

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH CASE FORAPPOINTMENT  
ON COMPASSIONATE GROUNDS**

S.No.	Details	Page No.	Remarks, if any
1.	Form-1 (Part-A) of the application form duly verified by theWelfare Officer of the Administrative Department		
2.	Form-1 (Part-B) of the application form duly recommended by the Head of Department.		
3.	Report of Welfare/Nodal Officer (Form-2) duly verified by the Welfare/Nodal officer of the administrative department		
4.	Certificate issued by Head of Department (Form-3)		
5.	Death certificate of deceased government servant (in original)		
6.	Latest Income certificate with regard to monthly income of the family of the deceased/medically retired government servant, issued from Revenue Department.		
7.	Copy of Pension Payment Order as per 7 <sup>th</sup> Pay Commission		
8.	Copies of sanction orders of all terminal benefits i.e. Death Gratuity / Retirement Gratuity Leave Encashment Delhi Government Employees Insurance Scheme (Insurance Fund) Delhi Government Employees Insurance Scheme (Saving Fund) Deposit Link Insurance Scheme Commutation of pension (if any) Any other amount sanctioned		
9.	Copy of Caste certificate of applicant(if applicable)		
10.	All the documents with regards to Education Qualification of the applicant (i.e. degree/certificate/marks sheet etc.)		
11.	Two passport size photographs of applicant duly attested by the welfare officer of the administrative department		
12.	No Objection Certificates in favour of applicant (NOC would be required from the spouse of the deceased government servant if any other member of the family if applying for appointment on compassionate grounds. In case where spouse is not available, NOC from remaining members will be required in r/o the applicant applying for appointment on compassionate grounds)		
13.	Copy of details of family duly attested by Head of Office of concerned Administrative Department.		
14.	Last Salary slip of deceased government servant/Retired on Medical Ground		
15.	If family is residing in Rented House then Latest Rent Agreement, Rent receipts in original (at least last two months) proof of ownership of landlord.		
16.	Relevant document in respect of (Applicant/dependent daughter being physically handicapped, if Deceased/Retired on Medical ground government servant had gallantry/presidential awardee or Dependent(s) of a deceased government servant (Spouse and dependent children only) if suffering from critical illness namely, Cancer, Kidney failure, coma, etc.)		
17.	Reason for delay in submission of case for Appointment on compassionate Ground, if submitted after 6 month of the death of Government Servant/Retirement on Medical ground.		

Signature of the Welfare/Nodal Officer (with Stamp)