

**GOVERNMENT OF NCT OF DELHI
SERVICES DEPARTMENT : SERVICES -II BRANCH
5TH LEVEL, A WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002.**

No.F.16(55)/Misc/2019/S-II/PF-1/ **652-661**

Dated :- **02/03/2021**

CIRCULAR

**Sub:-Setting up of "FACILITATION COUNTER" at Services-II Branch in r/o
Compassionate Appointment.**

The Compassionate Branch, Services Department follows the Compassionate Appointment Policy No.14014/6/94-Estt(D) dated 09/10/1998 issued by Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training, Govt. of India to deal with the cases pertaining to appointment on Compassionate Grounds to the wards/spouse of deceased Government Servant or who have been retired on medical grounds of various Departments of Govt. of NCT of Delhi.

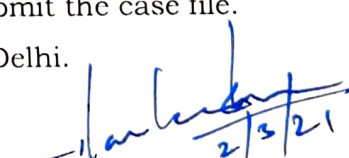
The Services Department, vide Office Circular dated 23/02/2017 requested all the Head of Departments, Government of NCT of Delhi to appoint Welfare/Nodal Officer in their respective Departments who shall assist the affected families in completing the case of Appointment on Compassionate Grounds pertaining to their department and submit the complete case file to the Services Department for further course of action.

Inspite of detailed elaboration of the policy for appointment on Compassionate Grounds, deficiencies have been observed in many case files received from the Administrative Departments on the subject. At times, completing the deficiency/deficiencies in case files for appointment on Compassionate Grounds, take too much time, causing undue delay in deciding the compassionate appointment cases.

Accordingly, all the Administrative Departments, Govt. of NCT of Delhi, are requested to approach the "**FACILITATION COUNTER**" for submitting cases of Compassionate Appointment. Under this, the representative of the Administrative Department has to submit the case file(s) pertaining to the appointment on Compassionate Grounds in person with prior appointment from **Compassionate Branch**. The case file shall be scrutinized on the arrival and accepted for processing the case further, if it is found in order. If any deficiency is noticed, the case file will be returned to the representative of the administrative Department with the request to remove the deficiency and re-submit the case file.

This issues with the approval of Worthy Chief Secretary, Delhi.

Encl :- **Circular dated 23/02/2017 and Relevant Forms/Annexures**


(HARLEEN KAUR)
SPECIAL SECRETARY (SERVICES)

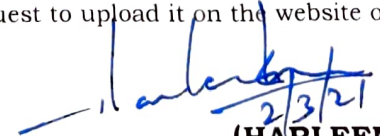
All Head of Departments, Govt. of NCT of Delhi.

No.F.16(55)/Misc/2019/S-II/PF-1/ **652-661**

Dated :- **02/03/2021**

Copy for information and necessary action to :-

1. The Secretary to Hon'ble Lt. Governor, Raj Niwas, Delhi.
2. The Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi.
3. The Secretary to Hon'ble Dy. Chief Minister, Govt. of NCT of Delhi.
4. The Staff Officer to the Chief Secretary, Delhi, Govt. of NCT of Delhi.
5. P.S. to Additional Chief Secretary (Services), Govt. of NCT of Delhi.
6. P.A. to Special Secretary/Deputy Secretaries, Services Department, GNCT of Delhi.
7. Section Officer (Coordination), Services Department, with the request to upload it on the website of Services Department.
8. Guard File/Computer Assistant.


(HARLEEN KAUR)
SPECIAL SECRETARY (SERVICES)

18/1

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

No. F.16/(60)/2001/S-II/Vol.III/ 659-670

Dated: 23/2/2017

C I R C U L A R

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

1. The appointment on compassionate grounds in Govt. of NCT of Delhi is governed by the Govt. of India guidelines as contained in the Scheme for Compassionate Appointment 1998, circulated by the DoP&T, Govt. 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, Govt. of India, vide OM No. 14014/02/2012-Estt. (D), dated 16/01/2013, clarifications provided by the DoP&T, Govt. of India, vide OM No. 14014/02/2012-Estt. (D), dated 30/05/2013 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, Govt. of India, from time to time. Besides, in the year 2002, it was decided by the Government to adhere to the following criteria while considering cases for appointment on compassionate grounds and the same is being followed till date:-

- (i) The first priority would be for families, which are living in extremely indigent circumstances and having children who are less than 12 years of age and no other source of livelihood e.g. rent, ownership of house etc.
- (ii) Next consideration can be given to cases where the family is in extremely indigent circumstances and has minor children less than 18 years of age and no other source of employment.

2. It has been proposed to make the selection process more objective and transparent based on various attributes and parameters. Accordingly, the procedure and criterion being followed for appointment on compassionate grounds in Govt. of NCT of Delhi, was re-examined and it has been decided as under:-

3. **PROCEDURE**

While processing the cases for appointment on compassionate grounds, procedure laid down in the aforementioned Scheme/instructions would be followed. However, the following guidelines may also be adhered to: -

- a) Each department shall appoint a Welfare/Nodal officer for assisting the family of deceased employee in getting finalized the pension, retirement dues/terminal benefits, filling application on compassionate appointment etc.
- b) Welfare/Nodal Officer in the department/Offices should meet the members of the family of the deceased Government Servant immediately after his/her death to advise and assist them in getting appointment on compassionate grounds.
- c) Welfare/Nodal Officer in the department/Offices should add his report with the application form (Form -1), duly verifying the facts/contents of application in the format (Form -2) and after getting the application recommended by the HOD concerned (Page 5 of Form 1) and forward the application (**complete in all respect**) to Services Department in a **time bound** manner. The details of documents to be attached with application have been mentioned at Page-4 of Form 1.
- d) The Nodal Officer of the department shall also be responsible for collecting and forwarding the number and details of vacancies meant for compassionate appointment to Services Department.

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- e) If any discrepancies/shortcomings (i.e. requirement of documents/ information/ clarification etc.) are found, the application in original will be returned to the Welfare/Nodal Officer, directly, pointing out there-in the specific shortcomings/ discrepancies.
- f) The department concerned shall ensure that the procedures narrated above are followed scrupulously.
- g) Thereafter, the cases complete in all respect would be placed before the Screening Committee for its consideration and recommendations. The consideration of the cases would be as per point based criterion mentioned in point No. 4 below. The constitution of the Screening Committee for the purpose of considering/recommending cases for appointment on compassionate grounds, is as under: -
- | | | | |
|-------|----------------------|---|-------------|
| (i) | Secretary (Tourism) | - | Chairperson |
| (ii) | Secretary (Services) | - | Member |
| (iii) | Director (UTCS) | - | Member |
| (iv) | Spl. Secretary (GAD) | - | Member |

4. POINT BASED CRITERIA

On the basis of the Scheme for Compassionate Appointment, circulated vide DoP&T, Govt. of India, OM dated 09/10/1998, subsequent instructions/guidelines of DoP&T, Govt. of India, and criterion/ policies being followed by the Delhi Govt., the point based criteria to be followed for considering and recommending cases for appointment on compassionate grounds covering various attributes/parameters viz. (i) monthly family pension (ii) terminal benefits (DCRG, GPF, leave encashment, DGEIS, pension commutation etc.) (iii) monthly income of earning members of the family or income from property (iv) immovable property in the name of the govt. servant or any of his dependent (v) no. of dependents (vi) no. of unmarried/divorcee daughters (vii) no. of minor children (viii) remaining service of the deceased govt. servant and (ix) applicant being physically handicapped/disabled dependent daughter(s) is given in detail at **Annexure-I**. This system of allocation of points to various attributes/parameters based on a maximum of hundred point-scales, will be adopted for consideration of the Committee constituted for the purpose of Compassionate Appointment as at para 3(g) above.

5. 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 applicant to the department concerned for making their appointment to the post recommended by the Committee.

6. This issues with the prior approval of Competent Authority.


(T. SREEKANTH) 22.2.17
SPECIAL SECRETARY (SERVICES)

All HODs concerned, Govt. of NCT of Delhi, Delhi / New Delhi.

No. F.16/(60)/2001/S-II/Vol.III/ 658-620

Dated: 23/2/2017

Copy forwarded for information and further necessary action to:

1. The Secretary to Hon'ble Lt. Governor, Delhi, Govt. of NCT of Delhi, Raj Niwas, Delhi.
2. The Secretary to Hon'ble Chief Minister, Delhi, Govt. of NCT of Delhi, 3rd Level, Delhi Secretariat, Delhi.
3. The Secretary to Hon'ble Deputy Chief Minister, Delhi/Cabinet Ministers, Govt. of NCT of Delhi, 6th Level, Delhi Secretariat, Delhi.

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4. The Staff Officer to Chief Secretary, Delhi, Govt. of NCT of Delhi, 5th Level, Delhi Secretariat, Delhi.
 5. All Superintendent of Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
 6. PS to Secretary (Services), Govt. of NCT of Delhi, 7th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
 7. PA to Spl. Secretary/Deputy Secretary (Services) (I/II/III), Govt. of NCT of Delhi, 7th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
 8. Superintendent (Co-ordination), Services Department, Govt. of NCT of Delhi, Delhi, with the request to upload this circular on the website of Services Department.
 9. Guard file/Computer Assistant.


(T. SREEKANTH)

22.2.17
SPECIAL SECRETARY (SERVICES)

POINT BASED CRITERION FOR CONSIDERING AND RECOMMENDING CASES FOR APPOINTMENT ON COMPASSIONATE GROUNDS

On the basis of the guidelines of the DoP&T, Govt. of India, and the criterion being followed for appointment on compassionate grounds and with the approval of Hon'ble Lt. Governor, Delhi, the Govt. of NCT of Delhi, has adopted a system of allocation of points to various attributes/ parameters based on a maximum of hundred points-scales as indicated in the tables below:

A. POINT BASED SYSTEM IN BRIEF (MAX. POINT 100)

Sl. No.	Attributes / Parameters	Maximum no. of points
1.	Monthly Family Pension	15
2.	Terminal Benefits (DCRG, GPF, Leave Encashment, DGEIS, Pension Commutation etc.)	15
3.	Monthly income of earning members of the family or income from property	10
4.	Immovable property in the name of the Govt. Servant or any of his dependent	10
5.	No. of dependents	10
6.	No. of unmarried/divorcee Daughters	10
7.	No. of minor children	10
8.	Remaining Service of the deceased Government servant	15
9.	Applicant being physically handicapped/disabled dependent daughter(s)	05
	Total	100

1) Points for Family Pension

Sl. No.	Slab of enhanced Family Pension (Basic Pension as per e ^a CPC)	Points to be awarded
1.	Rs. 3500-Rs. 4000	15
2.	Rs. 4001 -Rs 5000	13
3.	Rs. 5001 -Rs 6000	11
4.	Rs. 6001 -Rs 7000	9
5.	Rs. 7001 -Rs 10000	7
6.	Rs. 10001 -Rs 12000	5
7.	Rs.12001 -Rs 15000	3
8.	Above Rs. 15000/-	1

2) Points for Terminal Benefits (DCRG, GPF, Leave Encashment, DGEGIS, Pension commutation etc.)

Sl. No.	Slab of terminal benefits received by the Family	Points to be awarded
1.	Upto Rs. 4,00,000/-	15
2.	Rs. 4,00,001-Rs.7,00,000	12
3.	Rs. 7,00,001-Rs.9,00,000	9
4.	Rs. 9,00,001-Rs.12,00,000	6
5.	Rs. 12,00,001-Rs.15,00,000	3
6.	Rs. 15,00,001-Rs.18,00,000	2
7.	Above Rs. 18,00,000	1

3) Points for Monthly income of earning members of the family or income from property

Sl. No.	Slab for Monthly income of the earning members of the family or from property (i.e. Minimum Wages of unskilled as notified by Govt. Of NCT of Delhi from time to time)	Points to be awarded
1.	Upto 50% of Minimum Wages	10
2.	50% -75% of Minimum Wages	08
3.	75%-100% of Minimum Wages	06
4.	100% -125% of Minimum Wages	04
5.	125%-150% of Minimum Wages	02
6.	151% and above	00

4) Points for All Immovable property in the name of deceased Govt. Servant or any of his dependent (As per market value/circle rate)

Sl. No.	Value of property(In Rupees)	Points to be awarded
1.	Nil	10
2.	Upto - 05 lakh	08
3.	05 lakh - 15 lakh	06
4.	15 lakh - 25 lakh	04
5.	25 lakh - 35 lakh	02
6.	35 lakh and above	00

5) **Number of dependents of the Govt. Servant excluding applicant**

Sl. No.	Number of dependents (minor children & dependent parents, brothers and sisters)	Points to be awarded
1.	5 & above	10
2.	4	08
3.	3	06
4.	2	04
5.	1	02
6.	Nil	00

6) **Number of unmarried/divorcee Daughters**

Sl. No.	Number of unmarried/divorcee daughter(s)	Points to be awarded
1.	2	10
2.	1	05
3.	None	00

7) **Minor children less than 18 years of age**

Sl. No.	Number of children below 18 years of the deceased servant	Points to be awarded
1.	2	07
2.	1	04
3.	None	00
NOTE	2 additional points will be given if the age of one child is below 5 years and 3 additional point will be given if the age of two or more than two children are below 5 years	

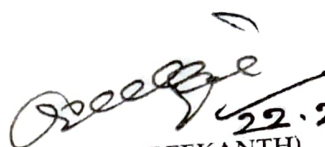
8) **Points for Remaining Service of the deceased Government Servant**

Sl. No.	Slab of remaining service	Points to be awarded
1.	More than or equal to 25 years	15
2.	More than or equal to 20 years but less than 25 years	12
3.	More than or equal to 15 years but less than 20 years	9
4.	More than or equal to 10 years but less than 15 years	6
5.	More than or equal to 5 years but less than 10 years	3
6.	5 years or less than 5 years	1

9) Points for other Attributes

Sl. No.	Details of attributes	Points to be awarded
1.	Applicant being physically handicapped	05
2.	Disabled dependent daughter(s)	05
NOTE	However points will be given only for one attribute (Max. 5 Points)	

The Committee will consider and recommend each case on the basis of aforesaid point system.


(T. SREEKANTH)
22.2.17
SPECIAL SECRETARY (SERVICES)

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

FORM-1

PHOTOGRAPH
(ATTESTED BY
DEPTT.)

PART - A

- I
- (a) Name of the Government Servant (Deceased/ retired on medical grounds.) :
 - (b) Designation of the Government servant :
 - (c) Date of birth of Deceased/ retired on medical grounds Govt. Servant :
 - (d) Date of Superannuation of Deceased/ retired on medical grounds, Govt. Servant :
 - (e) Whether Group 'D' or Not? :
 - (f) Date of Death/retirement on Medical grounds :
 - (g) Date of initial appointment in Government service in r/o Deceased/ retired on medical grounds Govt. Servant. :
 - (h) Total length of service rendered :
 - (i) Whether permanent or temporary :
 - (j) Whether belonging to SC/ST/OBC :
- II
- (a) Name of the candidate for appointment :
 - (b) His/Her relationship with the Government Servant :
 - (c) Marital status of the applicant :
 - (d) Date of birth :
 - (e) Educational qualification
General :
 - Technical :
 - (f) Whether any other dependent family member has been appointed on compassionate grounds. :
 - (g) Height of the applicant :

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III Particulars of total assets left including amount of:

- (a) Family pension
- (b) D.C.R. Gratuity
- (c) G.P.F. Balance
- (d) Life Insurance policy (including postal life insurance)
- (e) C.G.E. Insurance amount + Saving Fund
- (f) Encashment of leave
- (g) Income from other sources, if any
- (h) Amount of DLIS

Total :

IV (a) Movable and immovable properties in the name of deceased government servant or any member of family, in Delhi or outside Delhi:

Sl. No.	Property	Details of Property	Value (as per circle rate/Market rate)
a)	Moveable (Cash, Jewelry, Share Certificate, Vehicle etc.)		
b)	Immovable property (Flat/House/Plot etc.)		
c)	Agricultural Land		
d)	Total Value		

- (b) If yes, annual income earned and details thereof.

V Brief particulars of liabilities, if any :

VI Residence particulars & Address : Rented / Own House / Govt. Accommodation (Enclose proof)

Address

Contact No.

VI Particulars of all dependent family members of the Government servant (If some are employed, their income and whether they are living together or separately. In case dependent is PH attach self attested copy of disability certificate)						
SL NO	NAMES	RELATIONSHIP WITH THE DECEASED GOVT. SERVANT	DATE OF BIRTH	ADDRESS	EMPLOYED OR NOT (IF EMPLOYED PARTICULARS OF EMPLOYMENT AND EMOLUMENTS)	MARITAL STATUS
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

VI (a) No. of divorcee dependent daughter (s), if any:

VII

DECLARATION/UNDERTAKING

- 1 I hereby declare that the facts given above, to the best of my knowledge, are correct. If any of the facts herein mentioned are found to be incorrect or false, at a future date, my services may be terminated *and I would be prosecuted under section 177, 193, 197, 198, 199 & 200 of IPC.*
- 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 member are being neglected or not being properly maintained by me, my appointment may be terminated

Date

Signature of the Candidate

Name

Address

Contact No.

& email ID (if any)

Post Office

Tehsil/ Sub-division

District

State/Pin code

.....

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

Date

Signature of the welfare Officer of the
Department with office stamp/seal

Name

Address

Enclosures:

1	Death Certificate (in original)
2	Copy of certificates as proof of Educational qualification & experience, (Self attested)
3	Proof of Age/DOB of applicant & other family members (Self Attested)
4	In case of candidates belonging to reserved category, self attested copy of Caste Certificate.
5	In case of candidate/dependent belongs to PH category, self attested copy of disability certificate.
6	Details of family (as per Form-3)/Copy of ration card (Self Attested)
7	Copies of orders of all pension benefits i.e. GPF/CPF, CGEIS (including saving fund), PPO, DLIS, Leave Encashment, Savings and any other amount sanctioned by the Government/Department (Self Attested duly verified by administrative department concerned)
8	NOC from other dependent members of family (Self attested declaration/undertaking)
9	Two Photographs of applicant. (Attested by the Department)
10	Rent agreement, Rent receipt and proof of ownership of Landlord of last quarter if applicable.

**NOTE: FURNISHING OF WRONG / FALSE INFORMATION /
CERTIFICATE IS PUNISHABLE UNDER SECTION 177,
193, 197, 198, 199 & 200 OF IPC**

PART -B

(TO BE FILLED BY THE OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- 1
 - (a) Name of the candidate for appointment
 - (b) His/Her relationship with the Government servant
 - (c) Age (date of birth), educational qualification and experience if any
 - (d) Post for which employment is proposed and whether it is Group 'C' or 'D'
 - (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 the waiver of employment exchange/Staff Selection Commission procedure what other relaxations 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 ground more than 5 years back, *reasons for delay* in submission of case be provided.
- IV Personal recommendation of the *Head of the Department* in the Ministry/Department/Office

SIGNATURES OF HEAD OF DEPARTMENT
WITH OFFICE SEAL

REPORT OF WELFARE/NODAL OFFICER

FORM-2

4/6

- 1. NAME OF THE APPLICANT :
- 2. NAME OF THE DECEASED :
- 3. ADDRESS :

4.(A): DETAILS OF FAMILY MEMBERS LIVING TOGETHER:

S NO	NAME	AGE	WHETHER PH OR NOT (IF SO ATTACH SELF ATTESTED COPY OF CERTIFICATE)	RELATIONSHIP WITH THE DECEASED	EDUCATION QUALIFICATION	MARITAL STATUS	UNEMPLOYED/ EMPLOYED/ BUSINESS	IF EMPLOYED/ BUSINESS, INCOME THEREOF

4 (A) (1) No. of divorcee dependent daughter (s), if any:

4.(B): DETAILS OF FAMILY MEMBERS LIVING SEPARATELY:

S. NO	NAME	AGE	RELATIONSHIP WITH THE DECEASED	ADDRESS	MARITAL STATUS	UNEMPLOYED/ EMPLOYED/ BUSINESS	IF EMPLOYED/ BUSINESS, INCOME THEREOF

- 5. Whether the applicant is staying in joint family :
- 6. Details of immovable Properties owned by the applicant/family (including ancestral property)(Value of property as per Circle Rate/ Market Value :

6. (A) Income, if any, from immovable Property :

7. OWNERSHIP OF VEHICLES:

S No	Vehicle type	Vehicle No.	Owned by

8. IF OWN HOUSE [VALUE OF HOUSE / ALL PROPERTIES AS PER MARKET RATE/CIRCLE RATE]:

(A)	Area	
(B)	Number of Floors	
(C)	Occupied by how many persons	

9. IF RENTED:

(A)	Rent Paid (photocopy of rent receipt)	
(B)	Area of premises	
(C)	Name & Address of landlord (attach ownership proof of land lord)	

10. Whether any business activities being carried out from the premises:

NOTE: FURNISHING OF WRONG/FALSE INFORMATION/CERTIFICATE IS PUNISHABLE UNDER SECTION 177, 193, 197, 198, 199 & 200 OF IPC.

Above facts are true and correct.

(SIGNATURE OF THE APPLICANT)

Name:

Address:

I HAVE VERIFIED THE ABOVE FACTS MENTIONED BY THE CANDIDATE AND FOUND THE SAME TO BE TRUE.

SIGNATURE OF WELFARE/NODAL OFFICER
DESIGNATION WITH STAMP/SEAL

VERIFICATION REPORT PROFORMA

VERIFICATION OF DEPENDENTS/FAMILY MEMBERS AND DETAILS OF IMMOVABLE PROPERTY OWNED BY THE DECEASED GOVERNMENT SERVANT/FAMILY MEMBERS

NAME OF THE APPLICANT	
NAME OF THE DECEASED/RETIRED ON MEDICAL GROUNDS GOVT. SERVANT	
MARITAL STATUS OF APPLICANT (MARRIED/UNMARRIED/WIDOW/WIDOWER)	
ADDRESS	

I. DETAILS OF DEPENDENTS/FAMILY MEMBER

(a) LIVING TOGETHER:

S. NO	NAME	DATE OF BIRTH	RELATIONSHIP WITH THE DECEASED	MARITAL STATUS (if married date of marriage thereof)	EMPLOYED/ UNEMPLOYED/ BUSINESS	IF EMPLOYED/BUSINSS, MONTHLY INCOME THEREOF

(b) LIVING SEPRATELY:

S. NO	NAME	DATE OF BIRTH	RELATIONSHIP WITH THE DECEASED	MARITAL STATUS (if married date of marriage thereof)	EMPLOYED/ UNEMPLOYED/ BUSINESS	IF EMPLOYED/BUSINSS, MONTHLY INCOME THEREOF

II. Details of immovable Properties owned by the deceased govt. servant/ Family members: (Whether residential/agricultural/ commercial property inside or outside Delhi)

(a) If own House:

i	Area	
ii	Number of Floors	
iii	Value(as per circle rate)	
iv	Whether any business/commercial activities being carried out from the premises. If yes, details/monthly income is required.	

(b) If residential/agricultural/commercial property other than house inside or outside Delhi :

(A)	Area	
(B)	Value(as per circle rate)	
(C)	Whether any business/commercial activities being carried out from the premises. If yes, details/monthly income is required.	

(c) If Rented House:

(A)	Rent Paid	
(B)	Area of premises	
(C)	Name & Address of landlord	

(d) If Govt. Accommodation

(A)	Address	
(B)	Date of allotment	

Above facts are true and correct.

**SIGNATURE OF VERIFYING OFFICER AND
DESIGNATION WITH STAMP/SEAL
(REVENUE OFFICER NOT BELOW THE
RANK OF TEHSILDAR)**

**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		

1/2

ANNEXURE-III

NAME OF THE DEPARTMENT:

ADDRESS:

CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT

The case is complete in all respects as per check-list provided by Services Department. The documents have been duly verified/authenticated.

The request of Sh./Ms. _____, W/o, S/o, D/o, Late Sh./Ms. _____ Ex-
_____ is hereby recommended for consideration by
Screening Committee for compassionate appointment.

**Signature of Head of Department
(with official seal)**