

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (II)**  
**DELHI SECRETARIAT: 5<sup>TH</sup> LEVEL: A-WING: I.P. ESTATE: NEW DELHI**

No. F.16(60)/2001/S-II/Vol.III/ 1576 - 1679

Dated: 11/6/2019

**C I R C U L A R**

**Sub: Procedure for processing the applications for appointment on Compassionate Ground in Govt. of NCT of Delhi – regarding;**

1. 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.

2. 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 and parameters based on a maximum of 100 points-scales (*Annexure-1*). The various attributes/ parameters are, 1) Family Pension, 2) Terminal benefits, 3) Monthly income of earning members of the family or income from property, 4) immovable property, 5) No. of dependents, 6) No. of unmarried/divorcee daughter, 7) No. Of Minor children, 8) remaining service and 9) applicant being physically handicapped/ disabled dependent daughter(s)/ if the deceased had received Gallantry or Presidential awards earlier/dependent (s) of deceased government servant (spouse and children only) if suffering from critical illness namely Cancer, Kidney failure, Coma etc.

3. The Services Department, vide circular dated 23/02/2017, and subsequent Addendum dated 18/08/2017, had also issued instructions relating to the procedures to be followed while processing applications for appointment on compassionate grounds.

4. In furtherance to the above circular dated 23/02/2017, and as per the recommendations of the screening committee, in the meeting held on 29/01/2019, the Head of Department concerned, shall submit the following information/record (as per checklist Annexure-II) along with each application for appointment on compassionate grounds: -

- The complete details of property i.e. area and value as per circle rate inside or outside of Delhi, verified from Revenue Department(Annexure-I);
- Income certificates with regard to monthly income of all the dependants of the family of the deceased/medically retired govt. servant, issued from Revenue Department;
- The total number of dependents along with their details i.e. date of birth and marital status/date of marriage in respect of each candidate, verified from Revenue Department(Annexure-I);


Contd....



- After due verification and authentication of all documents and, in particular, the above documents, the Heads of Departments shall issue a certificate (as per annexure-III) in respect of each request of compassionate appointment to the effect that – **“the case is complete in all respects as per check-list of Services Department, the documents have been duly verified/authenticated and the case is recommended for consideration of Screening Committee for compassionate appointment ”**
- The check list and verification report proforma is enclosed for compliance.

The department concerned shall ensure that the procedures narrated above are followed scrupulously.

This issues with the prior approval of Competent Authority

  
SPECIAL SECRETARY -II (SERVICES)

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

No. F.16(60)/2001/S-II/Vol.III/ 1576-1679

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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, 3<sup>rd</sup> Level, Delhi Secretariat, Delhi.
3. The Secretary to Hon'ble Deputy Chief Minister, Delhi/Cabinet Ministers, Govt. of NCT of Delhi, 6<sup>th</sup> Level, Delhi Secretariat, Delhi.
4. The Staff Officer to Chief Secretary, Delhi, Govt. of NCT of Delhi, 5<sup>th</sup> Level, Delhi Secretariat, Delhi.
5. All Section Officers 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, 7<sup>th</sup> 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, 7<sup>th</sup> Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
8. Section Officer (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.

  
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