

**GOVERNMENT OF NCT OF DELHI**  
**SERVICES DEPARTMENT : SERVICES -II BRANCH**  
**5<sup>TH</sup> 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.

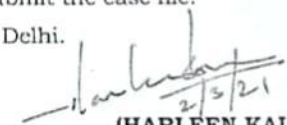
The Services Department, vide Office Circular dated 23/02/2017 requested all the Head of Departments, Government of NCT of Delhi to appoint Welfare/Nodal Officer in their respective Departments who shall assist the affected families in completing the case of Appointment on Compassionate Grounds pertaining 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)

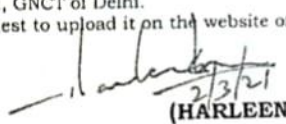
**All Head of Departments, Govt. of NCT of Delhi.**

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)