

**GOVERNMENT OF PUDUCHERRY
ABSTRACT**

Public Services – Scheme for Compassionate Appointment – Procedure and Criterion for selection and appointment – Orders – Issued.

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)**

G.O.Ms.No.27

Dated: 26.04.2018

READ: G.O.Ms.No.59/GC.II/98, dated 09.12.1998 of Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry

The appointment on Compassionate grounds in the Government of Puducherry to a dependent family member of a Government Servant who died while in service or who retired on medical grounds is governed by the Government of India guidelines as contained in the Scheme for Compassionate Appointment 1998 circulated by the Department of Personnel & Training, in its O.M. No.14014/6/94-Estt(D) dated 09.10.1998, consolidated instructions issued in O.M.No.14014/02/2012-Estt(D) dated 16.01.2013, clarifications issued in O.M.No. 14014/02/2012-Estt(D), dated 30.05.2013 and further instructions/ guidelines issued on the subject from time to time.

2. The objective of the Scheme is to grant of Compassionate appointment to a family member of the deceased Government Servant or who retired on medical grounds / to relieve the family concerned from financial destitution and to help it get over the emergency.
3. The overall scheme for compassionate appointment is mainly focused on the financial position of the deceased and intended to grant appointment on compassionate grounds to the family which is in most indigent condition. This scheme is derived to assess the degree of indigence among the applicants considered for compassionate appointment, taking into consideration its assets and liabilities and all other relevant factors. Hence, a point based matrix to select the most indigent cases for Compassionate Appointment has been worked out.
4. Application for appointment on Compassionate Ground shall be obtained as prescribed in **Annexure-I** and financial status and other details of the family of the deceased Government Servant/ retired on medical grounds shall be obtained from the Revenue Authority concerned as prescribed in **Annexure-II** appended to this order.

3
26.04.18

5. Scheme of allocation of points to various attributes:

5.1 This scheme of allocation of points to various attributes for grant of compassionate appointment, based on a hundred point-scale is as indicated below in the respective table:-

(a) Family Pension: *

Income slab	Points
Rs.9,000 – 11,000	15
Rs.11,001 – 13,000	13
Rs.13,001 – 15,000	11
Rs.15,001 – 17,000	9
Rs.17,001 – 19,000	7
Rs.19,001 – 21,000	5
Rs.21,001 – 23,000	3
Above 23,001	1

* A copy of the Pension Book / PPO Order must be produced and No Points would be allocated to candidates who is not in receipt of pension as there is nobody in the family who is eligible for grant of the same.

(b) Terminal Benefits (including DCRG, GPF accumulation, CGEGIS, Leave Encashment & Pension Commutation): **

Income slab	Points
Upto 5,00,000	15
Rs. 5,00,001 – 10,00,000	13
Rs.10,00,001 – 15,00,000	11
Rs.15,00,001 – 20,00,000	9
Rs.20,00,001 – 25,00,000	7
Rs.25,00,001 – 30,00,000	5
Rs.30,00,001 – 35,00,000	3
Above Rs.35,00,001	1

** A copy of the sanction order for each item must be enclosed.

(c) Monthly income of earning members and income from property: ***

Income slab	Points
No Income	10
Rs.5000 or Less	8
Rs.5001 – 7000	6
Rs.7001 – 9000	4
Rs.9001 – 11000	2
Rs.11,001 & above	0

*** Discreet enquiry should be made in person by Revenue Authority and furnish report.


26.04.18

(d) Movable /immovable property: ****

Income slab	Points
Nil	10
Upto Rs.150000	8
Rs.150001 – 300000	6
Rs.300001 – 600000	4
Rs.600001 – 1000000	2
Rs.1000001 & above	0

**** Valuation of Immovable property has to be valued with reference to GLR value notified by Government and should be certified by Revenue Authority only.

(e) Dependents: #

Total no. of dependents	Points
5 & above	10
4	8
3	6
2	4
1	2
None	0

Excluding applicant

(f) Unmarried daughters: ##

Total no. of unmarried daughters	Points
2 & above	10
1	5
None	0

Excluding applicant

(g) Minor children:

Total no. of Minor children	Points
2 & above	10
1	5
None	0

2604/8

(h) Physically Challenged: ###

(a)	Applicant	5 points
(b)	Disabled dependent daughter	5 points
(c)	Any of the dependent had Gallantry/ Presidential Award, if any	5 points
(d)	Dependent(s) of deceased (spouse & children only) if suffering from critical illness namely Cancer, Kidney failure, Coma, etc.	5 points

Points will be given only for one attribute (Max. 5 Points)

(i) Residence:

(a)	Residing in Rental House	5 points
(b)	Residing in Own House	0 point

(j) Left over service:

(a)	Over 20 years	10 points
(b)	Over 15 & upto 20 years	8 points
(c)	Over 10 & upto 15 years	6 points
(d)	Over 5 & upto 10 years	4 points
(e)	Below 5 years	2 points


5.2 In case of tie in points earned, the date of birth will be taken into account and the one who aged higher than the other, may be given preference. In the event of offering appointment to Married son, an undertaking has to be obtained to the effect that the appointee will support all other dependents of the deceased Government Servant and if any lapse is reported, the offer of appointment is liable for termination at any stage. The aforesaid merit points are awarded only to determine the indigent condition of the family of the deceased Government Servant. However, in exceptional cases, the committee may decide and recommend the case beyond merit points with a note for such decision.

5.3 Further, for compassionate application made after 2 years from the date of death/ retirement on medical grounds of the Government Servant, 3% of points for each completed year, from the total points earned by the candidate would be deducted. Also, the criterion at tables (a), (c), (e), (f), (g) above will be taken into account as on 1st January of the year in which Screening Committee Meeting held.

2
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6. All the Departments of this Union Territory of Puducherry (including autonomous bodies, societies, etc.) shall adopt the above mentioned Point based Matrix scheme while considering applications on Compassionate Grounds. The Screening Committee Meeting shall be conducted atleast once in a year with available vacancies earmarked for Compassionate Appointment during the period. Applications for Compassionate Appointment received during a calendar year (January to December) shall be considered and disposed before June of the following year without fail. The applications received for Compassionate Appointment upto 31.12.2017 shall be disposed before June 2018 with the vacancies reckoned upto 31.12.2017 in 5% Direct Recruitment Quota of all Group C posts coming under the purview of the Departments concerned.

// By order of the Lieutenant Governor //


(M. KANNAN)
26/04/18
UNDER SECRETARY TO GOVT.
(PERSONNEL)

Encl: 1. Application format (Annexure – I)
2. Format of Revenue Certificate (Annexure –II)

To

All Secretaries to Government
All Heads of Department

Copy to:

1. The Commissioner-cum-Secretary to Hon'ble Lt. Governor, Puducherry.
2. The Private Secretary to Chief Minister, Puducherry
3. The Private Secretary to Chief Secretary, Puducherry.
4. Guard File.

**PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF
GOVERNMENT SERVANTS DIED WHILE IN SERVICE/ RETIRED ON
MEDICAL GROUNDS**

Photo
attested by
Department

PART- A

- I.**
- (a) Name of the Government servant
(deceased/retired on medical grounds) _____
 - (b) Post held by the Government servant _____
 - (c) Date of birth of deceased/retired on
medical grounds _____
 - (d) Date of superannuation of deceased/
retired on medical grounds _____
 - (e) Date of death / retirement on medical
grounds _____
 - (f) Date of initial appointment in
Government service in respect of
deceased/ retired on medical grounds _____
 - (g) Total length of service rendered. _____
 - (h) Whether permanent or temporary. _____
 - (i) 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 qualifications.
General _____
Technical _____

(f) Whether any other dependent family member has been appointed on compassionate grounds.

(g) Whether Physically Challenged

(h) Contact No.

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 Policies (including Postal Life Insurance)

(e) C.G.E. Insurance amount

(f) Encashment of leave

(g) Income from other sources, if any

Total

IV. (a) Movable and immovable properties/ agricultural land, etc., in the name of the deceased Government servant or any member of family in Puducherry or outside Puducherry

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

V. Brief particular of liabilities if any.

VI. Residence particular &
Address

Rented/Own House / Government
Accommodation (Enclose proof)

Address _____

VII. Particulars of all dependent family members of the Government servant (If some are employed, their income and whether they are living together or separately)

Sl. No.	Name(s)	Relation- ship with Govt. servant	Age	Address	Employed or not (if employed particulars of employment and emoluments)	Marital Status
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						

VIII

DECLARATION/UNDERTAKING

1. I hereby declare that the facts given by me above are, to the best of my knowledge, 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/ and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the candidate

Name: _____

Address: _____

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

Date:

Signature of the Head of Office /
Welfare Officer with office stamp/seal

Name :

Designation :

Enclosures:

- a) Application form. (all columns duly filled including date of application)
- b) Death Certificate of the Deceased Government Servant.
- c) Birth Certificate of the applicant.
- d) Transfer Certificate of the class last studied.
- e) Attested copies of certificate of Educational Qualification.
- f) Attested copies of certificate of Technical Qualification. (if any)
- g) Attested copies of any other certificate relevant to the post applied for.
- h) Copy of Aadhar card with contact number.
- i) If employed, certificate from the employer in respect of all the members of the family.
- j) Copies of P.P.O., Leave encashment sanction order, Insurance Sanction, order on final payment of G.P.F. etc and details of liabilities with proof, if any.
- k) Details of immovable properties such as land, plot, flat, along with location, R.S. No., measurement, value based on G.L.R. value notified by Government, etc. held by the applicant / members of the family of the deceased.
- l) If residing in rental house, rent receipt (or) a certificate from the house owner

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

PART-B

(To be filled in by office in which employment is proposed)

- I.**
- (a) Name of the candidate for Appointment. _____
 - (b) His/Her relationship with the Government servant. _____
 - (c) Age (date of birth), educational qualifications and experience, If any. _____
 - (d) Post (Group C) which employment is proposed _____
 - (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. _____
 - (f) Whether the relevant Recruitment Rules provide for direct recruitment _____
 - (g) Whether the candidate fulfils the requirements of the Recruitment Rules for the post. _____
 - (i) Apart from waiver of Employment Exchange/procedure what other relaxation 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 grounds more than 5 years back, reasons for delay in submission of case _____
- IV.** Personal recommendation of the Head of the Department _____

Signature and office stamp/seal

**REPORT TO BE FURNISHED BY REVENUE AUTHORITY FOR THE PURPOSE OF
CONSIDERATION OF AN APPLICANT ON COMPASSIONATE GROUNDS
IN GOVERNMENT DEPARTMENTS**

(Report shall be submitted after a personal visit to the residence of the applicant)

1. Name of the deceased Government Servant :
2. Date of Death :
3. Name of the Applicant :
4. Relationship with the Deceased :
5. Full Address with Contact number :

6. Marital Status of the Applicant :
7. Present Employment status of the Applicant :
(with income)

8. Whether the applicant is staying in joint family :
(A copy of the Ration Card to be enclosed)

9. Details of family members living together:

Sl. No.	Name	Age	Relationship with deceased	Qualification	Marital Status	Employment status with details of earnings
1						
2						
3						
4						
5						

10. Details of family members living separately:

Sl. No.	Name	Age	Relationship with deceased	Qualification	Marital Status	Employment status with details of earnings
1						
2						
3						
4						
5						

11. Details of immovable properties owned by the family members:
(other than the present residential house)

(a)	Area of the land (in sq.ft)	
(b)	Nature of land	
(c)	Value of the land (with reference to GLR value of the year of assessment)	

12. If residing in an own house:

(a)	Area (in sq.ft)	
(b)	Number of Floors	
(c)	Value of the House (with reference to GLR value of land + approximate value of the building)	
(d)	Occupied by how many families	
(e)	Commercial premises, if any	
(f)	Income thereon (d & e)	

13. If residing in a rented house:

(a)	Rend Paid (copy of rent receipt)	
(b)	Area of premises	
(c)	Name & Address of owner	

The above particulars are true and correct.

Signature of the applicant

Signature of Inspecting Officer

Name of the Inspecting Officer :

Designation :

Date of inspection :

Countersignature of the Officer
who is competent to issue Revenue
Certificate with seal