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**भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्**  
**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त निकाय)  
(An Autonomous Body of the Ministry of Environment, Forest and Climate Change, Govt. of India)  
डाकघर : न्यू फॉरेस्ट, देहरादून - 248006 (उत्तराखण्ड)

P.O. New Forest, Dehradun - 248 006 (Uttarakhand)

सं. 31-29/2019-ICFRE (Vol. I)

दिनांक 2<sup>nd</sup> अप्रैल, 2025

**अधिसूचना / NOTIFICATION**

In pursuance to the guidelines/consolidated instructions on compassionate appointment under the Central Government issued time and again for dealing with the requests/applications seeking appointment on compassionate grounds and disposal of such requests/applications thereof vide its OM No. 14014/2/2012-Estt. (D), dated 16.01.2013, OM No. 43019/9/2019-Estt. (D), dated 23.08.2021 and OM No. 14014/1/2022-Estt. (D), dated 02.08.2022, the Director General, ICFRE in exercise of the powers vested in her vide Rule 35a(i) of Rules of ICFRE Society and Para A(2) of Delegation of Administrative and financial Power to DG and Directors of ICFRE Institute, is pleased to approve the scheme for compassionate appointment "Relative Merit Point System (RMPS) of ICFRE-2025" for implementation at ICFRE Institutes as attached.

The objective of the scheme is to grant appointment on compassionate grounds to a dependent family member of employee dying in harness or who is retired on medical grounds, to relieve the family of the concerned employee from financial destitution and to help him/her over the emergency.

संलग्नक / Encl: उपरोक्तानुसार / As above.

(रूचा मिश्रा)

सचिव, भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्,  
देहरादून।

वितरण / Distribution:

1. All DDGs/Director (IC) at ICFRE (HQ).
2. All Directors of ICFRE Institutes.
3. Guard File.





**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**  
(An Autonomous Body of the Ministry of Environment, Forest and  
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**SCHEME FOR COMPASSIONATE APPOINTMENT THROUGH  
RELATIVE MERIT POINT SYSTEM (RMPS)**

The objective of the scheme for compassionate appointment is to grant appointment on compassionate grounds to a dependent family member of employee dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood. It is to relieve the family of the concerned employee from financial destitution and to help him/her over the emergency.

The Department of Personnel & Training under the Ministry of Personnel, Public Grievances and Pensions is the nodal department for Government of India's Scheme for Compassionate Appointments. Accordingly, the DoPT has issued consolidated instructions on compassionate appointment under the Central Government vide O.M No.14014/2/2012-Estt. (D) dated 16.01.2013 for dealing with the requests/ applications seeking appointment on compassionate grounds and disposal of such requests / applications thereof. The Para 13 of DoPT OM dated 16.01.2013 has been substituted by DoPT vide its OM No. 43019/9/2019-Estt.(D) dated 23.08.2021. DoPT has time and again reviewed/modified the instructions and the most recent release by the Government of India, Ministry of Personnel, Public Grievances & Pensions was vide DoPT No.14014/1/2022-Estt. (D) dated 02.08.2022.

Keeping in view the objective of the Compassionate Appointment Scheme & the revised instructions of DoPT issued from time to time and the recent one of which has been issued vide its OM dated 02.08.2022, the Relative Merit Point System (RMPS) for assigning weightage to various attributes of the applications of compassionate appointment at Indian Council of Forestry Research & Education and its institutes shall be as follows:

1 Name : **Relative Merit Point System (RMPS) of ICFRE - 2025**

2 **Definitions**

- a) *ICFRE Institutes* means all the Institutes / Centres under the ICFRE.
- b) *Committee* means a three (3) member committee to be constituted by the appointing authority to assess the applications received for compassionate appointment and to give marks on the basis of laid down parameters.
- c) *Family* means all the dependent family members of the deceased govt. employee/ employee retired on medical ground.
- d) *Last financial year* means the financial year preceding the financial year in which application is submitted by the applicant.
- e) *Tie breaking factor* means the factor that would be considered to take



up the final decision in case of tie in the points obtained by the applicant. The tie breaking factor(s) should be used only in the order indicated to decide relative merit of the applicants scoring same points.

- 3 The efficacy of the scheme is based on its transparency. This aspect being the foremost, therefore, while considering a request for appointment on compassionate grounds an appropriate committee, constituted for the purpose, shall perform a balanced and objective assessment of financial condition of the family taking into consideration its assets and liabilities and all other relevant factors such as presence of earning member(s), size of family, age of children of the family etc., to assess the degree of the indigence among all the applicants considered for such appointment.
- 4 A three (3) member committee to be constituted by the appointing authority to assess the applications received for compassionate appointment and to give marks on the basis of laid down parameters. The date of meeting of the said committee would be intimated to the applicants by the concerned authority. No personal interaction of the committee with the applicants is required.
- 5 It has been decided by the Competent Authority that to achieve the objective of the scheme for Compassionate Appointment and to ensure complete transparency and probity, merits of the cases be decided by allocating points to the applicants, based on various attributes parameters indicated in the reference of DoPT from time to time. Accordingly, Relative Merit Points System for assigning weightage to the various attributes / parameters of the applicant for compassionate appointment has been drawn based on a hundred (100) point scale and is attached as Annexure-I.
- 6 The applicants considered for compassionate appointment would be appointed within the prescribed ceiling of 5% of the direct recruitment vacancies of Group C posts and as may be amended by the Government of India from time to time.
- 7 Cases of compassionate appointment arising w.r.t. the officers / officials (Group-A,B,C) working at of ICFRE HQ (including Van Vigyan Bhawan) shall fall under the jurisdiction of ICFRE-Forest Research Institute, Dehradun and will be considered similar to other cases being considered at the institute, unless, decided otherwise by the DG, ICFRE.
- 8 The duly filled applications, in all respect, as received in the Council/Institutes for seeking appointment on compassionate ground shall be assessed on the basis of total points secured by each applicant and the candidate securing the highest points shall be recommended for selection.
- 9 The Relative Merit Point shall come into effect immediately for all undecided compassionate appointment case as of the date of this notification. All cases

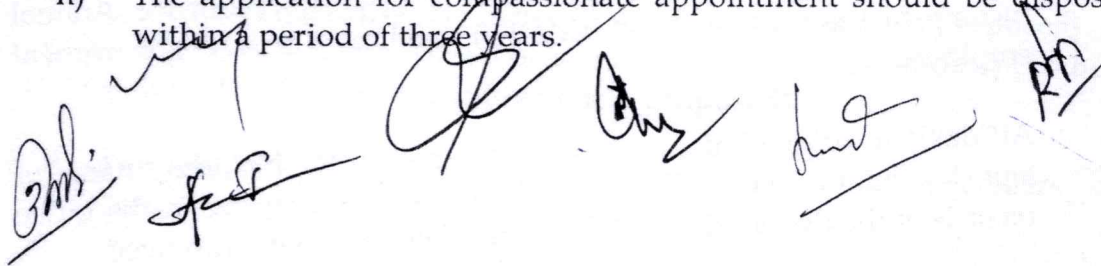


closed / disposed / once considered prior to this notification shall not be subject to reopening or re-examination under RMPS. However, candidate desirous of being considered for compassionate appointment in future are required to submit a fresh application which will be assessed in accordance with this notification governing such appointments.

- 10 While applying with 100 pointscale parameters including above point, if situation arises that some candidates secure equal marks in merit and Cadre Controlling Authority is unable to decide the merit of such candidates; in such cases the tie breaking factor shall be considered in the following order, to take up the final decision :
- a) Per dependent available income i.e., total of first three financial parameters prescribed in Report (Annualized Monthly Family Pension, Total terminal benefits and Annual income of earning members and income from property) divided by total number of dependents. The lesser the per dependent available income, the higher the rank amongst the applicants whose points had a tie.
  - b) Left over service of the Government servant - Preferences shall be accorded to those applicants with higher leftover service over those with lesser leftover service. Also, the reasoning given to justify the same factor, it is believed that the longer the left-over service of the deceased, the more is the impact on the family.
  - c) Number of physically/ mentally challenged dependents and unmarried daughter(s) - The applicant having more number of such dependants would be given preference over the applicant having lesser number of dependents comparatively.
  - d) Age of the applicant - Older applicant would be given preference over the younger one relatively.
- 11 The tie breaking factor(s) in the order indicated above shall be used only to decide relative merit of the applicants scoring same points on 100-point scale as only if the applicants scoring same points cannot be accommodated against available vacancies. Also, the order of the above factors would be strictly followed, in case of tie arising after applying the preceding factor.
- 12 The system of weightage instituted herein ensures objectivity, transparency and uniformity of the selection process, thereby upholding principles of fairness and equity. Henceforth, weightage points system along with the instructions issued by the DoPT shall be strictly followed for assessing comparative merit of the applicants for compassionate appointment.
- 13 To exercise due diligence in notifying the compliance of these guidelines in respect of compassionate appointment, to foster an "openness culture" and to bring transparency to the process of compassionate appointment, concerned competent authorities shall :



- a) Display this complete set of communication on the website of ICFRE and websites all ICFRE Institutes and the same may be sent to the spouse/dependents of the deceased employee, spouse / dependents of the employee who was retired on medical grounds.
- b) Acknowledge every application received by assigning a Unique Registration Number (URN).
- c) Intimate URN to the applicant through possible means of communication.
- d) Intimate the date of meeting of the committee to the applicants and to display the same on website of the Institute/Council.
- e) Display Minutes of the Meeting of the Committee on the website of the Institute/Council within three (3) weeks of its meeting.
- f) Communicate the names of the applicants recommended to be appointed on compassionate grounds and to display the same on the website of the Institute/Council.
- g) Likely vacancies arising during a financial year shall be displayed on the websites of ICFRE/Institutes.
- h) The application for compassionate appointment should be disposed off within a period of three years.

A series of handwritten signatures and initials are present below the list. From left to right, they include: a signature that appears to be 'Gms', a signature that appears to be 'Jee', a large stylized signature, a signature that appears to be 'Ang', a signature that appears to be 'hnt', and initials 'RM' with an arrow pointing upwards.



## CHECKLIST

Documents to be submitted by the applicant along with application:


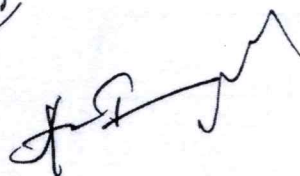
- i. Duly filled in Application Form (Annexure-II comprising of Part-A, Part-B and Part-C) for compassionate appointment
- ii. Self-attested copy of any one of the valid documents for age proof showing full date of birth (like Birth Certificate, PAN Card, Aadhar Card, Matriculation Certificate, PPO letter, any other valid government document etc.)
- iii. Self-attested copy of Income Certificate (issued by competent authority) / Affidavit (in original) for supporting claim for Annual Income of the family of the deceased/medically retired government employee.
- iv. Affidavit in original along with valid proof(s) for including name of any dependent whose name/details is/are not recorded in the office records of the deceased/medically retired government employee.
- v. Self-attested copy of certificate/Loan Sanction Letter issued from institution/Bank/Recognised financial institution from where deceased government employee or his/her family member took loan before death/retirement on medical grounds of the government employee and bank statement showing deductions and amount remaining to be paid at the time of death/retirement on medical ground of the employee.
- vi. Self-attested copy of Disability Certificate issued by competent authority in this regard.
- vii. Field Verification Report from the office where employee was working before his/her death/retirement on medical grounds.
- viii. Particulars of all dependent family members of the government servant (affidavit on stamp paper) as per Annexure-III (in the prescribed format)
- ix. Certificate to be given by the office forwarding application for consideration of application for compassionate appointment by screening committee as per Annexure - IV (in the prescribed format)
- x. Details of Immovable property as per Annexure-V (in the prescribed format)



If any information/document(s) submitted by any applicant is found to be false / incorrect, the application of the candidate would be summarily rejected without any intimation. Further, even after the issue of offer of appointment and consequent upon joining the duty, if any false / incorrect information is found to have been submitted, it may lead to cancellation of the offer of appointment and / or termination of the services forthwith.

### List of Annexures

1. **Annexure-I** (One Hundred (100) points based criteria regarding compassionate appointments at ICFRE and its Institutes).
2. **Annexure-II** (Proforma)
  - a. **Part A**-(Proforma for seeking compassionate appointment by Dependents of Government servants deceased while in Service/Retired on Medical Grounds). [To be filled by the Applicant]
  - b. **Part B**-(To be filled by office in which employment is proposed)
  - c. **Part C**-(Calculation sheet of points scored by the Candidate) [To be filled by office in which employment is proposed].
3. **Annexure-III** (Particulars of all dependent family members of the Government Servant [To be filled by the applicant])
4. **Annexure-IV** (Certificate to be given by the office forwarding application for consideration of application for compassionate appointment by screening committee) [To be filled by office in which employment is proposed]
5. **Annexure-V** (Details of Immovable property) [To be filled by the applicant]





## ANNEXURE-I

### **ONE HUNDRED (100) POINTS BASED CRITERIA REGARDING COMPASSIONATE APPOINTMENTS AT ICFRE AND ITS INSTITUTES.**

#### **OBJECTIVE:**

The object of the Compassionate Appointment Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government Servant dying in harness or who is retired on medical grounds, thereby leaving his/her family in penury and without any means of livelihood and to relieve such family from financial destitution. Accordingly, the Relative Merit Point System for assigning 100 points based on various parameters / attributes for assigning weightage for compassionate appointment shall be as hereunder:

#### **One Hundred (100) point-based Criteria**

Sl.	Criteria	Maximum Points
1.	Monthly Family Pension	15
2.	Terminal Benefits i.e. Lump Sum Amount received by the family	15
3.	Annual Income of the Family in the last Financial Year	05
4.	Left over service at the time of the death/medically retirement	10
5.	Unmarried Daughters	05
6.	Minor Children	10
7.	Physically and Mentally challenged or PwD children	05
8.	Number of dependents (other than Unmarried daughters, minor children and mentally challenged dependents).	10
9.	Liabilities (Institutional Loans)	05
10.	Immovable Property	10
11.	Period of Pendency of applications for compassionate appointment	05
12.	Person with disabilities and chronic disease case.	05
<b>TOTAL</b>		<b>100</b>



**CRITERIA(s) in DETAIL**  
**ONE HUNDRED (100) POINT SCALE RELATIVE MERIT POINTS SYSTEM FOR**  
**ALLOCATION OF POINTS FOR VARIOUS ATTRIBUTES OF APPLICANT FOR**  
**COMPASSIONATE APPOINTMENT**

1. **Monthly Family Pension(Basic excluding DA & allowances) of the deceased govt. employee as on date of submission of application.**

Maximum points: 15 out of 100

Monthly Pension (in Rupees)	Points
Upto 10,000	15
10,001-13,000	13
13,001-16,000	12
16,001-19,000	10
19,001-22,000	8
22,001-25,000	6
25,001-28,000	4
28,001-31,000	2
Above 31,001	0

**Note:** Figure to be verified from service/ official records.

In case the employees are covered under NPS and not receiving any family pension maximum marks will be awarded.

2. **Terminal benefits i.e. Lump Sum Amount received (to be received) by the family of the deceased Government employee/employee retired on medical grounds (i.e. DCR Gratuity, GPF/ Amount paid under NPS etc., CGEIGS, Leave Encashment etc.)**

Maximum points: 15 out of 100

Terminal benefits (in Rupees)			
For death cases after 01.01.2016	For death cases between 01.01.2006 to 31.12.2015	For death cases prior to 01.01.2006	Points
Upto 10,00,000	Upto 4,50,000	Upto 1,00,000	15
10,00,001-11,87,500	4,50,001-5,25,000	1,00,001-1,20,000	13
11,87,501-13,75,000	5,25,001-6,00,000	1,20,001-1,40,000	11
13,75,001-15,62,500	6,00,001-6,75,000	1,40,001-1,60,000	09
15,62,501-17,50,000	6,75,001-7,50,000	1,60,001-1,80,000	07
17,50,001-19,37,500	7,50,001-8,25,000	1,80,001-2,00,000	05
19,37,501-21,25,000	8,25,001-9,00,000	2,00,001-2,20,000	04
21,25,001-23,12,500	9,00,001-9,75,000	2,20,001-2,40,000	03
23,12,501-25,00,000	9,75,001-10,50,000	2,40,001-2,60,000	02
25,00,001-26,87,500	10,50,001-11,25,000	2,60,001-3,00,000	01
26,87,501- & above	11,25,000 & above	3,00,001 & above	00

**Note:** Figure to be verified from service/ official records.



3. Annual Income of the Family in the last Financial Year.

Maximum points: 05 out of 100

Annual Income	Points
Nil	5
1,00,000 - 1,50,000	4
1,50,001 - 2,00,000	3
2,00,001 - 2,50,000	2
2,50,001 - 3,00,000	1
Above 3,00,000	0

Note :

- Last financial year means the financial year preceding the financial year in which application is submitted by the applicant.
- Income from all other sources except family pension of the family of the deceased/medically retired employee taken into consideration at Parameter 1 above.
- Family means all the dependent family members of the deceased govt. employee/ employee retired on medical ground.
- Figures to be verified from Govt. records (bank statements, ITR, Certificate from Revenue Authorities) as per documents and affidavit produced by the applicants and further report, including field verification, if considered necessary.

4. Left over service at the time of the death/medically retirement of the government employee.)

Maximum points: 10 out of 100

Left over service (in years)	Points
Above 18 years	10
Over 16 to 18 years	09
Over 14 to 16 years	08
Over 12 to 14 years	07
Over 10 to 12 years	06
Over 08 to 10 years	05
Over 06 to 08 years	04
Over 04 to 06 years	03
Over 02 to 04 years	02
Upto 02 years	01

Note: Information to be verified from the service record.

5. Unmarried Daughters / Judicially Separated / Widow Daughter(s) of the government employee.

Maximum points: 05 out of 100

Unmarried Daughters	Points
2 or more	5
1	3
0	0



**Note:**

- a) Unmarried daughter of 18 years and above in age shall be counted.
- b) Widow daughter(s) requiring re-marriage will also be counted.
- c) Figures to be verified from service records of the deceased government employee / to be proved through documents and affidavit produced by the applicants and further report, including field verification, if considered necessary.

**6. Minor Children (less than 18 years of age) at the time of death/retirement on medical grounds of the government employees.)**

Maximum points: 10 out of 100

Number of Minor Children	Points
3 and above	10
02	07
01	04
00	00

**Note:**

- a) Figures to be verified from service records of the deceased government employee / to be proved through documents and affidavit produced by the applicants and further report, including field verification, if considered necessary.

**7. Physically and mentally challenged children (without age limit).**

Maximum points: 05 out of 100

Number of Minor Children	Points
01 or more	05
None	00

**Note:**

- a) In case the disability certificate from Govt. Hospital has not been submitted by the deceased Govt. Servant then the same must be enclosed with the application for compassionate appointment. The disability as defined by DoPT for reservation of persons with disabilities from time to time for appointment in Central Government shall be ensured.
- b) Related Certificates to be obtained accordingly.
- c) Figures to be verified from service records of the deceased government employee / to be proved through documents and affidavit produced by the applicants and further report, including field verification, if considered necessary.





8. Number of dependents (excluding unmarried daughters, minor children, physical and mentally challenged children) (Parents and other category of dependents of the government employee deceased/retired on medical grounds)

Maximum points 10 out of 100

Number of dependents	Points
Above 5	10
4	08
3	06
2	05
1	03
00	00

Note:

- For the purpose of compassionate appointment, declaration given by the government employee in his/her service records before death/retirement on medical grounds, may be considered for dependents of that government employee.
  - Information to be verified from service records of the deceased government employee / to be proved through documents and affidavit produced by the applicants and further report, including field verification, if considered necessary.
9. Liabilities (Institutional Loans) of the deceased and his dependent family member as on date of death/retirement on medical grounds of the government employee:

(Maximum points: 05 out of 100)

Liabilities i.e. remaining principle amount of the loan (in Rs.)	Points
Loan above Rs. 4 lakh	5
Loan above Rs. 3 lakh and upto Rs. 4 lakhs	4
Loan above Rs. 2 lakh and upto Rs. 3 lakhs	3
Loan above Rs. 1 lakh and upto Rs. 2 lakhs	2
Loan upto 1 Lakhs	1

10. Immovable Property (Maximum 10 points out of 100)

- 10.1 Immovable Property - Residential House - (Irrespective of location)

(Maximum of 4 points out of 10)

Sl	Criteria	Weightage points
a)	Not owning any house (whether self occupied or rented out) in the name of deceased or applicant or any other dependant member of the family.	04
b)	Owning any house (whether self-occupied or rented out) in the name of deceased or any applicant	
	i) Upto built up area of 500 sq. ft.	03
	ii) Built up area above 500 sq. ft. and upto 1000 sq. ft.	02



or any other dependant member of the family	iii) Built up area above 1000 sq. ft.	01
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## 10.2 Immovable Property - Agricultural Land - (Irrespective of location)

(Maximum of 3 points out of 10)

Sl	Criteria	Weightage points
a)	Not owning any agricultural land in the name of deceased or applicant or any other dependant member of the family.	03
b)	Owning agricultural land in the name of deceased or any applicant or any other dependant member of the family.	<div>i) Area upto 1 acre 02</div> <div>ii) Area above 1 acre 01</div>

## 10.3 Immovable Property - Commercial property- (Irrespective of location)

(Maximum of 3 points out of 10)

Sl	Criteria	Weightage points
a)	Not owning any commercial property (whether self-occupied or rented out) in the name of deceased or applicant or any other dependant member of the family.	03
b)	Owning any commercial property (whether self-occupied or rented out) in the name of deceased or applicant or any other dependant member of the family.	<div>i) Area upto 100 sq. ft. 02</div> <div>ii) Area above 100 sq. ft. 01</div>

**Note :** All the information under Para 10 to be verified from service records, the documents / affidavit / certificate form Revenue / Municipal Authorities / concerned department etc. produced by the applicant.

## 11. Period of pendency of application for compassionate appointment:

(Maximum of 05 points out of 100)

Criteria	Points
Applications pending above 10 years	5
Application pending above 08 years and upto 10 years	4
Application pending above 06 year and upto 08 years	3
Application pending above 04 year and upto 06 years	2
Application pending above 02 year and upto 04 years	1
Application pending since two years	0



12. Person with disabilities and chronic disease cases

(Maximum of 05 points out of 100)

SN	Description	Points
1.	If the applicant is a Person with Disability	5
3.	If the dependent family member is suffering from AIDS, Cancer, Kidney failure, heart attack, Organ transplantation of liver/heart/kidney, Alzheimer.	3

**Note:** The disability as defined by DoPT for reservation for persons with Disabilities from time to time for appointment in Central Government will be ensured. Related certificates to be obtained accordingly.

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## ANNEXURE-II

Application No. .... / ..... / .....  
(to be filled by office)

### PART - A

(To be filled by the candidate)

#### **PROFORMA FOR SEEKING COMPASSIONATE APPOINTMENT BY DEPENDENTS OF GOVERNMENT SERVANTS DECEASED WHILE IN SERVICE/RETIRED ON MEDICAL GROUNDS**

- I
- a) Name of the Government Servant (deceased /retired on medical grounds)
  - b) Designation
  - c) Whether she/he was MTS (erstwhile Group 'D') or not? (Please write 'Yes' or 'No')
  - d) Date of birth (in DD/MM/YYYY format) (attach DoB certificate as per Checklist)
  - e) Date of death/retirement on medical grounds (DD/MM/YYYY format) (attach certificate as per Checklist)
  - f) Total length of service rendered ...Years... Months ...Days
  - g) Total length of service remaining ...Years... Months ...Days
- II
- a) Name of the candidate for appointment
  - b) His/ her relationship with the deceased Government Servant/employee retired on medical grounds
  - c) Date of birth (in DD/MM/YYYY format) (attach DoB certificate as per Checklist)
  - d) Highest educational qualification (attach certificate as per Checklist)
  - e) Whether any other dependent family member has been appointed on compassionate grounds? (Please write 'Yes' or 'No')
- III
- Particulars of total monetary assets left (in Indian Rupees)
- a) Death cum retirement gratuity
  - b) GPF balance/ Lump sum amount received under NPS (in Rs.)
  - c) CGE Insurance (amount in Rs.)
  - d) Encashment of leave(s) (amount in Rs.)
  - e) Total of any other lump sum amount received on death/retirement of the government employee
- Total [of III(a) to III(e)]**



- IV Family pension (Basic excluding DA and allowances) *(in Indian Rupees)*
- V Annual income during last Financial Year (including income from immovable assets, if any, but excluding Family Pension mentioned at point IV above). *(Last financial year means financial year preceding the financial year in which application is submitted)* (attach certificate as per Checklist)
- VI Family Details **Annexure - III**  
*(To be provided in Annexure-III)*
- VII Remaining principle of Loan taken by deceased government employee, if any, (Institutional Loans) & requiring repayment (attach certificate as per Checklist)
- VIII Whether deceased employee or his/her family own any Immovable Property [Like residential/commercial/ agricultural property or Flat] **Annexure - V**  
*(Please write 'Yes' or 'No')*
- IX Pendency of applications of compassionate appointment. ...Years... Months ...Days
- X Person with disabilities and chronic disease case. *(Please write 'Yes' or 'No')* (attach certificate as per Checklist)

XI. **Declaration/Undertaking:**

1. I hereby declare that the facts given by me as above are correct, to the best of my knowledge. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant mentioned **against Annexure-III** of this form 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: .....

Mob No. : .....

Email ID: .....



## **PART -B**

*(To be filled 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 qualification 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.	
	(g)	Whether the relevant Recruitment Rules provide for direct recruitment.	
	(h)	Whether the candidate fulfils the requirements of the Recruitment Rules for the post.	
	(i)	Apart from waiver of Employment Exchange/Staff Selection Commission 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 dies/retired on medical grounds more than 5 years back, why the case was not sponsored earlier.		
(IV)	Personal recommendation of Head of the Department in the Ministry / Department / Office (with his signature and office stamp).		



**PART - C**

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

**CALCULATION SHEET OF POINTS SCORED BY THE CANDIDATE**

Sl.	Criteria	Maximum Points	Points scored by the candidate
1	Family Pension	15	
2	Lump Sum Amount/Terminal Monetary Benefits	15	
3	Annual Income of the Family in the last Financial Year	05	
4	Left over service at the time of the death/medically retirement of the government employee	10	
5	Number of Unmarried Daughters	05	
6	Number of Minor Children	10	
7	Mentally challenged or PwD Dependents	05	
8	Number of dependents (other than Unmarried daughters, minor children and mentally challenged dependents)	10	
9	Liabilities (Institutional Loans or Loans from reputed banks)	05	
10	Immovable Property (Maximum 10 points out of hundred)	----	----
10.1	Immovable Property - Residential House	04	
10.2	Immovable Property - Agricultural Land	03	
10.3	Immovable Property - Commercial property	03	
11	Pendency of applications of compassionate appointment	05	
12.	Person with disabilities and chronic disease cases.	05	
	<b>TOTAL</b>	<b>100</b>	



**ANNEXURE-III**  
**PARTICULARS OF ALL DEPENDENT FAMILY MEMBERS OF THE**  
**GOVERNMENT SERVANT**  
**(Affidavit on stamp paper)**

I, ..... son/daughter/widow/widower of Shri/Smt. .... (deceased Govt. Servant), Resident of ..... have submitted an application for grant of appointment on compassionate grounds to a dependent family member of Govt, servant (dying in harness) or who retired on medical grounds, vide my application dated.....

I hereby solemnly affirm and declare as follows:

1. That, I am one of the dependent family members of the deceased Govt. Servant Shri/Smt. .... and other adult dependent family members, whose details are given below have given consent that I may be considered for grant of appointment under compassionate category.
2. That, the details of all the dependent family members of the deceased Govt. Servant Shri/Smt..... are as follows (including the applicant):

(Note: In case a married dependent daughter is such applicant, details of marital family i.e. husband/children along with present address/occupation should also be provided).

Sl	Name & address of the dependent family member	Relationship with deceased	Sex	Date of birth/age	Marital Status	Whether employed, if yes, details, whether in Govt./Semi Govt./Pvt./Regular/Temporary/Daily Wages	Monthly income/earning from all sources Including employment, business, rental income, Income from property etc.
1							
2							
3							
4							
5							
6							
7							
Total monthly income of the family (including applicant)							



3. I also hereby declare that out of the dependent family members stated in Para 2 above, following are unmarried daughters of the deceased Govt. Servant Shri/Smt.....

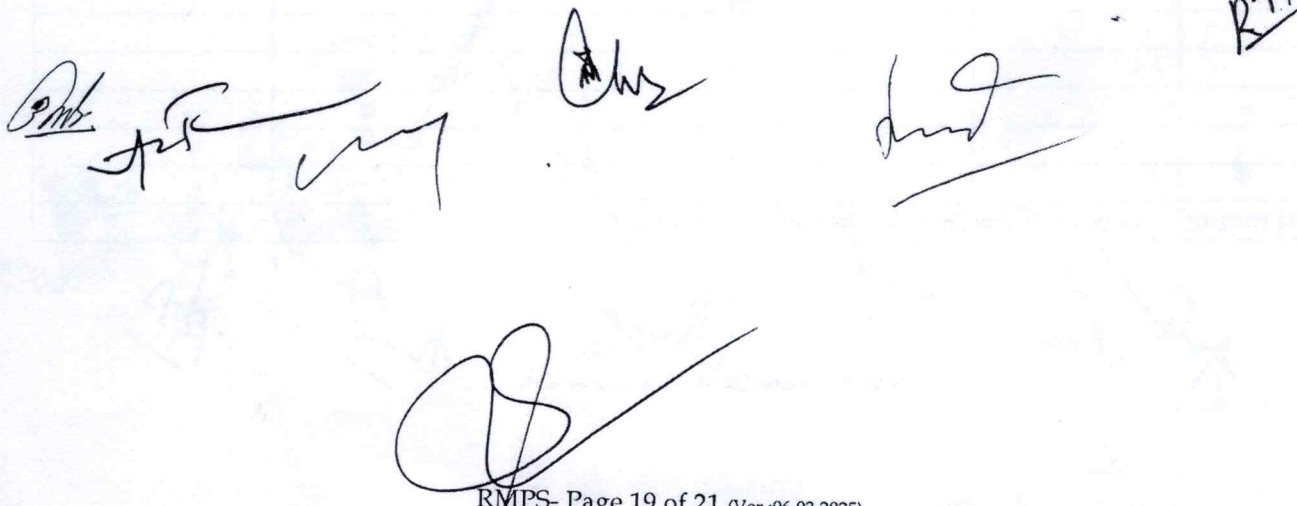
Sl. No.	Name	Date of birth/age	Educational Qualification	Occupation
1				
2				
3				
4				
5				
6				
7				
8				

Verification: Verified at.....(place), this.....  
Day.....that the contents of the Affidavit are true and correct to the best  
of my knowledge and belief and nothing has been concealed therein.

Date:

(Applicant)

(Name & Signature of the Candidate)





## ANNEXURE - IV

### **CERTIFICATE TO BE GIVEN BY THE OFFICE FORWARDING APPLICATION FOR CONSIDERATION OF APPLICATION FOR COMPASSIONATE APPOINTMENT BY SCREENING COMMITTEE**


It is hereby certified that \_\_\_\_\_(name of the applicant) is \_\_\_\_\_(relation) of \_\_\_\_\_(name and designation of the deceased/medically retired government employee) whose family has been paid following terminal monetary benefits/to be paid following terminal monetary benefits tentatively:

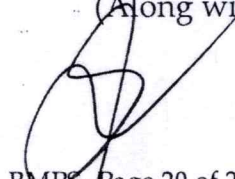
Sl	TERMINAL MONETARY BENEFITS/ TENTATIVELY TO BE PAID	AMOUNT PAID (In Rupee)
i.	DCR	
ii.	Gratuity	
iii.	GPF/ Amount paid under NPS	
iv.	LIC/PLI	
v.	CGEGIS	
vi.	Leave Encashment	
vii.	Any other amount paid	
	<b>TOTAL</b>	
viii.	Family Pension (Basic excluding DA and allowances) (as on date of submission of application)	
ix.	Left over service of the government employee deceased/ retired on medical grounds on the date of his/her death or retirement on medical ground	____ Years ____ Months ____ Days
x.	Number of dependents	
xi.	Number of Minors	

Further, the information furnished by the applicant has been verified from the office records and found to be correct. **Field Verification Report** conducted on \_\_\_\_\_(date) in this regard is **enclosed**. During the Field Verification, information related to dependents including mentally challenged/PwD dependent(s) was verified and found to be true.

Signature of the Head of the Office

(Along with his/her name and office Stamp/Seal)













## ANNEXURE-V

### Details of Immovable property

The details of Immovable property, either in the name of deceased Govt. Servant Shri / Smt .... or myself or any other dependent family member of the deceased are as follows :

1. Details of the residential property :

Location and details	Plot area (in sq. fst.)	Built up area (in sq. ft.)	Whether used for self occupation or rented out	If rented out, the monthly rental income

2. Agricultural Land :

Location and details	Area (in Acre)	Monthly Income if any, from Agricultural Land

3. Commercial Land

Location and details	Area (in sq. ft.)	Monthly Income if any, from Commercial Property

Total Monthly income from immovable property: Rs. \_\_\_\_\_

(Total of residential, agricultural and commercial).

Verification: Verified at..... (place), this.....  
Day.....that the information provided by me is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date:

(Applicant)

(Name & Signature of the Candidate)