

**CHECK LIST OF DOCUMENTS TO BE FORWARDED ALONGWITH CASES FOR
APPOINTMENT ON COMPASSIONATE GROUNDS**

S.NO.	DETAILS	PAGE NO.	REMARKS, IF ANY
1	Form-1 (Part-A) of the application form duly verified by the Welfare Officer of the Administrative Department in the format prescribed by the Services Department.		
2	Form-1 (Part-B) of the application form duly recommended by the Head of Department in the format prescribed by the Services Department.		
3	Report of Nodal Officer duly verified by the Nodal officer of the administrative department in the format prescribed by the Services Department (Form-2)		
4	The total number of dependents along with their details i.e. dates of birth and marital status/date of marriage in respect of each candidate, duly verified by the Revenue Department (as per Form-3).		
5	Latest Income certificates (in original) with regard to monthly income of all the dependents of the family of the deceased/ medically retired government servant, issued from Revenue Department .		
6	The complete details of property i.e. area and value as per circle rate inside or outside of Delhi, verified from Revenue Department (as per Form-3).		
7	Death certificate of deceased govt. servant (in original)		
8	Copy of PPO as per 7 th CPC		
9	Copies of sanction orders of all terminal benefits i.e. a)DCRG b)/Final payment of GPF/ c)Leave Encashment/ d)CGEIS/ e)Saving Fund/ f)DLIS		
10	Copy of Caste certificate of applicant(if applicable)		
11	All the documents with regards to Education Qualification of the applicant(i.e. degree/certificate/marks sheet)		
12	Two passport size photographs of applicant duly attested by the welfare officer of the administrative department		
13	No Objection Certificates in favour of applicant from all dependent of deceased govt. servant		
14	Copy of ration card/details of family as per service records		
15	Last Salary slip of employed dependent of deceased govt. servant		
16	Rent receipts in original (at least last two months) along with copy of rent agreement and proof of ownership of landlord, if the family of the deceased govt. servant residing in rented accommodation		
17	Copy of allotment letter, if the family of the deceased govt. servant is residing in govt. accommodation		
18	Certificate issued by HOD		