

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-II)
(Delhi Secretariat, 5th Level : A-Wing, I.P. Estate, New Delhi)
(<http://services.delhiGovernmentnic.in>)

No. F.16/(60)/2001/S-II/Vol.III/643-51

Dated: 21/3/23

OFFICE MEMORANDUM

Sub: Procedure, Policy and Criterion for appointment on Compassionate Ground in Government of NCT of Delhi - regarding.

This Office Memorandum shall come into force in supersession to the Services Department Circular No. F.16(60)/2001/S-II/Vol.III/ 659-670 dated 23.02.2017 and its subsequent Addendum No. F.16(60)/2001/S-II/Vol.III/2854-2870 dated 18.08.2017, Circular No. F.16(60)/2001/S-II/Vol.III/ 1576-1679 dated 11.06.2019 and Circular No. F.16(55)/Misc/2019/S-II/PF-I/579-88 dated 16.02.2021 and all other previous circulars/instructions issued by the Services Department on the above subject. The appointment on compassionate grounds in Government of NCT of Delhi is governed by the Government of India guidelines as contained in the Scheme for Compassionate Appointment 1998, circulated by the DoP&T, Government of India; vide its OM No. 14014/6/94-Estt. (D) dated 09/10/1998, consolidated instructions on compassionate grounds issued by the DoP&T, Government of India, vide OM No. 14014/02/2012-Estt. (D), dated 16/01/2013, and Master Circular vide OM No.F.14014/1/2022-Estt.(D) Dated 02.08.2022 and various judgments of the Hon'ble Supreme Court on the subject as referred in the said Scheme/instructions / Guidelines issued in this regard by DoP&T, Government of India, from time to time at **Annexure-I**.

It has been instructed to make the selection process more objective and transparent based on various attributes and parameters by the DoPT, Government of India. Accordingly, the procedure and criteria being followed for appointment on compassionate grounds in Government of NCT of Delhi, have been re-examined and it has been decided as under: -

A :- MASTER POINT BASED CRITERIA

The Master point based criteria to be followed for considering and recommending cases for appointment on compassionate grounds covering various attributes/parameters viz. (i) Status of the applicant, (ii) Monthly family pension, (iii) Terminal Benefits (Death Gratuity / Retirement Gratuity, Leave Encashment, Delhi Government Employees Group Insurance Scheme, Pension Commutation etc. (Excluding General Provident Fund), (iv) Monthly income of the family from all sources, (v) Immovable property in the name of Government servant or any of his/her dependent (vi) Number of dependents, (vii) Number of unmarried/divorcee Daughters (viii) Number of Minor Children (ix) Remaining service of the deceased Government servant and (x) Miscellaneous attributes, are given in the detail at **Annexure-II**.

B. The responsibilities of the Welfare Officer of the Administrative Department :-

- (i) As per the procedure circulated by the DoPT, Government of India circulated vide Master Circular dated 02/08/2022 the Welfare Officer of the Administrative Department will be deputed to meet the family of the deceased government servant and apprise them of the Terminal Benefits available to the family. This will be done at the earliest possible preferably within 30 days of the death. In case it is observed by the Welfare Officer that the condition of the family is indigent, the family should also be apprised of the scheme for appointment on Compassionate Grounds.
- (ii) In such case, the Welfare Officer has to assist the family member in applying for appointment on Compassionate Grounds. He has to assist the family to fill the application form, format prescribed as Form-1 (Part-A) at **Annexure-III** and Form-1 (Part-B) at **Annexure-IV** for Appointment on compassionate grounds and advise in person about the requirements and formalities to be completed by the family for appointment on compassionate grounds. Checklist of the documents required is at **Annexure-V**. This needs to be completed within six months of the death of the government servant.

- (iii) The Welfare Officer of the Administrative Department has to ensure that the case for seeking appointment on Compassionate Grounds, complete in all respects alongwith Form-2 at **Annexure-VI** & Form-3 at **Annexure-VII**, has to be submitted **THROUGH DEPARTMENTAL REPRESENTATIVE** at **the Facilitation Counter** of the Services Department within six months of the death of the Government Servant.
- (iv) If the case for seeking appointment on Compassionate Grounds is not submitted within the six months period, the Administrative Department has to submit the **REASONS OF DELAY**, alongwith the case of the applicant.
- (C) **Where the family is not receiving family pension :-** No points would be allocated for the family pension attribute to a candidate where family is not entitled for the family pension whatsoever may be the reason.
- (D) **Requirement of No Objection Certificate from other members of the family of the deceased Government Servant :-** No Objection Certificate from other members of family will not be required if spouse of the deceased government servant is applying for appointment on compassionate grounds. However, No Objection Certificate would be required from the spouse of the deceased government servant if any other member of the family is applying for appointment on compassionate grounds. In case where spouse is not available, No Objection Certificate from remaining members will be required in r/o the applicant applying for appointment on compassionate grounds.
- (E) **Residential accommodation :-**The house, which is being used for residential purpose by the family of the deceased government, is required to be treated at par inspite of the size / value of the said house.
- (F) **Verification by Welfare Officer :-**The work of the verification is to be done by the Welfare Officer of the administrative department on the basis of the available office record/documents submitted by the candidate and other reports.
- (G) **Dealing a case where there is an earning member employed in a Government office on permanent basis:-** The Administrative Department has to take utmost care while dealing with a case where there is an earning member in the family employed in a Government Office on permanent basis (whether living with the family or separately). Such cases shall not be recommended and submitted to the Services Department for seeking appointment on Compassionate Grounds. The responsibility to determine the case shall lie on the Welfare Officer of the Concerned Administrative Department
- (H) **History of the case :-** The Administrative Department, before processing any request for seeking appointment on compassionate ground, has to ensure that previously no case of appointment on compassionate grounds in the name of any other family member of the same deceased Government servant had been submitted to Services Department, which was considered but not recommended by the screening committee on that occasion.
- (I) **Belated requests :-** In a case of appointment on Compassionate Grounds, received where the death, on retirement on medical grounds, of the Government Servant has occurred long back say 5 years or more, the case shall be accepted if there was no major member in the family who could apply for appointment on Compassionate Grounds at that time. If there was a major member and family could not apply for seeking appointment on Compassionate Grounds the case shall not be accepted for consideration for appointment on Compassionate Grounds.
- (J) **Cutoff Date :-** 1st January of the year in which the meeting of the Screening Committee is to be held would be taken as cutoff date for awarding points in respect of number of dependents, unmarried/divorcee daughters and minor children less than 18 years (table No. 4,6, 7 & 8 of the point based system)

(K) **RECONSIDERATION OF CASES :-** The following procedure has to be taken into consideration while processing the reconsideration requests for seeking appointment on compassionate grounds :-

(i) **Reconsideration of requests for appointment on Compassionate Grounds :-**
The administrative departments, Government of NCT of Delhi shall be requested to recommend a case of re-consideration only if:-

(a) the death/retirement (on medical grounds) of the government servant had occurred within the last 5 years (the period shall start w.e.f. the 1st January of the next year of the death/retirement (on medical grounds) of the Government servant)

OR

(b) previously, the case has been considered and again re-considered once only but not recommended by the Screening Committee **on both occasions.**

(ii) **The submission of request for re-consideration within 06 months :-** the Welfare Officer of the concerned administrative department has to ensure where the applicant has been intimated that his/her case for appointment on compassionate grounds has not been recommended by the Screening Committee, under intimation to the concerned administrative department, in that case the applicant has to submit his/her request for reconsideration for seeking appointment on compassionate grounds with the concerned administrative department within next 06 months failing which the case shall not be accepted for re-consideration. The Welfare/Nodal officer of administrative department may forward the request of the candidate for re-consideration alongwith Form-1, Form-2 & Form-4 at **Annexure-VIII.**

The department concerned, while dealing with a case (new as well as reconsideration) of appointment on compassionate grounds, shall have to ensure that the procedures narrated above, is followed scrupulously.

Thereafter, the cases complete in all respect shall be placed before the Screening Committee for its consideration and recommendations. The constitution of the Screening Committee for the purpose of considering /recommending cases for appointment on compassionate grounds, is as under: -

- | | |
|---|---------------|
| (1) Additional Chief Secretary/Principal Secretary/Secretary (Services) | : Chairperson |
| (2) Director (UTCS) | : Member |
| (3) Secretary/Special Secretary (Finance) | : Member |
| (4) Special Secretary/Additional Secretary (Services-I) | : Member |
| (5) Special Secretary/Additional Secretary (GAD) | : Member |

The system of allocation of points to various attributes/parameters based on a maximum of hundred point-scales (Annexure-II), has been adopted for consideration of the Screening Committee constituted for the purpose.

After receipt of recommendations, and consequent upon acceptance of the minutes of the meeting of the Screening Committee by the Chief Secretary, Delhi, Services Department will nominate the recommended applicants to the departments, Government of NCT of Delhi, for making their appointment to the post recommended by the Screening Committee as per availability of vacancies in the departments.

This issues with the prior approval of Competent Authority.


(Dr. KINNY SINGH)
SPECIAL SECRETARY (SERVICES)

All Head of Departments,
Government of NCT of Delhi, Delhi.

Annexure-I	Master Circular of DoPT, Government of India Dt.02.08.2022
Annexure-II	Master Point Based Criteria
Annexure-III	Form-1 (Part-A)
Annexure-IV	Form-1 (Part-B)
Annexure-V	Checklist of the documents required
Annexure-VI	Form-2
Annexure-VII	Form-3
Annexure-VIII	Form-4

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Dated: 21/3/23.

Copy forwarded for information and further necessary action to:

1. The Secretary to Hon'ble Lt. Governor, Delhi, Government of NCT of Delhi, Raj Niwas, Delhi.
2. The Secretary to Hon'ble Chief Minister, Delhi, Government of NCT of Delhi, 3rd Level, Delhi Secretariat, Delhi.
3. The Secretary to Hon'ble Deputy Chief Minister, Delhi/Cabinet Ministers, Government of NCT of Delhi, 6th Level, Delhi Secretariat, Delhi.
4. The Staff Officer to Chief Secretary, Delhi, Government of NCT of Delhi, 5th Level, Delhi Secretariat, Delhi.
5. All Section Officers, Services Department, Government of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
6. P.A. to Secretary (Services), Government of NCT of Delhi, 7th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
7. P.A. to Special Secretary/Deputy Secretary (Services) (I/II/III), Government of NCT of Delhi, 7th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
8. Section Officer (Co-ordination), Services Department, Government of NCT of Delhi, Delhi, with the request to upload this circular on the website of Services Department.
9. Guard file.


(Dr. KINNY SINGH)
SPECIAL SECRETARY (SERVICES)