part A, B, C and D with specific recommendations of the RPFC/OIC of the Regional Office and ACC (Zone) concerned.

3. It is also desired that RPFC-in-Charge of the Regional Office shall cause to depute the Welfare Officer to obtain the application (complete in all respect) for appointment on compassionate grounds from the dependent family member of the deceased employee (even if minor, in case no adult dependent family member is alive) as soon as practicable after the unfortunate demise of an EPF employee.

(This issues with the approval of the Central P.F. Commissioner.)

Encl: as above

Yours faithfully

(Uma Mandal)

Addl. Central P.F. Commissioner (HRM)

PART – A

**PROFORMA REGARDING EMPLOYMENT OF DEPENDENT FAMILY
MEMBER OF EMPLOYEE WHO DIED WHILE IN SERVICE/
RETIRED ON INVALID PENSION/MISSING**

**(To be filled by Applicant for Compassionate Appointment)
[ALL COLUMNS TO BE FILLED BY THE APPLICANT]**

I - Particulars of Deceased Employee / Employee retired on medical grounds		
a	Name of the EPF Employee	
b	Designation of the Employee	
c	Office in which employee was posted at the time of death / retirement on medical grounds/ missing date	
d	Date of Birth of the Employee (DD/MM/YYYY)	
e	Date of Death / Retirement on medical grounds/Missing (DD/MM/YYYY)	
f	Total Length of Service rendered by the employee (YY-MM-DD)	
g	Length of Service Remaining on Date of Death / Retirement on Medical Grounds (YY-MM-DD)	
h	Whether permanent or temporary (on date of death / retirement on medical grounds)	
i	Category to which employee belonged (UR/SC/ST/OBC)	

II - Particulars of Applicant for Compassionate Appointment		
a	Name of the Applicant	
b	His / Her relationship with Employee	
c	Date of birth of the Applicant	(DD/MM/YYYY)
d	Educational Qualification of the applicant	
e	Whether any other dependent family member has been appointed on compassionate ground? If yes, then details to be provided	
III - Particulars of Total Assets and Financial Position		
	Monthly Income	(Rs.)
a	Family Pension Amount (Basic excluding DA & Allowances)	
b	Monthly Income of Earning Members	
c	Monthly Income from Property	
	Total Monthly Income of Family	
	Terminal Benefits of Employee	(Rs.)
d	D.C.R. Gratuity	
e	S.P.F. Balance	
f	C.G.E. Insurance amount	
g	Leave Encashment	
h	Life Insurance Policies	
	Total Terminal Benefits Received	
	Properties with Family members	(Rs.)
i	Total Value of Movable and Immovable Properties	
j	Any other assets	
	Total Value of Property	
IV - Brief Particulars of Liabilities, if any (Rs)		
a		
b		
c		
	Total Liabilities	

V - Particulars of all Dependent Family Members of Employee (including Applicant)						
No.	Name	Relationship with Employee	Date of Birth/Age	Whether living together	Address	Marital Status
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

VI - DECLARATION / UNDERTAKING

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

2. I hereby also declare that I shall maintain properly the other family members, who were dependent on the Employee mentioned against I (a) of Part – A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Address:

(Signature of the Applicant)

Name (In Block Letters)

**PROFORMA TO BE FILLED BY THE
REGIONAL PF COMMISSIONER-I/OIC
[ALL COLUMNS ARE MANDATORY]**

1	DETAILS OF THE APPLICANT	
(a)	Name of the Applicant	
(b)	His / Her relationship with the deceased Employee	
(c)	Date of birth of the Applicant (DD/MM/YYYY)	
(d)	Educational Qualification and experience, if any	
(e)	Date of Application for Compassionate Appointment	
(f)	If applied after 1 year of death, reasons for delay	
2	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment in the Region as per RRs of the Post applied for	YES/NO
(a)	No of Vacancy in MTS Cadre	
(b)	No. of Vacancy in SSA Cadre	
3	Whether application is in prescribed Performa duly complete in all respects and particulars / facts duly verified by RPFC, in – charge of the Region	
4	Whether the information in each column is complete in all respects giving all details. If not, pl specify the deficiencies.	
5	Whether suitability for appointment has been judged by RPFC through an interview and/or skill test (Pl furnish the report)	
6	Whether report of Welfare Officer has been furnished	
7	Whether financial status of the family of the deceased is furnished	
8	Whether details of all family members of the deceased employee and marital status furnished	
9	Whether supporting documents duly verified relating to the following information has been submitted by Regional Office	
(a)	Copy of Birth Certificate of candidate and Death/Missing certificate of employee	
(b)	Copy of Educational Qualification viz., Certificate / Degree along with Mark- Sheet (Matriculate onwards) of the applicant	

(c)	Undertaking submitted by the applicant in the prescribed Performa that he will take care of all family members	
(d)	NOC by the other family members in favour of the applicant	
10	Whether applicant fulfill the essential eligibility criteria as per RRs of the Post applied for	
11	Whether relaxation proposed? If so, whether the same is forwarded under the rules and the designation of Competent Authority to relax?	
12	Whether any option is given for posting to other Regions	
13	If widow has not applied, the reasons there of	
14	Whether the following information in prescribed format is furnished by Regional Office for assessing the suitability of the applicant for compassionate appointment:	
(a)	Total amount of terminal benefits (DCRG, CPF, CGEGIS, Leave Encashment and Pension Commutation) paid to the family of deceased official	
(b)	Monthly income of earning members and income from property	
(c)	Value of property (moveable & immovable)	
(d)	No. of dependents	
(e)	No. of unmarried daughters	
(f)	Left over service at the time of death	
(g)	Whether widow has applied	YES/NO
(h)	Family pension (basic excluding DA plus Allowances)	
(i)	Earning members in the family	
(j)	Liability of family	
(k)	Remarks about current financial condition of family	
15	Specific recommendation of RPFC-I/OIC in light of the vacancy position in Group 'C' Cadre of the Regional Office.	

(Seal & Signature of RPFC –I/OIC)

**RELATIVE MERIT POINTS ASSESSMENT ON A 100 POINT SCALE
FOR COMPASSIONATE APPOINTMENT**

Sl. No.	PARAMETER	POINTS ALLOTTED TO THE PARAMETER	POINTS SCORED BY THE APPLICANT
1	Family Pension / Monthly amount received under National Pension System	20	
2	Terminal Benefits (DCRG, CPF, CGEGIS, Leave Encashment and Pension Commutation	10	
3	Annual income of earning members and income from property	5	
4	Movable / Immovable property of family (including Fixed Deposit, Bank balance, etc. but excluding the terminal benefits amount received	10	
5	Number of dependent(s)	15	
6	Number of unmarried daughter(s)	15	
7	Number of minor children	15	
8	Left over service of the deceased employee	10	
TOTAL		100	

(Seal & Signature of Regional PF Commissioner -I/OIC)

Date:

PART -D

**PROFORMA TO BE FORWARDED BY THE OFFICE OF THE
ACC (ZONAL OFFICE)/DIRECTOR (PDNASS)/ACC (ASD)**

1	Whether there is a vacancy in the ZONE in Group 'C' for compassionate appointment within the prescribed ceiling of 5% as specified under the scheme of compassionate appointment.	YES/NO
(i)	If 'Yes' then indicate the number of vacancies	
(ii)	If 'No' then specify the reasons for forwarding the proposal to the Head Office	
2	Details of Vacancy position in Group 'C' cadre (Zonal Office wise)	
(i)	No of Vacancy in MTS Cadre	
(ii)	No of Vacancy in SSA Cadre	

This is to certify that the entire proposal has been scrutinized and examined critically, especially the Part –C and the Welfare Officer's report.

(Seal & Signature of ACC (HQ)/ACC of the Zone/Director (PDNASS)/ACC (ASD)