

No.17-1/2022-SPG-II
Government of India
Ministry of Communications
Department of Posts

Dak Bhavan, Parliament Street
New Delhi-110001
Dated the 24th March, 2022

To

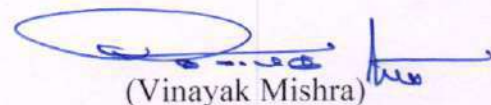
1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / CGM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Standard Operating Procedure (SOP) to be followed for giving appointment on compassionate grounds - regarding.

Madam / Sir,

It has been observed that Circles are following different procedure and modalities in processing cases of appointment on compassionate grounds. Lack of uniformity in processing such claims by different Circles has led to delay and complaints. In order to bring uniformity and improved transparency in processing applications for appointment on compassionate grounds, a need has been felt to prepare a Standard Operating Procedure (SOP) to handle applications received for appointment on compassionate grounds from the date of demise of Government official till appointment letter is issued. Accordingly, SOP as per **Annexure** broadly based on instructions issued by Department of Personnel & Training vide OM No.43019/9/2019-Estt.(D) dated 23.08.2021 is sent herewith for following the same for handling of applications received for compassionate appointment.

2. Circles will circulate the Standard Operating Procedure (SOP) to all offices under their administrative control for dealing with requests/applications seeking appointment on compassionate grounds and ensure that SOP is followed in letter and spirit.

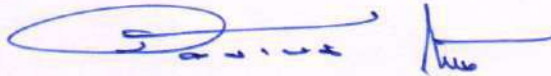


(Vinayak Mishra)
Assistant Director General (SPG)

Encl: As above.

Copy to:

- 1) PS to Minister of Communications
- 2) PS to Minister of State for Communications
- 3) Sr. PPS to Secretary (Posts) / Sr. PPS to Director General Postal Services
- 4) PPS/PS to Addl. DG (Coord.)/ Member (Banking)/ Member (Tech)/ Member (P)/ / Member (O) / Member (PLI) / Member (Planning & HRD)
- 5) Additional Secretary & Financial Advisor
- 6) Sr. DDG (Vigilance) & CVO/ Sr. DDG (PAF)
- 7) Director General (P&T Audit)
- 8) Secretary, Postal Services Board/ All Dy. Directors General
- 9) Chief Engineer (Civil), Postal Directorate
- 10) All Sections of Postal Directorate
- 11) All recognized Federations/ Unions / Associations
- 12) GM, CEPT for uploading the order on the India Post website
- 13) Guard file
- 14) Spare copy



ANNEXURE to Letter No.17-1/2022-SPG-II dated 24.03.2022**STANDARD OPERATING PROCEDURE (SOP) FOR HANDLING OF APPLICATIONS FOR COMPASSIONATE APPOINTMENT****Part I: Initial Processing in Sub Division/Divisional Office/PAO/Office of Executive Engineer/Sponsoring Office**

1. A mechanism has to be put in place so that the information about unfortunate demise of any of the employee of the establishment is received in the office by next day. In case the deceased employee was on deputation/attachment (outside their normal establishment unit), initial processing will be carried out by the office where he was last posted. In case Service Book is not available with the office, the filled in application form and other relevant documents/information to be sent to the parent establishment unit of the deceased official.

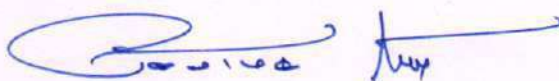
On receipt of the information, Divisional office/Sponsoring office will collect data related to family from Service Book and other service records. This information will be compiled in a format as given below:

Name of ex-employee	Date of Birth	Date of death/Retirement on medical ground	Date of entry in service	Service rendered by ex-employee	Details of the dependents of the ex-employee as per Service Book/Service Record

2. The information so compiled will be sent to the IP/ASP of the Sub-Division (for contacting the dependent family members at the earliest and not later than 15 days of the incident. IP/ASP will carry all the forms and documents required to be filled for applying for appointment on compassionate grounds. The format of application for appointment on compassionate grounds is given as per Annexure '**DO/Comp. Apptt/I**').
3. IP/ASP concerned will explain the scheme of appointment on compassionate grounds to the dependent family. The family will be informed that application may kindly be filled up within 10 days of time along with all required documents. He will also explain the benefits, if widow applies along with the objective of 'Immediate Relief' behind Appointment on Compassionate Grounds. The telephone number of the IP/ASP will be provided to the family for being contacted for providing assistance in filling up the application and collection of related documents.



4. The IP/ASP will remain in contact with the family to assist them in filling up the application in proper manner so that duly filled in application along with all the documents are ready within 30 days of the incident. In all cases of death or retirement on medical grounds which occurred till 31st Dec during a calendar year, which is also the vacancy year now, the application will be obtained by 31st January of year following vacancy year (Para 4 of DoP letter No.17-1/2022-SPG-II dated 23.03.2022).
5. If there are more than one eligible dependents in the family, a declaration in Form as per Proforma '**DO/Comp. Apptt/V**' will be obtained.
6. In case the family is not inclined to apply for the appointment on compassionate grounds, the declination duly signed by all the dependent family members will be taken in English and local language duly countersigned by the IP/ASP concerned and two witnesses of the locality knowing the family as per proforma '**DO/Comp Apptt/II**'.
7. The application with proforma '**DO/Comp. Apptt/I**' duly completed in all respect will be submitted to the Divisional office within 30 days of demise or retirement on medical grounds of the employee.
8. In case the dependent(s) is neither providing application nor the declaration as mentioned in para 6 above, an appropriate report will be submitted to Divisional Head by the Sub-Divisional head concerned. Divisional Head will send ASP from Division HQ and confirm the facts and keep note of facts in file and monitoring register (as per Para 16 below).
9. All the documents will be thoroughly scrutinized by Divisional office and in case of any omission, the same will be got rectified within a week's time. Afterwards, the details will be got verified within a months' time by Divisional Office so that fully matured case is available with the Divisional office within 2 months.
10. All the cases of demise/retirement on medical ground upto 31st December of the calendar year, where applications have been received by 31st January of subsequent year will be covered under this process. As such, Division should be ready latest by 31st March with all the cases of demise/retirement on medical grounds in previous calendar year.
11. ASP/IP concerned in the Divisional office will keep track of all these cases
12. Such matured cases will be forwarded directly to Circle office as and when they are completed through Insured Post. No such cases where application is received by 31st January shall be kept pending beyond 31st March. The cases will be sent to Circle Office after completing the verification process, filling up all the part of



proforma given as “DO/Comp.Apptt/I/II/III/IV” duly countersigned by Divisional Head/Head of Sponsoring Office enclosing all the required supporting documents related to parameters for calculation of RMPS .

13. All these applications will be given Unique Application Registration Number (UARN). The UARN will be given in the format as below:

‘Abbreviated name of the Division or Unit / Year of Death or retirement on medical ground / Sl. Number of application in three digits’. **UARN to old cases** will also be converted into above mentioned system. An acknowledgement will be given to the applicant along-with UARN for future reference. The proforma for acknowledgement is given in ‘**Annexure DO/Comp Apptt/V**’.

14. In case of Civil /Electrical /Accounts Wing, the cases will be processed in the office of Executive Engineer/DAP/GM (Finance) as per the timelines prescribed. Cases processed by these Wings will be recommended by Executive Engineer/DAP/GM Finance concerned for consideration. In case of any confusion in terms of office which would process such cases, decision of HOC concerned shall be final.
15. The Division Office/Office of Executive Engineer/Sponsoring Office where the case is initiated will maintain a Register as per format given in ‘**Annexure DO/Comp. Apptt/VI**’ for monitoring the status of cases. Each case will be assigned two pages in the register so that all the activities related to case may be noted properly from time to time. The register will be reviewed by concerned Head of Office on monthly basis and also by the inspecting officer.
16. In case the immovable property of the dependent family/applicant falls in the jurisdiction of the other Division/Region/Circle, the Divisional Head will take the case directly with the Division concerned with copy to Circle Offices concerned to avoid delay. On receipt of reference, the Divisional Head will ensure completion of verification etc. within 15 days of time. Both the Divisional Head will be personally responsible for ensuring such verification within the prescribed time schedule.

17. **Mapping of Small Independent Establishments**

- (i) There are some independent units which are not presently mapped to Directorate/Circle for consideration of related compassionate appointment. Following mapping will be followed as and when any such case arrives:

S. No.	Name of Unit/Establishment	Circle concerned where case of compassionate appointment will be
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		processed	
1.	Postal Directorate including BD/Parcel/PLI Directorate (other than CSS cadre)	Delhi Circle	
2.	RAKNPA, Ghaziabad	Recruiting Unit/Circle concerned	
3.	PAOs/Civil Wing/Electrical Wing	Circle where HQ of the Executive Engineer/PAO is located.	
4.	PTCs	Division/Circle where PTC is located.	
5.	AS CEPT has multiple offices, therefore, the cases of respective offices of CEPT will be processed in Division/Circle where the office is located.		
Note: In case of Group A & B officials, cases shall be processed by the Circle, where the office is located.			

(ii) If the deceased official is on deputation, the case will be processed in the parent Division and parent Circle in coordination with unit where official was on deputation. If deceased official was borne on the unit itself, above mapping will be followed. If there is any case pending, the same will be transferred for handling as per mapping, if required.

18. If some old cases is pending in the Divisional office for verification etc, the same will be got verified immediately so that these cases are also ready for being forwarded to Circle office by 31st March 2022. Any case left pending or application with omissions need to be viewed seriously by HOC.

Part II: Processing in Circle Office

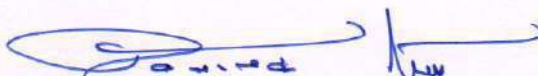
1. All the cases of Compassionate Appointment related to demise of the officials/retirement on medical grounds till 31st December for which application has been received by 31st January of next year will be submitted to Circle Office as and when the verification etc is completed.

All the cases received will be scrutinized thoroughly by Circle Office and omissions, if any shall be got completed/rectified within two weeks positively. A register shall be maintained in Circle Office where all such cases shall be noted including date of receipt, date of scrutiny, details of omissions, details of communications with respective units and date on which application is completed in all aspects for placing it before CRC. In case of delays or non receipt of required information/documents in time, Circle may call officials from the respective Units to Circle Office to get all such applications completed in all respects latest by first week of April.



2. (i) Vacancy calculation: Circle will work out 5% of DR vacancies centrally at Circle level by including vacancies of PAOs/Civil/Electrical Wing (For Civil Wing, instructions issued vide Directorate letter No.37-33/2011-SPB-I/C dated 04.05.2012 may be referred) for the vacancy year. As calendar year is used for calculation of vacancies w.e.f. 01 April, 2018, therefore 5% vacancies of DR quota of last calendar year will be taken into account. The PAO(DAP/GM) will intimate 5% of its DR vacancy of last calendar year by 31st January of subsequent year to concerned Circle Office which in turn will include those vacancies in vacancies of Circle for compassionate appointment. In case of pending CRC of previous years, the vacancy year and calculation of vacancy should be based on instructions existing at that time.
- (ii) Separate CRC will be conducted for vacancies of different vacancy years.
3. All the old and new cases being submitted to CRC will be assigned 'Unique Application Registration Number' which will be permanent in the format '*Abbreviated name of the Division/Unit / Year of Death/retirement on medical ground / Sl. Number of application in three digits*'. The Point No.13 of Part I of SOP may be referred.
4. The case/application of Civil/Electrical/Account Wing and mapped offices, if any, will be considered against total vacancies of Circle as earmarked for compassionate appointment. Based on integrated RMP score sheet, the recommendations will be made by CRC. As such, applicant of deceased employee of PAO may get appointment as PA/SA/Postman/MTS in Post Office/RMS and vice versa as a general rule for all applicants. Higher level posts shall be recommended for applicant scoring higher RMP.
5. Circle Office will prepare a check list for each case separately in the Proforma **CO/Comp. Apptt/I**. Data of all the fresh cases received from Divisions and the cases which were referred by last CRC '**To be considered by next CRC**' will be prepared in the format given as **CO/Comp Apptt/II** in descending order of RMP.
6. Composition of CRC:
 - i) As per Directorate's letter No 17-4/2017-SPB-I/C dated 5th April 2018, Circle Relaxation Committee (CRC) at Circle level for considering compassionate appointment cases has been constituted as under:

a) Postmaster General	- Chairperson
b) Director Postal Services (HQ)	- Member
c) Director Postal Services	- Member



- ii) In case any of the above posts is vacant in a Circle or in the case of small Circles where there is only one post of Director or no post of PMG available to constitute the CRC, the Head of Circle may him/herself take a decision to nominate the Chairperson/member of CRC from neighboring Circles in consultation with the Chief Postmaster General of the Circle concerned from where the Officer is to be nominated. (Directorate letter No 17-4/2017-SPB-I /C dated 04.12.2018 refers.)
 - iii) In case of non-availability of Director Postal Services in a Circle or neighboring Circles, Director of Postal Accounts can be nominated as member of the CRC by the Head of Circle. Director letter No. 17-4/2017-SPB-I/C dated 22.02.2019.
7. CRC will meet at appropriate time in April of next year of vacancy year. The RMPS will be worked out as per instructions contained in Directorate letter No.17-1/2022-SPG-II dated 23.03.2022.
 8. Wherever two candidates score same RMP, preference will be given to those cases in which amount of family pension/pension/monthly amount received under NPS is less and in case this amount is also equal, than amount of terminal benefits will be considered for giving preference (Letter No.17-4/2018-SPG-II dated 25.02.2021).
 9. Solely based on the RMPS, the CRC will 'recommend the candidates for appointment' or 'refer the case for consideration of next CRC' or 'reject the case'. Any of these remarks are mandatorily to be made by CRC in their minutes for each of the cases considered by them.
- The compilation of these cases will be made in the format given as **CO/Comp Apptt/II**. Whenever applicant is recommended for relaxation of eligibility condition in terms of DOP&T instructions for age and educational qualification, the same will be clearly mentioned.
10. The minutes of CRC will be finalized by 30th April. The main body of the minutes of CRC will be elaborated to mention following:
 - (i) Composition of CRC
 - (ii) Date of meeting
 - (iii) Summary of action taken on recommendations of last CRC including date of last CRC meeting, no. of vacancies etc.
 - (iv) Year of vacancy
 - (v) No. of vacancies
 - (vi) No. of fresh/referred cases by previous CRC



- (vii) Cutoff date used for eligibility/working out indigence position/Age of the case.
 - (viii) Deliberations made in meeting on the cases of special nature and logic for arriving at the conclusion.
 - (ix) Final Recommendations.
11. Afterwards, the case will be submitted to HOC for consideration. If HOC approves the recommendations of CRC and there is no case which needs approval of Secretary (Posts) in terms of instructions of DOP&T, the allotment orders and subsequently appointment orders will be issued within 15 days of submission of CRC recommendations. The appointment orders, in such cases, shall be issued latest by 15th May.
 12. If HOC does not agree to any of the recommendations of CRC, the case will be referred to Directorate along with all other cases in a week's time.
 13. If there is even a single case recommended by CRC which needs approval of Directorate, the recommendations of Committee will not be implemented till final decision of Directorate is received (Refer letter No.17-4/2018-SPG-II dated 28.12.2021).
 14. If there is a case which requires approval of Directorate, following documents will be forwarded to Directorate along with forwarding letter signed by DPS(HQ) mentioning the details of approval required from Directorate within 7 days of submission of recommendations of CRC after getting approval of HOC:
 - (i) Copy of minutes of CRC along with all the enclosures in **CO/Comp Apptt/I/II/III/IV/V/VI**. The check list as per proforma **CO/Comp. Apptt/I** will be submitted for all cases considered by CRC.
 - (ii) A separate 'case sheet' for each case which requires approval of Directorate giving brief history of the case and the grounds on which approval of Directorate is required.
 - (iii) The details as per Annexure "**CO/Comp Apptt/VII**".
 15. The details as per Annexure "**CO/Comp Apptt/VII**" will be submitted to Directorate even if no case requires approval of the Directorate by striking off the points which are not relevant, immediately after allotment of Divisions have been issued to the candidates 'recommended for appointment'.
 16. Following cases will be referred to Postal Directorate based on the recommendations of the CRC and approval of HoC:



- (i) Compassionate appointment cases of the applicants (other than wife/widow) who do not meet minimum education qualification required for the Posts and recommended for appointment as MTS trainee.
 - (ii) Belated cases (cases which are five years or more old)
 - (iii) Cases where there is an earning member residing with the family.
 - (iv) Cases of dependents of missing government servants.
 - (v) Cases where HoC did not agree to recommendations of the CRC.
17. Where case has been referred to Directorate, the allotment of Divisions will be issued within 7 days of receipt of approval of Directorate.
 18. Once allotment order has been issued, the outcome should be intimated to all the candidates whether their case has been 'recommended for appointment'/'recommended for next CRC'/'rejected' along with RMP score of the candidate within seven days of allotment/appointment.
 19. While allocation of Division, efforts will be made to accommodate selected candidate near his place of residence to enable him to take care of the family. (Refer Directorate letter No.X-12/3/2021-SPN-II/DOP dated 02.06.2021).

Part III: Procedure to be followed in Directorate:

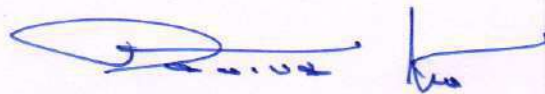
1. On receipt of the case from the Circle, SPG Branch will immediately scrutinize the case within a week's time and details will be briefed to Dir(Staff) and DDG(P) for further processing.
2. If all the documents are found proper and there is no omission, the case will be processed for consideration of Directorate Selection Committee (DSC) within 15 days of receipt of the documents.
3. The DSC will be comprising following officers:

(i) Member(Personnel)	- Chairman
(ii) Deputy Director General (Personnel)	- Member
(iii) Director (Staff)	- Member
4. In case, there are some minor omissions, Directorate will refer the matter to the Circle so that the omissions can be rectified in a week's time and the case can be submitted to DSC within 21 days of receipt from Circle.



5. In case, some other issues are found, the APMG/AD concerned will be called to the Directorate along with the details to clarify issues so that case may be ready within 21 days of receipt for submission to DSC.
6. The efforts of the Directorate should be such that DSC may be convened between 21-30 days of receipt of the documents from the Circle and approval of competent authority is obtained thereafter in a week's time.

-----X-----X-----

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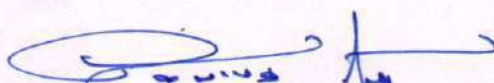
DO/Comp Apptt/1

**APPLICATION FOR EMPLOYMENT OF DEPENDENTS OF GOVERNMENT
SERVANTS DIED WHILE IN SERVICE /RETIRED ON MEDICAL GROUND**

PART A (For Applicant)

I	(a)	Name of the Government Servant (deceased/ retired on medical grounds)			
	(b)	Designation (cadre) of the Government Servant			
	(c)	Date of birth of the Government Servant			
	(d)	Date of death or retirement on medical grounds			
	(e)	Total length of service rendered (In completed Years and Months)			
	(f)	Whether permanent or temporary			
	(g)	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 qualifications			
	(e)	Whether any other dependent family member has been appointed or applied for appointment on compassionate grounds vice the govt. servant named in Part I(a) above			
III	(i)	Basic Family Pension/Pension/Monthly amount received under NPS			
		Lump sum amount received by the family on death/ retirement on medical grounds of the Government servant			
	(ii)	DCRG			
		CGEGIS			
		GPF			
		Lump sum amount received under NPS			
		Leave Encashment			
		Any other payment			
	(iii)	Monthly Income of earning member(s) of family, if any			
		Income from Property			
(iv)	Immovable/movable Property including fixed deposit/bank deposits/investment etc excluding the Lump sum amount as mentioned in (ii) above.				
IV		Brief particulars of liabilities, if any			
V		Particulars of dependent family members of the Government servant (if some are employed their income and whether they are living together or separately)			
Sl.No	Name	Relationship with the Govt. Servant	Age (as on date of death of the Govt. Servant) in completed Years & Months	Address	Employed or not (if employed particular of employment and average monthly income)
1					
2					
VI	Whether any of the dependent family members are Persons with Disabilities (PwD) and with chronic diseases. If yes, then Medical Certificate from Chief Medical Officer of a Government Hospital should be attached.				

Signature of applicant



DO/Comp Apptt/1**VI DECLARATION/UNDERTAKING**

1. I hereby declare that the facts given by me above are correct. If any of the facts herein mentioned are found to be incorrect or false at any point, my application may be rejected or my services will be terminated, if appointed.
2. I hereby also declare that I shall properly maintain other family members who were dependent on the government servant mentioned against I(a) of Part-A of this form and in case it is proved at any time that the said family member(s) is being neglected or not being properly maintained by me, my appointment will be terminated, if my appointment is made.

Date:

Signature of the applicant

Name: _____

Present Address: _____
_____Permanent Address: _____

Email ID: _____

Mobile No. _____

It is certified that Shri/Smt/Kum _____ is known to me and he/she has signed in my presence.

Date:

Signature of permanent Government servant (witness)

Name: _____

Designation: _____

Office Address: _____

Mobile No. _____

Verification by IP/ASP

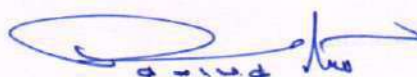
Verified the details and found correct.

Sign of Sub Divisional Head

Name:.....

Date:.....

Office Seal:.....



DO/Comp Apptt/1

PART B

It is certified that details given in Part A have been verified and found correct. The case is recommended to be considered for appointment under compassionate grounds by CRC.

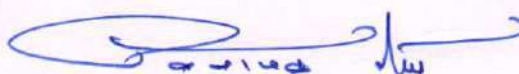
Date:

(Sign of Divisional Head/
Head of sponsoring Office)

Name:.....

Designation:.....

Office Stamp:.....



DO/Comp Apptt/II**Declaration by the Dependents of Deceased Employee**

It is hereby declared that Shri/Smt./Kum....., (Designation)..... approached us and explained the scheme of Compassionate Appointment and we have understood the benefit of applying immediately. But presently, we are not interested to apply for compassionate appointment. We understand that if we apply at a later stage, our case will be processed as per instructions prevailing on the subject matter at the time of application.

Name of dependents	Relationship with deceased/ employee retired on medical ground	Mobile No.	Signature/ Thumb impression

Witnesses (Two):

1. Signature, Name, address
2. Signature, Name, address

Signature of IP/ASP concerned

Counter signature of Divisional Head/Head of Sponsoring Office



DO/Comp Apptt/III**Check List for various Attributes As per RMPS: Fresh Cases****(To be prepared by Divisional Office)**

1. Name & Designation of the ex- employee:
2. Date of death/invalidation/Missing:
3. Name of the Applicant & Relation with ex-employee:
4. Date of application:
5. Information on various Attributes

SN	Name of Attributes	Details	Point admissible as per RMPS
(i)	Basic Family Pension/Pension/Monthly amount received under NPS		
(ii)	Lump sum amount received by the family on death/retirement on medical grounds of the Government servant		
	DCRG		
	CGEGIS		
	GPF		
	Lump sum amount received under NPS		
	Leave Encashment		
	Any other payment		
(iii)	Monthly Income of earning member(s) of family		
	Income from Property		
(iv)	Immovable/movable Property including fixed deposit/bank deposits/investment etc excluding the Lump sum amount as mentioned in (ii) above.		
(v)	No. of Dependents		
(vi)	No. of unmarried daughters		
(vii)	No. of Minor Children		
(viii)	Left over Service		
(ix)	Points for immediate relief/Age of Case		
(x)	Persons with Disabilities and chronic disease (dependent)		
(xi)	Bonus Point to Widow/wife		
	TOTAL POINTS		

It is certified that details/amounts for all attributes have been taken as per procedure prescribed for fresh cases of Death/Retirement on medical ground/Missing person. All the supporting documents are enclosed.

Date:

(Sign of Divisional Head/
Head of sponsoring Office)

Name:.....

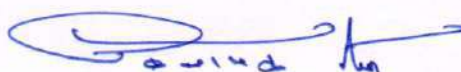
Designation:.....

Office Stamp:.....

DO/Comp Apptt/IV

Proforma for Register for monitoring of Compassionate appointment cases in Divisional Office:-

- i) UARN (Unique Application Registration Number)
- ii) Name of the employee
- iii) Date of Death / date of retirement on medical grounds/ date of police report in r/o missing government servant.
- iv) Date of first visit of IP/ASP for informing the family about the scheme of compassionate appointment.
- v) Date of second visit of IP/ASP for assisting the family in filling up the required application forms and submission of required documents.
- vi) Date of third visit of IP/ASP for collecting the filled-up application forms and documents/Date of application/Details related to refusal etc.
- vii) Date of submission of case to Division Office.
- viii) Date of sending the documents for verification.
- ix) Date of submission of verified documents.
- x) Date of submission of documents to the Circle Office.
- xi) Date of acceptance of documents by Circle Office.
- xii) Date of CRC and outcome.
- xiii) If recommended, date of allocation of division with name of the division.
- xiv) Final joining date.
- xv) If applicant is not recommended for appointment, details of second consideration / third consideration till appointment or rejection.



DO/Comp Apptt/V**DECLARATION/UNDERTAKING**

1. I hereby declare that I have applied for appointment on compassionate ground as dependent being(Relation) of Shri/Smt.(deceased/retired on medical ground).
2. I hereby also declare that there is no dispute in my family for applying for compassionate appointment by me. The consent in my form has been given by all the dependents of the family.

Date:

Signature of the applicant

Name: _____

Present Address: _____

Permanent Address: _____

Email ID: _____

Mobile No. _____

Consent by dependents of deceased employee in favour of applicant.

(Separately by each dependent)

I hereby give my consent that Shri/Smt./Kum..... who is.....(relation) of Shri/Smt.....(deceased/retired on medical ground) can apply for compassionate appointment against the death/retirement on medical ground of Shri and I will not dispute this in future.

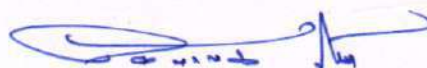
Signature of dependent member of deceased official:

Witnesses:

Name and signature

1. Name and signature

2. Name and signature



DO/Comp Apptt/VI

Acknowledgement of Application for compassionate appointment

To,

Shri/Smt./Kum.....

.....

The application dated..... of Shri/Smt./Kum..... for compassionate appointment against demise/retirement on medical ground of Shri..... has been received by this office and found correct by this office in all respect. The application will be forwarded to Circle Office in due course for submission of the case to CRC for consideration.

2. The UARN (Unique Application Registration Number) for your application is..... It may be referred for future reference.

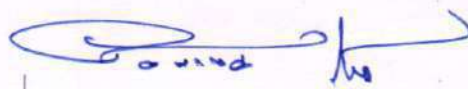
Date:

(Sign of Divisional Head/
Head of sponsoring Office)

Name:.....

Designation:.....


Office Stamp:.....



SUMMARY CHART					
UARN:					
Particulars of Ex-Official					Related documents details
Name		Designation			
Date of Birth		Date of death/Retired on medical ground/missing			
		Total length of Service rendered			
Detail of the dependants					
Name/Relation with ex official	Date of Birth	Educational Qualification	Marital Status	Employed/ Unemployed	Living with family or not
Particulars of sponsored Candidate					
Name		Relation with the ex-employee			
Date of Birth		Educational Qualification			
Age as on date of application					
Category (UR/OBC/SC/ST)		Whether verification certificate available			
Other Informations					
Whether the case is to be sent to Directorate (being more than 5 years old one/missing employee/earning member in the family or relaxation of educational Qualification)			Whether relaxation in age is to be given by HOC		
Financial status of the family					
	Amount in Rs	Total in Rs	Merit Points		
Basic Family Pension/ (Basic)/pension/monthly amount received under NPS (i)					
Terminal Benefits (ii)					
	DCRG				
	CGEGIS				
	GPF/Lump sum amount received under NPS				
	Leave Encashment				
	Any other payment				
Monthly Income of earning member/Income from Property (iii)	Monthly Income of earning member				
	Income from Property				
Immovable/Movable Property including Fixed deposits/Investments etc. (iv)					
	Own House				
	Agriculture land				
	Fixed deposit/Bank deposit/Investments etc.				
No./Year/Details					
No. of dependents (v)					
No. of unmarried daughters (vi)					
No. of minor children (vii)					
Left Over Service (in years) (viii)					
Points for immediate relief (Age of case) (ix)					
Persons with Disabilities and cronic disease Cases if any (x)					
Additional points (as Bonus points) if widow wife is an applicant (xi)					
TOTAL MERIT POINTS					

Date:

(Sign of AD(Recrt))

Name:
Official Stamp.


CO/Comp. Apptt/II

List of all cases presented before the Circle Relaxation Committee met for the vacancy year.....

Date of CRC.....

SN	UARN	Name & designation of ex-employee	Date of death / Date of Birth	Name and relationship of applicant	Date of Birth of the applicant	Educational Qualification of the applicant	Data related to RMPS											No. of times considered by CRC along with date of CRC	Remarks (any relevant observation)	Recommendations*
								Basic family pension/ pension/ monthly amount received under NPS (i)	Lump sum amount received by the family (ii)	Monthly income and income from property (iii)	Immovable/ Movable Property including fixed deposit/ bank deposits/ investments etc (iv)	No. of dependents (v)	No. of Unmarried Daughters (vi)	No. of Minor Children (vii)	Left over Service (viii)	Points for immediate relief (ix)	Persons with Disabilities and chronic disease Cases (x)			
1							Particulars													
							RMP													
2							Particulars													
							RMP													
3							Particulars													
							RMP													

*Recommended for appointment / Referred to next CRC for consideration / Rejected

Signature with full name and designation of all members of Committee on each page

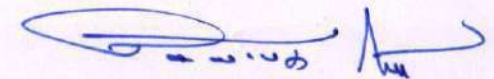
CO/Comp. Apptt/III

List of cases 'recommended for appointment' by the Circle Relaxation Committee for the Vacancy Year

Date of CRC.....

S No.	S No. of Annex. CO/Comp. Apptt/II	UARN	Name & designation of ex-employee	Date of death and Date of Birth of ex-employee	Name and relationship of applicant	Date of Birth of the applicant	Educational Qualification of the applicant	Total RMP secured by the applicant	Recommendations alongwith cadre (MTS/Postman/Mailguard/PA/SA/MTS Trainee)	Grounds for referring the case to Directorate, if any

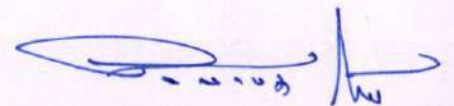
Signature with full name and designation of all members of Committee on each page



CO/Comp. Apptt/IV**List of 'cases referred by the Circle Relaxation Committee to be considered by the next CRC' for the Vacancy Year****Date of CRC.....**

S.No.	S.No. of Annex. CO/Comp. Apptt/II	UARN	Name & designation of ex-employee	Date of death and Date of Birth of ex-employee	Name and relationship of applicant	Date of Birth of the applicant	Educational Qualification of the applicant	Total RMP secured by the applicant	No. of times cases have been considered by previous CRC along with date of CRC	Reasons for referring the case to next CRC

Signature with full name and designation of all members of Committee on each page

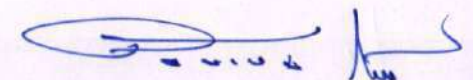


CO/Comp. Apptt/VList of cases 'rejected' by the Circle Relaxation Committee for the Vacancy Year

Date of CRC.....

S.No.	S.No. of Annex. CO/Comp. Apptt/II	UARN	Name & designation of ex-employee	Date of death and Date of Birth of ex-employee	Name and relationship of applicant	Date of Birth of the applicant	Educational Qualification of the applicant	Total RMP secured by the applicant	No. of times cases have been considered by previous CRC along with date of CRC	Reasons for rejecting the case

Signature with full name and designation of all members of Committee on each page

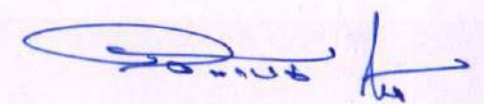


CO/Comp. Apptt/VIList of cases 'referred to Directorate' by Circle for the Vacancy Year

Date of CRC.....

S.No.	S.No. of Annex. CO/Comp. Apptt/II	UARN	Name & designation of ex-employee	Date of death and Date of Birth of ex-employee	Name and relationship of applicant	Date of Birth of the applicant	Educational Qualification of the applicant	Total RMP secured by the applicant	No. of times cases have been considered by previous CRC along with date of CRC	Grounds for referring the case to Directorate

Signature with full name and designation of all members of Committee on each page



CO/Comp. Apptt./VII**Details of Compassionate Appointment for Vacancy Year.....****Circle Name:.....****Date of CRC:.....**

i.	Vacancy Year		
ii.	No. of vacancies earmarked for appointment on Compassionate Grounds		
iii.	No. of cases of demise during the vacancy year		
	No. of cases of retirement on medical ground during vacancy year		
	No. of missing cases		
iv.	Total No. of fresh cases received in CO		
v.	Reasons for difference between (iii) & (iv)		
vi.	No. of cases 'Referred by last CRC for consideration by next CRC'		
vii.	Total No. of cases submitted to CRC (iv+vi)		
viii.	No. of cases recommended by CRC for appointment		
ix.	No. of cases referred by CRC 'for consideration by next CRC'		
x.	No. of cases Rejected by CRC		
xi.	Any difference of opinion between CRC and HOC		
xii.	Out of (viii) above, No. of cases require approval of Directorate		
xiii.	If no approval of Directorate is required, the date of allotment to Division		

