

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (BRANCH-II)**  
**(Delhi Secretariat, 5<sup>th</sup> 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.



- 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)  
**SPECIAL SECRETARY (SERVICES)**

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

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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 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, 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. 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.

  
22.2.17

**(T. SREEKANTH)**  
**SPECIAL SECRETARY (SERVICES)**