

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

F.No.16(55)/Misc/2019/S-II/Pf-I/ **384-388**

Dated :- **04/02/22**

CIRCULAR

In continuation of this office Circular No.F.16(55)/Misc/2019/S-II/PF-I/579-88 dated 16/02/2021, all the Head of Departments are requested to provide the following documents to the Services Department, GNCT of Delhi, WRT "**Reconsideration Cases**" of Compassionate appointment.

- (i) **Form 1 (Part A and Part B) ;**
- (ii) **Form 2 ;**
- (iii) **Recommendations of the Head of Department for reconsideration of the case (in the given format) ; &**
- (iv) **An undertaking from the applicant to the effect that the details furnished by the applicant in the Form 1 (Part A & Part B) are correct and if any discrepancy is noticed at any stage, the appointment of the applicant shall be terminated without assigning any reason.**
- (v) **Request letter of reconsideration by applicant.**

The same may also be ensured by department before forwarding any such cases in future.

This issues with the prior approval of the competent authority.


**(NAVEEN S.L.), IAS
SPECIAL SECRETARY (SERVICES)**

All Head of Departments, Govt. of NCT of Delhi.
Encl:- As above.

F.No.16(55)/Misc/2019/S-II/Pf-I/ **384-388**

Dated :- **04/02/22**

Copy to :-

1. P.A. to Secretary (Services), Services Department, Govt. of NCT of Delhi, New Delhi.
2. P.A. to Special Secretaries/Deputy Secretaries, Services Department, Govt of NCT of Delhi.
3. All Section Officers, Services Department, Govt. of NCT of Delhi.
4. The Section Officer (Coordination), Services Department with the request to upload the Circular on the website of Services Department.
5. Guard File/Computer Assistant.


**(NAVEEN S.L.) IAS
SPECIAL SECRETARY (SERVICES)**

NAME OF THE DEPARTMENT :-

ADDRESS :-

**CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT
(RECONSIDERATION CASE)**

The request of Sh./Smt./Ms. _____ S/o, W/o, D/o of late Sh./Smt. _____ for reconsideration of the case for appointment on Compassionate Grounds has been scrutinized and found in order in all respects in accordance with the Circular of Services Department No. F.16(55)/2019/S-II/Misc/PF-I/579-88 dated 16/02/2021.

Accordingly, the request of the applicant for reconsideration of the case for appointment on Compassionate Grounds is recommended for consideration by the Screening Committee for appointment on Compassionate Grounds.

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