

NATIONAL SANSKRIT UNIVERSITY
TIRUPATI-517507 (A.P.)

NOTIFICATION

Tirupati, the 13th December 2022

In accordance with the provisions of the Government of India for appointment of employees on Compassionate grounds, the University hereby appoints the 13th day of December, 2022 as the date on which the provisions of National Sanskrit University - Scheme for Compassionate appointments shall come into force.

13/12/2022
REGISTRAR

NATIONAL SANSKRIT UNIVERSITY
(A Central University Established by an Act of Parliament)

SCHEME FOR COMPASSIONATE APPOINTMENTS

1. OBJECT:

The object of the Scheme is to grant appointment on compassionate grounds in accordance with GOI orders on the subject to a dependent family member of the University employee 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 University employee concerned from financial destitution and to help it get over the emergency.

2. TO WHOM APPLICABLE:

To a dependent family member of the University employee 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' (is now treated as Group 'C'; placing in Pay Level-1 of Rs. 18,000-56,900/-) of university employees); 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' (is now treated as Group 'C'; placing in Pay Level-1 of Rs. 18,000-56,900/-) of university employees); ~~or~~

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 who was wholly dependent on the University employee at the time of his/her death in harness or retirement on medical grounds, as the case may be.

Note II: "University employee" for the purpose of these instructions means an employee appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or reemployment basis.

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

Note IV: "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:

Vice – Chancellor of the University

4. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE:

Group 'C' posts (incl. Group 'D' posts which are placed in Group 'C' i.e., Pay Level-1 of Rs. 18,000-56,900/-) 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 as per the GOI orders issued from time to time.

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 and in accordance with GOI instructions issued from time to time. 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, when the condition of the family is hard, the University may consider recruiting persons not immediately meeting the minimum educational standards. The University may consider engaging 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 University as employees, will be equal to the lowest/first

cell (minimum) of Pay Level-1 Rs. 18,000-56,900 (pre-revised -1S pay band). 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 of Pay Level-1. The period spent in Pay Level-1 by the future recruits will not be counted as service for any purpose as their regular service will start only after they are appointed in the Group 'C' post after acquiring minimum educational qualifications. The pay of those governed by the 1S scale under 6th CPC Pay Rules 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 Department of Expenditure's O.M dated 03.08.2017 on application of the benefit on account of bunching. This will be effective from 01.01.2016

- 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 by GOI in this regard
- 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 minimum of Pay Level-1(Rs. 18,000-56,900) 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.

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 up to a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointing authority may hold back up to 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 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 university employee 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 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 the concerned administrative Ministry/department/Office, that too within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts.
- 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.
- 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.
- 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.

8. TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT:

Prescribing time limit for considering applications for compassionate appointment has been reviewed vide DoPT 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 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.

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 university employee 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 Vice – Chancellor of the university.

- 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 university employee 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

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 Vice – Chancellor, 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 university employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the university employee 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 university employee is already in employment and is not supporting the other members of the family of the university employee, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the university employee 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 university employee 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 university employee 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 university employee: -
- 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.
 - iii. 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
 - iv. While considering such a request, the results of the Police investigation should also be taken into account; and
 - v. A decision on any such request for compassionate appointment should be taken only at the level of the Vice – chancellor.

13. PROCEDURE

- i. The Welfare Officer of the University or a senior officer may be deputed to meet the family members of the deceased University employee 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 University employee 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 University employee in applying for appointment on compassionate grounds. The application should be made in the format prescribed as in Annexure. 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. The University is hereby devising point-based merit system for assessing the merit of the claims of compassionate appointments.

- vii. 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.
- viii. 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. The Committee may be chaired by an Officer not below the rank of Director/Deputy Secretary in the Ministry/Department and officers of equivalent rank in the case of attached and subordinate offices.
- ix. 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.
- x. 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.
- xi. Every valid application shall be assessed strictly on the basis of the point-based merit system formulated by the University.
- xii. The Committee should make its recommendation for appointment on compassionate ground as per the total points obtained by each Applicant, under the applicable point-based merit system.
- xiii. 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.
- xiv. The minutes of each meeting of the Committee including the merit points earned by each Applicant should be placed, within a period of three weeks from the date of meeting of the Committee, in public domain on the website of the University for information of all concerned.
- xv. 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 University employee/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

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

17. TERMINATION OF SERVICE

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.

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 Vice – Chancellor of the University.

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 University employee 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 University. 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 regularization 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' University employee and to bring it at par with the upper age-limit of 57 years prescribed therein for erstwhile Group 'D' University employee 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 - 14 - 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".

RELATIVE MERIT POINT SYSTEM FOR ALLOCATION OF POINTS FOR VARIOUS ATTRIBUTES OF APPLICANT FOR COMPASSIONATE APPOINTMENTS IN NATIONAL SANSKRIT UNIVERSITY, TIRUPATI BASED ON 100 POINT SCALE

1. Income of the Family – (Total 40 points)

i. Family Pension/Pension # (Basic including DA) - 20 Points

S.No.	Slabs	Weightage Points
1	Up to 10,000 + DA*	20
2	10,001 - 13,000 + DA*	18
3	13,001-16,000 + DA*	16
4	16,001-19,000 + DA*	14
5	19,001- 22,000 + DA*	12
6	22,001- 25,000 + DA*	10
7	25,001- 28,000 + DA*	08
8	28,001-31000 + DA*	06
9.	31,001-34,000 + DA*	04
10.	34,001 & above+ DA*	02

Note: To be verified from service records and certified by respective Administration of the Government Servant.

* As on 31st December of the previous year for appointment cycle beginning on 1st January of a year.

#Pension only in respect of specific medically invalidated employees covered under DoPT's OM No. 14014/02/2012-Estt.(D) dated 16.01.2013

- ii. Terminal benefits i.e., Lump sum amount received by the family on death of university employee (i.e., DCR Gratuity, GPF,/PPF A/c Balance, CGEGIS, Leave encashment) - 10 Points

Terminal Benefits			
For post 01.01.2016 death cases	For death cases between 01.01.2006 to 31.12.2015	For pre 01.01.2006 death cases	Weightage Points

Up to 10,00,000	Up to 4,50,000	Up to 1,00,000	10
10,00,001-13,00,000	4,50,001-5,25,000	1,00,001-1,20,000	09
13,00,001-16,00,000	5,25,001-6,00,000	1,20,001-1,40,000	08
16,00,001-19,00,000	6,00,001-6,75,000	1,40,001-1,60,000	07
19,00,001-22,00,000	6,75,001-7,50,000	1,60,001-1,80,000	06
22,00,001-25,00,000	7,50,001-8,25,000	1,80,001-2,00,000	05
25,00,001-28,00,000	8,25,001-9,00,000	2,00,001-2,20,000	04
28,00,001-31,00,000	9,00,001-9,75,000	2,20,001-2,40,000	03
31,00,001-34,00,000	9,75,001-10,50,000	2,40,001-2,60,000	02
34,00,001-37,00,000	10,50,001-11,25,000	2,60,001-3,00,000	01
37,00,001 & above	11,25,001 & above	3,00,001 & above	00

Note: To be verified from service records and certified by respective Administration of the University Employee.

- iii. Income apart from Service Benefits – Annual Income from Movable/Immovable property as well as Annual Income earned by the other member(s) of the family - 10 Points

S.No.	Annual Income	Weightage Points
1.	Nil	10
2.	1-1,25,000	08
3.	1,25,001 -1,50,000	06
4.	1,50,001 - 1,75,000	04
5.	1,75,001- 2,00,000	02
6.	2,00,001 & above	00

Note: To be verified from the documents (like, bank statement, ITR, certificate from Revenue Authorities) and affidavit produced by the applicant and verified by respective Administration of the University Employee.

2. Movable/Immovable Assets/Property of the family (Latest Market Value) including fixed Deposit/Bank Balance, other investments, UC claim etc. (excluding Service Benefits received as mentioned in point i {iii) above) - 05 Points

S.No.	Slab	Weightage Points
1.	Nil	5
2.	Up to 10,00,000	4
3.	10,00,001 to 20,00,000	3
4.	20,00,001 to 3,00,000	2
5.	30,00,001 to 40,00,000	1
6.	40,00,001 & above	0

Note: To be verified from service records, the documents/ affidavit/ certificate from Revenue/ Municipal Authorities/ concerned departments etc. produced by the applicant and verified by respective Administration of the Government Servant.

3. Loans (from Banks/Financial Institutes)/ Debts outstanding against the family at the time of death or medical boarding out of the employee -10 points

S.No.	Slab	Weightage Points
1.	Up to 5,00,000	2
2.	5,00,001 - 10,00,000	4
3.	10,00,001 - 15,00,000	6
4.	15,00,001 - 20,00,000/-	8
5.	20,00,001 & above	10

4. Left over service of deceased/ Medically Invalidated employee ** - 10 Points

Left over service of deceased	Weightage Points	Left over service of deceased	Weightage Points
Up to 02 years	01	> 10 < 12 years	06
> 02 < 04 years	02	> 12 < 14 years	07
> 04 < 06 years	03	> 14 < 15 years	08
> 06 < 08 years	04	> 15 years	10
> 08 < 10 years	05		

Note: To be verified from service records and certified by the Administration of the University Employee.

** Medically invalidated in terms of DoPT's OM No. 14014/02/2012-Estt.(D) dated 16.01.2013

5. Time period since death or retirement on medical grounds ** of University Employee (Immediate relief) - 10 Points

S. No.	Time period since death or retirement on medical grounds of Government Servant	Weightage Points
1.	0 - 1 years	10
2.	1 - 2 years	08
3.	2 - 3 years	06
4.	3 - 5 years	04
5.	5 years & above	02

Note: To be verified from service records and certified by the Administration of the University Employee.

** Medically invalidated in terms of DoPT's OM No. 14014/02/2012-Estt.(D) dated 16.01.2013

6. No. of Dependents (other than Minor children) - 05 Points

S. No.	No. of Dependents	Weightage Points
1.	Up to 2	02
2.	3 and above	05

Note: To be verified from service records and certified by the Administration of the University Employee

7. Minor Children of the deceased employee - 10 Points

S. No.	No. of Dependents	Weightage Points
1.	01	05
2.	02 & above	10

Note: To be verified from service records and certified by the Administration of the University Employee

8. Dependent, Physically and mentally challenged (without age limit)

- 10 Points

Note: To be verified from service record, single status certificate / affidavit notarized by District Magistrate or Sub-Divisional Magistrate produced by the applicant and verified by Administration of the University Employee. The disability as defined by DoPT for reservation for persons with Disabilities from time to time for appointment in university will be ensured. Related certificates to be obtained accordingly.

General Note:

1. In addition to the above, cases where the widow of deceased employee / wife of employee who has retired on medical ground 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/ wife needs to be given preference for compassionate appointment.
2. In addition to the above, cases where the deceased employee / employee who has retired on medical ground was working in essentially manual posts of MTS, Canteen Staff (Kitchen and washing) and Staff Car Driver/Dispatch Rider an additional 05 points as grace points shall be given.

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

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

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: _____ Years _____ Months _____ days

(e) Date of death/retirement on medical grounds: _____

(f) Total length of Service rendered: _____ Years _____ Months _____ days

(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 (DD-MM-YY): _____

(d) Educational Qualifications: _____

(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) ^{calc}~~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 separated:

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

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 University employee 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: _____

Mobile No: _____

Email ID: _____

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

- (I) (a) Name of the candidate for Appointment: _____
- (b) His/her relationship with the University employee: _____
- (c) Age (date of birth),
education qualification 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 University.
(With his signature and office Stamp/seal) _____

PART – C
RELATIVE MERIT POINT ASSESSMENT ON A 100 POINT- SCALE FOR
COMPASIONATE APPOINTMENT

S.No.	Parameters	Point allotted to the parameter	Points scored by the candidate
1.	Income of the Family (Total 40 points)		
(i)	Family Pension/Pension* (Basic including DA)	20	
(i.)	Terminal benefits i.e., Lump sum amount received by the family on death of university employee (i.e., OCR Gratuity, GPF/PPF, A/c balance, CGEGIS, Leave encashment)	10	
(iii)	Income Apart from Service Benefits - Annual income from Movable/Immovable property as well as annual income earned by the other member(s) of the family	10	
2.	Movable/Immovable Assets/Property of the family (Latest Market Value) including fixed Deposit/Bank Balance, other investments, LIC claim etc. (excluding Service Benefits received as mentioned in point 1 (iii) above)	05	
3.	Loans (from Banks/Financial Institutes)/Debts outstanding against the family	10	
4.	Left over service of deceased/ Medically Invalidated Employee	10	
5.	Time period since death or retirement on medical grounds * of university employee (Immediate relief)	10	
6.	No. of Dependents (other than minor children)	05	
7.	Minor children of deceased university employee	10	
8.	Dependent {physically and mentally challenged (without age limit)}	10	
9.	TOTAL	100	

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Note:

1. In addition to the above, cases where the widow of deceased employee / wife of employee who has retired on medical ground 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 / wife needs to be given preference for compassionate appointment.
2. In addition to the above, cases where the deceased employee/ employee who has retired on medical ground was working in essentially manual posts of MTS, Canteen Staff (Kitchen and washing) and Staff Car Driver/Dispatch Rider an additional 05 points as grace points shall be given.

CERTIFICATE TO BE GIVEN BY THE OFFICE FORWARDING APPLICATION FOR
CONSIDERATION OF APPLICATION FOR COMPASSIONATE APPOINTMENT BY
SCREENING COMMITTEE

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:

S. No.	TERMINAL MONETARY BENEFITS/ TENTATIVELY TO BE PAID	AMOUNT PAID (In Rupee)
i.	DCR	
ii.	Gratuity	
iii.	GPF/Amount paid under NPS	
iv.	LIC/PLI	
v.	CGEGIS	
vi.	Leave Encashment	
vii.	Any other amount paid	
	TOTAL	
viii.	Family Pension (excluding DA) (as on date of submission of application)	
ix.	Left over service of the government employee deceased/ retired on medical grounds on the date of his/her death or retirement on medical ground	____ Years ____ Months ____ Days
x.	Number of Dependents	
xi.	Number of Minors	

Further, the information furnished by the applicant has been verified from the office records and found to be correct. Field Verification Report conducted on (date) in this regard is enclosed herewith. During the Field Verification, information related to dependents including mentally challenged/PwD dependent(s) was verified and found to be true.

Signature of the Head of the Office
(Along with his/her name and office Stamp/Seal)