

BUREAU OF INDIAN STANDARDS
(Establishment Department)

Our Ref: Estt-IV/15/SOP/2022

Dated: 19.07.2022

Subject: भारतीय मानक ब्यूरो में अनुकंपा नियुक्ति पर मानक संचालन प्रक्रिया (एसओपी) / Standard Operating Procedure (SOP) on Compassionate Appointment in BIS

परिपत्र / CIRCULAR

महानिदेशक (बीआईएस) ने अनुवर्ती कार्रवाई और बीआईएस में कार्यान्वयन के लिए अनुकंपा नियुक्ति पर मानक संचालन प्रक्रिया (एसओपी) को मंजूरी दी है। Director General (BIS) has approved the Standard Operating Procedure (SOP) on Compassionate Appointment for implementation in BIS.

अनुकंपा नियुक्ति पर मानक संचालन प्रक्रिया (एसओपी) सभी संबंधितों की जानकारी के लिए अनुलग्नक के रूप में संलग्न है। The Standard Operating Procedure (SOP) on Compassionate Appointment is enclosed as Annexure for information of all concerned.

हस्ता: /-
(एन. रवि शंकर)
निदेशक (स्थापना)

बीआईएस इंट्रानेट के माध्यम से परिचालित। Circulated through BIS Intranet.

BUREAU OF INDIAN STANDARDS
(Establishment Department)

Our Ref: Estt-IV/15/SOP/2022

Dated: 05th July 2022

Subject: Standard Operating Procedure (SOP) on Compassionate Appointment

INTRODUCTION

BIS follows the Scheme for compassionate appointment as per the instructions issued vide **DoPT O.M. No. No. 14014/6/94-Estt(D) dated 09th October, 1998**, subsequently revised **DoPT O.M. No. No,14014/02/2012-Estt.(D) dated 16th January, 2013** & **DoPT F. No. 43019/9/2019-Estt.(D) Dated the 23rd August, 2021** and other guidelines issued/to be by Central Govt. from time to time.

1. Objective and Application:-

1.1 The objective of this Scheme is to grant appointment on compassionate grounds to a dependent family member of the Bureau of Indian Standards, who:

- i) dies while in service (including death by suicide); or
- ii) is retired on medical grounds under Rule 2 of CCS (Medical Examination) Rules 1957 or the corresponding provision in the CCS Regulations before attaining the age of 55 years (57 years for erstwhile Group D Govt. servants); or
- iii) is retired on medical grounds under Rule 38 of the CCS (Pension) Rules 1972 or the corresponding provision in the CCS Regulations before attaining the age of 55 years (57 years for erstwhile Group D Govt. servants).

1.2 Authority Competent to make Compassionate Appointment:- The Director General (BIS) is competent to appoint a dependent family member of such deceased / retired BIS personnel, after relaxing the procedure of recruitment but subject to fulfilling other requirements to Group 'C' posts. Application for appointment on compassionate grounds will be examined by the Establishment Department and grant of compassionate appointment will be decided by the Director General (BIS) on the recommendations of the Compassionate Appointment Committee (CAC) of BIS. Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointment on compassionate grounds will be subject to fulfilment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme and would not be a matter of right.

2. Eligibility Criteria for Appointment on Compassionate Grounds:-

- (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.

3. Definitions:-

- (a) **“Dependent Family Member”** means:
 - (i) spouse; or
 - (ii) son (including adopted son); or
 - (iii) daughter (including adopted daughter); or

- (iv) brother or sister in the case of unmarried Government servant (BIS personnel)-
- who was wholly dependent on the Government servant at the time of his/her death in harness or retirement on medical grounds, as the case may be.
- (b) **“Government servant”** for the purpose of these instructions means a Government servant (BIS personnel) appointed on regular basis and not one working on daily wage or casual or apprentice or adhoc or contract or re-employment basis.
- (c) **“Service”** includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.
- (d) **“Re-employment”** does not include employment of ex-serviceman before the normal age of retirement in a civil post.

4. Posts to which compassionate appointment can be made:-

The following Group ‘C’ posts (against the direct recruitment quota) are available in BIS against which appointment on compassionate ground can be made subject to availability of vacancy:

Sl. No.	Name of the Post	Level in Pay Matrix
i)	Stenographer	Level-4
ii)	Junior Secretariat Assistant	Level-2
iii)	Multi-Tasking Staff	Level-1

5. Determination/availability of vacancies:-

- (a) Appointment on compassionate grounds shall 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 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, etc. depending upon the category to which he/she belongs. For example, if he/she belongs to SC category he/she will be adjusted against the SC reservation point, if he/she is ST/OBC he/she will be adjusted against ST/OBC point and if he/she belongs to General category he/she 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/her for such appointment if he/she 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 utilizing 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 BIS, that too within the ceiling of 5% of vacancies falling under DR quota in Group ‘C’ posts. **(O.M.No.14014/18/2000Estt.(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 - 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).**

6. Time limit for considering applications for compassionate appointment: -

Vide **DoP&T O.M No.14014/3/2011-Estt. (D) dated 26.07.2012** the prescribed time limit for considering applications for compassionate appointment has been reviewed. Subject to availability of a vacancy and instructions on the subject issued by DoPT 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.

7. Belated request for compassionate appointment: -

- (a) Requests for compassionate appointment can be considered 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 Director General (BIS).
- (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**).

8. Composition of the Compassionate Appointment Committee (CAC):-

The composition of the Compassionate Appointment Committee (CAC) in BIS is as under:

- | | | | |
|----|--|---|------------------|
| a) | Deputy Director General (Administration) | - | Chairperson |
| b) | Director (Establishment) | - | Member |
| c) | Welfare Officer | - | Member |
| d) | Section Officer (Establishment) | - | Member-Secretary |

The Committee may preferably meet once in a year, to consider all fresh requests received in the last calendar year, in addition to pending applications. In case large number of applications are received at different times during the calendar year, the Committee may meet twice or more to consider the applications. [**DoPT's O.M. No. F.No. 43019/9/2019-Estt.(D) dated 23rd August, 2021**].

9. Procedure for appointment on compassionate grounds: -

DoPT, vide **O.M. No. 43019/9/2019-Estt.(D) dated 23rd, August, 2021**, has issued the following revised Procedure for appointment on compassionate grounds:

- i) The Welfare Officer or a Senior Officer may be deputed to meet the family members of the deceased Government Servant and apprise them of the terminal benefits available to the family. This may be done at the earliest possible, preferably, within 30 days of death.
- ii) In case it is observed by the Welfare Officer/Senior Officer that the condition of the family of the deceased Government Servant is indigent, the family should also be apprised of the scheme for compassionate appointment.
- iii) In such cases, the Welfare Officer or any other Officer would assist the family member of the deceased Government servant in applying for appointment on compassionate grounds. The application should be made in the format prescribed as in **Appendix-I**. All assistance should be extended to enable such family member to fill the Application Form for compassionate appointment. The Applicant should be advised in person about the requirements and formalities to be completed by him. The Applicant should also be given detailed information of the posts to which they can apply.
- iv) The Administration shall satisfy itself regarding the correctness of the details entered in the Application form and family income and other details computed for processing the Application. During scrutiny, if any additional details or information having a bearing on the case, emerge, the same should be added as supplementary Note to the Application.
- v) Every application found to be in order, should be acknowledged by assigning a unique Registration number. All pending Applications should also be assigned unique registration number. This may be done within 2 to 3 weeks of time. Once a unique registration number has been assigned to an application, the Applicant, including those whose applications are pending, may be informed through email or other forms of communication (including digital modes of communication) of their Unique Application Registration Number.
- vi) While informing the Applicants of the registration number of their Application, they may also be informed of the likely number of vacancies likely to be available to be filled on

compassionate grounds as well as be provided with a copy of the point-based merit system.

- vii) To consider the various applications and to recommend individual applicant for grant of compassionate appointment, a Committee, comprising three members (one Chairman and two Members), may be constituted.
- viii) The Committee may preferably meet once in a year, to consider all fresh requests received in the last calendar year, in addition to pending applications. In case large number of applications are received at different times during the calendar year, the Committee may meet twice or more to consider the applications.
- ix) Prior to every meeting of the Committee, the Applicants whose applications are being considered, should be informed, through email or other forms of communication (including digital modes of communication), of the number of vacancies in each grade for which they are being considered as also the date the Committee is due to meet to consider their Application. However, the Applicant(s) would not be required to have any personal interaction, either with the Administration or the Committee and that the Applicants may not be asked to be present during the meeting of the Committee.
- x) Every valid application shall be assessed strictly on the basis of the point-based merit system formulated by the concerned administrative Ministry/Department.
- xi) The Committee should make its recommendation for appointment on compassionate ground as per the total points obtained by each Applicant, under the applicable pointbased merit system.
- xii) The result of each round of selection should be communicated to the Applicants. The points awarded against each parameter along with total merit points earned, should be provided to the Applicants through email or other forms of communication.
- xiii) The minutes of each meeting of the Committee including the merit points earned by each Applicant should also be placed, within a period of three weeks from the date of meeting of the Committee, in public domain on the website of the Ministry/ Department/ Organization for information of all concerned.
- xiv) 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.

10. Merit points parameters on the 100-point scale of weightage system: -

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. Accordingly, various parameters on the 100-points scale of weightage system are as under:

(a) Family Pension

(Maximum 10 Marks)

[Basic excluding DR & other allowances]

Monthly Pension	Marks
Upto 9,000	10
9,001-12,000	09
12,001-15,000	08
15,001-18,000	07
18,001-21,000	06

21,001-24,000	05
24,001-27,000	04
27,001-30,000	03
30,001-33,000	02
33,001-36,000	01
Above 36,000	00
Note: Family Pension of the deceased employee/retired on medical grounds as on date of submission of application.	

(b) Terminal Monetary Benefits / Lump Sum Amount (Maximum 10 Marks)

[DCR Gratuity, GPF/Amount paid under NPS etc., GIS, Leave Encashment, etc. paid to the family of the deceased employee/retired on medical grounds]

Terminal Benefits			
For pre 01.01.2006 cases	For cases between 01.01.2006 to 31.12.2015	For post 01.01.2016 cases	Marks
Upto 1,00,000	Upto 4,50,000	Upto 10,00,000	10
1,00,001-1,20,000	4,50,001-5,25,000	10,00,001-11,87,500	09
1,20,001-1,40,000	5,25,001-6,00,000	11,87,501-13,75,000	08
1,40,001-1,60,000	6,00,001-6,75,000	13,75,001-15,62,500	07
1,60,001-1,80,000	6,75,001-7,50,000	15,62,501-17,50,000	06
1,80,001-2,00,000	7,50,001-8,25,000	17,50,001-19,37,500	05
2,00,001-2,20,000	8,25,001-9,00,000	19,37,501-21,25,000	04
2,20,001-2,40,000	9,00,001-9,75,000	21,25,001-23,12,500	03
2,40,001-2,60,000	9,75,001-10,50,000	23,12,501-25,00,000	02
2,60,001-3,00,000	10,50,001-11,25,000	25,00,001-26,87,500	01
3,00,001 & Above	11,25,001 & Above	26,87,501 & Above	00
Note: Terminal/monetary benefits paid to/tentatively to be paid to the family of the employee after his/her death or retirement on medical grounds.			

(c) Annual Income (Maximum 10 Marks)

[Income from all other sources except family pension of the family of the deceased/medically retired employee (i.e. all the dependent family members of the deceased employee/retired on medical ground) in the last Financial Year]

Annual Income (in Rs.)	Marks
Nil	10
1 - 1,05,000	08
1,05,001 - 1,35,000	06
1,35,001 - 1,65,000	04
1,65,001 - 1,95,000	02
1,95,001 & Above	00
Note: Last financial year means financial year preceding the financial year in which application is submitted by the applicant.	

- (d) **Number of dependents (Other than Minor Children)** (Maximum 15 Marks)

Number of dependents	Marks
1	00
2	03
3	06
4	09
5	12
Above 5	15

Note: For the purpose of compassionate appointment, declaration given by the employee in his/her service records before death/retirement on medical grounds may be considered for dependents of that employee.

- (e) **Number of Minor Children** (Maximum 15 Marks)

[(less than 18 years of age) at the time of death/ retirement on medical grounds of the employee]

Number of Minor Children	Marks
None	00
1	05
2	10
3 or more	15

Note: For the purpose of compassionate appointment, declaration given by the employee in his/her service records before death/retirement on medical grounds may be considered for dependents of that employee.

- (f) **Number of Unmarried Daughter(s)** (Maximum 10 Marks)

[(At the time of death/retirement on medical grounds of the employee and **not included in parameter (d) above**) who have attained age of marriage as per extant Government Rules/Notification but not married]

Unmarried Daughter(s)	Marks
None	00
One daughter above the age of 18 years	07
More than one daughter above the age of 18 years	10

- (g) **Moveable/Immoveable Property** (Maximum 05 Marks)

[In the name of the deceased/medically retired employee or any of his/her dependent family member(s) at the time of death/retirement on medical grounds of the employee)]

Cost of Moveable/Immoveable Property	Marks
Nil	05
Upto Rs.5 Lacs	03
Rs.5 Lacs to Rs.10 Lacs	01
Above Rs.10 Lacs	00

(h) Liabilities

[Institutional Loans or Loans from reputed banks) of the deceased and his dependent family member as on date of death/retirement on medical grounds of the employee]

(Maximum 05 Marks)

Liabilities	Marks
Nil	00
Upto Rs.2 Lacs	01
Rs.2 Lacs to Rs.5 Lacs	03
Above Rs.5 Lacs	05

(i) Left over service

(Maximum 10 Marks)

Left over service	Marks
Over 20 years	10
Over 15 & upto 20 years	08
Over 10 & upto 15 years	06
Over 5 & upto 10 years	04
0-5 years	02

(j) Seniority of the Case

(Maximum 10 Marks)

Pendency of the Case (in years)	Marks
Case pending for less than 01 year	05
Case pending for 1-2 years	07
Case pending for more than 02 years	10

(k) *Widow applying for herself

(Maximum 10 Marks)

*NOTE - Cases where the wife of the deceased official has applied for compassionate appointment for herself, she shall get 10 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.

11. Undertaking

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (**Appendix-I**) that he/she will maintain properly the other family members who were dependent on the Government servant member of BIS 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 same will be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds.**

12. The important Court Judgments and other guidelines issued from time to time on Compassionate Appointment are given at **Annexure-I**, Application to be filled up by the candidate is given at **Appendix-I**, the report to be submitted by concerned Welfare Officer is given at **Appendix-II**, Terminal Monetary Benefits certificate is at **Appendix-III** and Merit points scored by applicant is given at **Appendix-IV**.

**Sd/-
(N. Ravi Shankar)
Director (Establishment)**

Circulated through BIS Intranet.

Important Court Judgments and other related guidelines

1. Important Court Judgments: - The ruling contained in the following judgments may also be kept in view while considering cases of compassionate appointment:

- (a) The Supreme Court in its judgment dated April 8, 1993 in the case of Audit 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 judgment 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 judgment 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. 1.97] 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 judgment 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, adhoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.

2. Missing Government Servant - The dependents of missing Government servants will be considered for appointment on compassionate grounds subject to fulfilling 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 organization 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 be taken only at the level of DG (BIS).

3. Cases 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 Competent Authority 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.

4. Exemption:-

As per DoPT, vide **O.M. No. No,14014/02/2012-Estt.(D) dated 16th January, 2013**, Compassionate appointments are exempted from the ban on filling up of the posts.

5. Relaxation:-

- (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: Competent Authority 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, Competent Authority is competent to relax temporarily educational qualifications as prescribed in the relevant recruitment rules in the case of appointment at the lowest level e.g. Multi-Tasking Staff or Junior Secretariat Assistant post, in exceptional circumstances where the condition of the family is very hard provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted upto a period of two years beyond which no relaxation of educational qualifications will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.

- (c) In the matter of exemption from the requirement of passing the Typing Test/Shorthand Test those appointed on compassionate grounds to the post of Junior Secretariat Assistant and Stenographer, respectively 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.

Typing Test: Typing Test has to be passed within two years from the date of appointment by availing maximum three attempts only and if still unqualified shall be terminated.

Shorthand Test: Shorthand Test has to be passed within two years from the date of appointment by availing maximum three attempts only and if still unqualified shall be terminated.

- (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/- (now Level-1 in the Pay Matrix) 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).**

6. Education: -

- (a) As per **DoP&T O.M. No. F.No 14014/2/2009-Estt(D) dated 11.12.2009** appointment on compassionate grounds, in exceptional circumstances, may be considered if recruiting persons is not immediately meeting the minimum educational standards. They may be engaged 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 of Rs. 4440-7440 without any grade pay. In addition, they will be granted all applicable Allowances, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum of - 1S pay band without any grade pay. The period spent in the - 1S pay band 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.
- (b) As per **DoP&T O.M. No. F.No 14014/2/2009-Estt(D) dated 03.04.2012**, such relaxation will be permitted upto a period of five years beyond which no relaxation of educational qualification will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.
- (c) The probation period of a person appointed as “Trainee” on compassionate ground will be counted only from the date he/she acquires minimum educational qualification and such person will be on probation for a period specified in the RRs of the post/grade against which he/she is being appointed.
- (d) 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 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 DoPT O.M dated 03.08.2017 on application of the benefit on account of bunching. **(DoPT O.M. No. No. 14014/2/2009Estt, (D) dated 09th October, 2017).**

7. 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

8. Seniority:-

DOP&T's **O.M. No.14014/6/94-Estt.(D) dated the 9th October, 1998** provides the Scheme for Compassionate Appointment in Central Government and Para 15 of the said Scheme provides that:

- (i) The inter-se seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits/promotees.
- (ii) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.
- (iii) If more than one person joined the BIS services on compassionate grounds in the same post and on same date, their seniority shall be fixed in the following manner:
 - their seniority shall be fixed as per their merit in the select list i.e. based on the score awarded to the candidates and they are to be placed at the bottom of all the existing incumbents in the particular post. In case of same date of joining of the candidates with equal scores, the incumbent having earlier date of birth shall be placed senior.

9. Termination of service - The compassionate appointment 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 service 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 this purpose.

10. Miscellaneous:-

- (i) 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.
- (ii) The Scheme of compassionate appointments was conceived as far back as 1938. 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.
- (iii) Requests for compassionate appointment consequent on death or retirement on medical grounds of Group 'C' (erstwhile Group 'D') staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

- (iv) Compassionate appointment will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.
- (v) Widow appointed on compassionate grounds will be allowed to continue in service even after her re-marriage.

11. Documents to be submitted by the applicant along with application/ checklist:

- i) Application (**Appendix-I**) for compassionate appointment.
- ii) Self-attested copy of any one of the valid documents for age proof (like PAN Card, Aadhar Card (*showing full date of birth*), Matriculation Certificate, PPO letter, any other valid government document etc.).
- iii) Self-attested copy of Income Certificate/Affidavit (in original) for supporting claim for Annual Income of the family of the deceased/medically retired government employee.
- iv) Affidavit in original along with valid proof(s) for including name of any dependent whose name/details is/are not recorded in the office records of the deceased/medically retired government employee.
- v) Self-attested copy of certificate/Loan Sanction Letter issued from institution/reputed bank from where deceased government employee or his/her family member took loan before death/retirement on medical grounds of the government employee and bank statement showing deductions and amount remaining to be paid at the time of death/retirement on medical ground of the employee.
- vi) Self-attested copy of Disability Certificate, if any issued by competent authority in this regard.
- vii) Self-attested copy of SC/ST/OBC Certificate.

सरकारी कर्मचारी की सेवा अवधि में मृत्यु / अशक्तता पेंशन पर सेवानिवृत्त के आश्रितों के रोजगार संबंधी प्रारूप (प्रोफार्मा)

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE / RETIRED ON INVALID PENSION

भाग-क / PART-A

- I.
- (क) सरकारी कर्मचारी का नाम (मृतक / चिकित्सा कारणों से सेवा-निवृत्ति) : _____
- (a) Name of the Government servant (Deceased / retired on medical ground)
- (ख) सरकारी कर्मचारी का पदनाम - : _____
- (b) Designation of the Government servant
- (ग) क्या यह समूह 'घ' से है या नहीं - : _____
- (c) Whether it is Group 'D' or not ?
- (घ) सरकारी कर्मचारी की जन्मतिथि - : _____
- (d) Date of birth of the Government servant
- (ङ.) मृत्यु की तिथि/ चिकित्सा कारणों से सेवानिवृत्ति : _____
- (e) Date of death / retirement on medical grounds
- (च) कुल सेवा अवधि - : _____
- (f) Total length of service rendered
- (छ) स्थायी या अस्थायी - : _____
- (g) Whether permanent or temporary
- (ज) क्या अ०जा०/अ०जनजाति/अ०पि०व० से संबंधित है - : _____
- (h) Whether belonging to SC/ST/OBC
- II.
- (क) नियुक्ति हेतु अभ्यर्थी का नाम - : _____
- (a) Name of the candidate for appointment
- (ख) सरकारी कर्मचारी के साथ अभ्यर्थी का संबंध - : _____
- (b) His/Her relationship with the Government servant.
- (ग) जन्मतिथि - : _____
- (c) Date of Birth
- (घ) शैक्षिक अर्हताएँ - : _____
- (d) Educational Qualifications
- (ङ.) क्या परिवार के किसी आश्रित सदस्य को अनुकम्पा आधार पर नियुक्ति दी गई है - : _____
- (e) Whether any other dependent family Member has been appointment on Compassionate grounds

III.

निम्नलिखित सहित शेष कुल परिसम्पत्तियों का
विवरण -

Particulars of total assets left including
amount of :-

- (क) परिवारिक पेंशन - : _____
(a) Family Pension
- (ख) डीसीआर ग्रेच्युटी - : _____
(b) D.C.R. Gratuity
- (ग) सा०भ०नि०शेष - : _____
(c) G.P.F. Balance
- (घ) जीवन बीमा योजनायें (पोस्टल लाईफ इंश्योरेंस
सहित) - : _____
(d) Life Insurance Policies
(Including Postal Life Insurance)
- (ङ.) चल एवं अचल सम्पत्तियों एवं उसके द्वारा
अर्जित वार्षिक आय - : _____
(e) Moveable and immoveable properties and
annual income earned therefrom by the
family
- (च) सी जी ई इंश्योरेंस राशि - : _____
(f) C.G.E. Insurance amount
- (छ) छूट्टी नगदीकरण - : _____
(g) Encashment of leave
- (ज) अन्य कोई परिसम्पत्तियाँ - : _____
(h) Any other assets
- कुल / Total : _____

IV.

देयताओं के संक्षिप्त विवरण यदि कोई हो -
Brief particulars of liabilities, if any

: _____
: _____
: _____
: _____

सरकारी कर्मचारी के सभी आश्रित परिवार के सदस्यों के विवरण (यदि उनमें से कुछ कार्यरत हैं तो उनकी आय और क्या वे एक साथ रहते हैं या परिवार से अलग रहते हैं)

Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately).

क्र० सं० S.No.	नाम Name (s)	सरकारी कर्मचारी के साथ उनका संबंध Relationship with the Government servant	आयु Age	पता Address	कार्यरत विरोजगार (यदि कार्यरत है तो उनके रोजगार संबंधी विवरण एवं वेतन परिलब्धियां) Employed or not (if employed particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

घोषणा पत्र / प्रतिज्ञापत्र

DECLARATION/UNDERTAKING

1. मैं एतद्वारा घोषणा करता हूँ कि मेरे द्वारा उक्त तथ्य, मेरी सर्वोत्तम जानकारी के अनुसार सही है। यदि भविष्य में कभी इसमें दर्शाये गये तथ्य गलत या झूठे पाये गये तो मेरी सेवायें समाप्त कर दी जायें।

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.

मैं एतद्वारा यह भी घोषणा करता हूँ कि मैं परिवार के अन्य सदस्यों की समुचित रूप से देखभाल करूंगा जो इस प्रपत्र के भाग-क (क) के सामने दर्शाये अनुसार सरकारी कर्मचारी के आश्रित/सेनाबलों के आश्रित सदस्य थे किसी भी समय यदि यह सिद्ध होता है कि उक्त पारिवारिक सदस्यों के प्रति लापरवाह हो रहा हूँ या उनकी सही ढंग से देखभाल नहीं कर रहा हूँ तो मेरी नियुक्ति समाप्त की जाये।

2. 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 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.

तिथि/Date:

अभ्यर्थी के हस्ताक्षर / Signature of the candidate

नाम / Name:- _____

पता / Address:- _____

श्री/श्रीमती/कुंको पहचानते हैं और उसके द्वारा दर्शाये गये तथ्य सही है।

Shri / Smt / Km. _____ is known to us and the fact mentioned by him / her are correct.

तिथि/Date:

सरकारी स्थायी अधिकारी के हस्ताक्षर /
Signature of the permanent
Government Servant

नाम / Name:-

पता / Address:-

मैंने प्रमाणित किया है कि अभ्यर्थी द्वारा उक्त दर्शाये गये तथ्य सही है।

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

तिथि/Date:

कल्याण अधिकारी के हस्ताक्षर /
Signature of the Welfare
Officer

नाम / Name:-

पता / Address:-

कल्याण अधिकारी की रिपोर्ट
REPORT OF WELFARE OFFICER

मृतक के परिवार से प्राप्त की जाने वाली जानकारी-
Information to be collected from the family of the deceased.

1. आश्रितों की कुल संख्या-
1. Total number of Dependents
 - i) मृतक कर्मचारी के साथ उनका संबंध -
i) Their relation with the deceased employee
 - ii) आयु (जन्म तिथि सहित) -
ii) Age (with Date of birth)
 - iii) क्या कार्यरत है या नहीं-
iii) Whether employed or not

यदि हाँ तो
If yes:

 - क) नौकरी के विवरण -
a) Particulars of the employment
 - ख) वेतन परिलब्धियाँ -
b) Emoluments
2. परिवार में विवाहित आश्रितों की संख्या-
2. Number of married persons in the family
 - i) परिवार के साथ रहने वाले -
i) If living with the family
 - ii) परिवार से अलग रहने वाले -
ii) Separately
3. क्या परिवार के पास कोई पैतृक /चल /अचल सम्पत्ति है -
3. Whether the family owns any ancestral/moveable/immovable property

यदि हाँ तो उसके विवरण सम्पत्ति की अनुमानित मूल्य -
If yes: Details thereof (approximate value of the property)
4. परिवार निम्न में से किसमें रहता है -
4. The family is living in
 - i) स्वस्वामित्त वाला मकान (अनुमानित मूल्य) -
i) Own House (app. Value)
 - ii) किराये का आवास (भुगतान किया जा रहा किराया) -
ii) Rented Accommodation (Rent being paid)
5. अन्य कोई देयता-
5. Any other liability

**CERTIFICATE
(TERMINAL MONETARY BENEFITS)**

It is hereby certified that _____ (name of the applicant) is _____ (relation) of _____ (name and designation of the deceased/medically retired government employee) whose family has been paid following terminal monetary benefits/to be paid following terminal monetary benefits tentatively:

Sl. No.	TERMINAL MONETARY BENEFITS/ TENTATIVELY TO BE PAID	AMOUNT PAID (In Rupee)
i.	Family Pension	: Pension = Rs. DA = Rs. ----- Total = Rs.
ii.	DCR Gratuity	: Rs.
iii.	Deposit Linked Insurance Scheme	: Rs.
iv.	Group Savings Linked Insurance Scheme	: Rs.
v.	Leave Encashment	: Rs.
vi.	GPF/Amount paid under NPS	: Rs.
vii.	Benevolent Fund	: Rs.
viii.	L.I. Policies	: Rs.
ix.	Last Pay Drawn (Basic Pay + Allowance)	: Basic Pay Rs. Allowance Rs.
x.	Any other amount paid	:
	TOTAL	:

Signature
(along with Stamp/Seal)

Appendix-IV

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

Sl. No.	Parameters	Point allotted to the parameters	Points scored by the candidate
1.	Family Pension) [Basic excluding DA & other allowances]	10	
2.	Terminal Monetary Benefits / Lump Sum Amount	10	
3.	Annual Income	10	
4.	Number of dependents (other than Minor Children)	15	
5.	Number of Minor Children	15	
6.	Number of Unmarried Daughter(s) of the Government Employee	10	
7.	Moveable/Immoveable Property	05	
8.	Liabilities	05	
9.	Left over Service of deceased	10	
10.	Seniority of the Case	10	
	TOTAL =	100	
11.	*Widow applying for herself	(Additional Maximum 10 Marks)	

*NOTE - Cases where the wife of the deceased official has applied for compassionate appointment for herself, she shall get 10 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.