

F.No. A-12012/2/2021-Admn-I
Government of India
Ministry of Information and Broadcasting

6th Floor, 'A'-Wing,
Shastri Bhawan,
New Delhi-110001
Dated: 28.02.2022

OFFICE MEMORANDUM

Subject: Scheme for compassionate appointment – relative merit point based system and revised procedure for selection under compassionate scheme in the Ministry of Information and Broadcasting - regarding.

In pursuance of Department of Personnel & Training's OM No. 43019/9/2019-Estt.(D) dated 23.08.2021 on the subject replacing para 13 of DoPT's OM No. 14014/2/2012-Estt.(D) dated 16.1.2013 on the consolidated instructions on compassionate appointment, a system of allocation of merit points for various attributes/parameters has been devised as per **Annexure - I** to bring in more objectivity and transparency as well as streamline the process in dealing with requests/applications seeking compassionate appointment.

2. 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 the family of the Government servant concerned from financial destitution and to help it get over the emergency. Accordingly, after deliberations upon various attributes/parameters of the applicants for compassionate appointment, a Relative Merit Point system assigning maximum 100 points based on various parameters/attributes for assigning weightage has been devised in the Ministry (**Annexure - I**).

3. Applications received in the Ministry seeking appointment on compassionate ground will be assessed on the basis of total points received by each applicant against parameters/attributes as fixed in Annexure-'I' and name of the applicants will be recommended based on the points received by respective applicant.

4. This Relative Merit Point system will come into effect from cases/applications received after 31.07.2019. All cases closed/considered before this date will not be reopened. However, candidates willing to apply again can do so by submitting his/her application afresh in new format.

5. An application once considered in the Ministry for making compassionate appointment/disposed of will not be considered again in future automatically for making compassionate appointment. However, candidates willing to take part in future process are free to apply again afresh for consideration of his/her application for compassionate appointment in the next round.

6. This issues with the approval of Competent Authority.

Encl.: As Above

(Prasoon Kumar Jha)

Under Secretary to the Government of India

Ph.: 23384990

Copy to:

i. CEO Prasar Bharati –	This OM may also be circulated to IIS, CSS, CSSS and CSCS cadre employees working in Prasar Bharati. Further, In accordance with DoPT's OM No. 43019/9/2019-Estt.(D) dated 23.08.2021 (copy enclosed) Prasar Bharati may also devise their own Relative Merit Point system on the above pattern if taking up applications on compassionate grounds.
ii. DG: DD/ DG: AIR	

- iii. All Media Units of the Ministry (except NFDC/BECIL/PCI) (These media units may also place this OM on their websites for wider circulation)
- iv. Admin II/IV, IIS Section in MS
- v. RTI Section for uploading on RTI Portal
- vi. **Hindi Section:** For translation of above OM into Hindi

Copy (for information) to:

- i. O/o to HMIB/HMSIB
- ii. O/o to Secretary(I&B)/AS&FA/AS/Sr. EA
- iii. All Wing Heads
- iv. DS(Admin)
- v. DoPT (Establishment Division) [Kind attention: Sh. Pradeep Kumar, Under Secretary], North Block, New Delhi

Copy (for information) to:

All officials working in the Main Sectt. (through e-office)
A copy of the above OM to be placed on the website of the M/o I&B.

ANNEXURE-I

1. **Family Pension** (Basic excluding DA & allowances) (in Rupees)

Maximum points: 20

Monthly Pension	Points
Upto 9,000	20
9,001-12,000	18
12,001-15,000	16
15,001-18,000	14
18,001-21,000	12
21,001-24,000	10
24,001-27,000	08
27,001-30,000	06
30,001-33,000	04
33,001-36,000	02
Above 36,000	00

Note: Family Pension of the deceased govt. employee as on date of submission of application (figures as verified from office/govt. records).

2. **Lump Sum Amount/Terminal Monetary Benefits** (DCR Gratuity, GPF/Amount paid under NPS etc., CGEIGS, Leave Encashment etc.) **paid to the family of the deceased government employee/employee retired on medical grounds**

Maximum points: 15

Terminal benefits (in Rupees)	Points
Upto 4,00,000	15
4,00,001 - 6,00,000	14
6,00,001 - 8,00,000	13
8,00,001 - 10,00,000	12
10,00,001 - 12,00,000	11
12,00,001 - 14,00,000	10
14,00,001 - 16,00,000	09
16,00,001 - 18,00,000	08
18,00,001 - 20,00,000	07
20,00,001 - 22,00,000	06
22,00,001 - 24,00,000	05
24,00,001 - 26,00,000	04
26,00,001 - 28,00,000	03
28,00,001 - 30,00,000	02
30,00,001 - 32,00,000	01
Above 32,00,000	00

Note: Terminal/Monetary Benefits paid to/tentatively to be paid to the family of government employee after his/her death. (figures as verified from office/govt. record)

3. Annual Income (Income from all other sources except family pension of the family of the deceased/medically retired employee taken into consideration at Parameter 1 above) **of the Family** (i.e. all the dependent family members of the deceased govt. employee/ employee retired on medical ground) **in the last Financial Year**

Maximum points: 05

Annual Income	Points
Upto 1,00,000	5
1,00,001 – 2,00,000	4
2,00,001 – 3,00,000	3
3,00,001 – 4,00,000	2
4,00,001 – 5,00,000	1
Above 5,00,000	0

Note: Last financial year means financial year preceding the financial year in which application is submitted by the applicant.

4. Number of dependents of the government employee deceased/retired on medical grounds

Maximum points 15

Number of dependents	Points
1	0
2	3
3	6
4	9
5	12
Above 5	15

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 by the concerned offices in which the employee was working (like from office records/valid proof(s) submitted by the family of the deceased employee/field verification etc.)]

5. Number of Minor Children (less than 18 years of age) at the time of death/retirement on medical grounds of the government employee

Maximum points: 10

Number of Minor Children	Points
None	0
1	5
2 or more	10

Note: Information to be verified from the service record of the deceased government employee/to be proved by submitting valid proof(s) by the family of the deceased government employee and subsequent field verification.

6. Number of Unmarried Daughters of the government employee (on the date of his/her death or retirement on medical grounds and not included in parameter 5 above) **who have attained age of marriage as per extant Government Rules/Notification but not married**

Maximum points: 05

Unmarried Daughters	Points
0	0
1	3
2 or more	5

Note: Information to be verified from the service record of the deceased government employee/to be proved by submitting valid proof(s) by the family of the deceased government employee and field verification.

7. Mentally challenged or PwD Dependents who are not employable/unable to be employed due to disability

Maximum points: 05

Mentally challenged/PwD Dependent	Points
None	0
1 or more	5

Note: Disability Certificate issued by competent authority in this regard to be produced by the applicant and field verification by the office.

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

Maximum points: 10

Left over service (in years)	Points
Upto 2 years	01
Over 2 to 4 years	02
Over 4 to 6 years	03
Over 6 to 8 years	04
Over 8 to 10 years	05
Over 10 to 12 years	06
Over 12 to 14 years	07
Over 14 to 16 years	08
Over 16 to 18 years	09
Above 18 years	10

Note: Information to be verified from the office where the employee was working before his/her death/retirement on medical grounds.

9. Liabilities (Institutional Loans or Loans from reputed banks) of the deceased and his dependent family member as on date of death/retirement on medical grounds of the government employee:

Maximum points: 05

Liabilities i.e. remaining principle amount of the loan (in Rs.)	Points
Upto 50,000/-	2
50,001 - 1,00,000/-	3
Above 1,00,000	5

10. Immovable property in the name of the deceased/medically retired government employee or any of his/her dependent family member(s) at the time of death/retirement on medical grounds of government employee

Maximum points: 05

Owning Residential/ Agricultural/Commercial property or Plot or Flat etc.	Merit Points
Yes	0
No	5

Note: Information to be verified from the office where the employee was working before his/her death/retirement on medical grounds from office records/IPR/Field Verification etc.

11. Unforeseen mitigating factor: There may be cases/situation while considering applications for recommending names for compassionate appointment, in which committee may be of the opinion that due to any unforeseen mitigating factor a family needs to be given priority/urgency in providing appointment. Therefore, in such cases committee may award 05 extra Merit Points to the applicant(s) as deemed appropriate in the opinion of the committee.

Maximum points: 05

Unforeseen mitigating factor	Merit Points
To be decided by the Committee	5

DOCUMENTS TO BE SUBMITTED BY THE APPLICANT ALONG WITH APPLICATION/CHECKLIST:

- i. **Application (Annexure-II)** for compassionate appointment
- ii. Self-attested copy of **any one of the valid documents for age proof** (like PAN Card, Aadhar Card (*showing full date of birth*), Matriculation Certificate, PPO letter, any other valid government document etc.)
- iii. Self-attested copy of **Income Certificate/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/reputed bank** 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. **Certificate** (*in the prescribed format*) [**Annexure – IV**] from office forwarding application for compassionate appointment.

**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 He/She was MTS (erstwhile Group 'D') or not? **(Please write 'Yes' or 'No')**
- d) Date of birth **(in DD/MM/YYYY format)**
- e) Date of Death/retirement on medical grounds **(DD/MM/YYYY format)**
- f) Total length of Service rendered **Years..... Months..... Days**
- g) Total length of Service remaining **Years..... Months..... Days**
- h) Whether permanent or temporary
- II. a) Name of the Candidate for appointment
- b) His/ Her relationship with the deceased Government Servant
- c) Date of birth **(in DD/MM/YYYY format)**
- d) Highest Educational Qualification
- 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
- c) CGE Insurance amount
- d) Encashment of leave(s)
- 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 moveable
and 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)*
- VI. Family Details: *(To be provided in Annexure-III)* **Annexure - III**
- VII. Remaining principle of Loan taken by deceased government employee, if
any, from reputed banks/government institutions & requiring repayment
- VIII. Whether deceased employee or his/her family own any Immovable
Property [like residential/commercial/agricultural property or Flat or plot
etc.] **(Please write 'Yes' or 'No')**

IX. Declaration/Undertaking:

- 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.
- I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/Member of the Armed Forces mentioned **against Annexure-III (indicated at point VI Above)** 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 :

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:

S. No.	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	:
	TOTAL	:
viii.	Family Pension (excluding DA) <i>(as on date of submission of application)</i>	:
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** herewith. 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)

GENERAL GUIDELINES/INSTRUCTION FOR APPLICANTS FOR FILLING APPLICATION FORM FOR COMPASSIONATE APPOINTMENT APPLICATIONS

1. Applicants must go through these instructions/guidelines before applying for appointment on compassionate grounds.
2. Applicants must ensure that the information/data provided by them is correct in all respect and must be authenticated/supported by providing documentary proof thereof.
3. All the fields must be filled in the application form and none should be left blank. If any of the field is left blank. If incomplete/ambiguous information is provided or data is illegible then **zero ("0") merit points** will be awarded against the respective parameter/ said part of the parameter. If no information is available with the application, '**NIL**' or a dash must be mentioned/marked against the respective filed.
4. Applicant must provide **working mobile number**/landline number for contacting the applicant, in case of any requirement. Further, a **working email id** (legible) must also be provided for correspondence.
5. Applicant must submit **self-attested documents** i.e. all the supporting documents submitted by the applicant should be signed/attested by the applicants himself/herself.

GENERAL GUIDELINES/INSTRUCTION FOR OFFICES FOR FORWARDING APPLICATIONS FOR COMPASSIONATE APPOINTMENT

Office forwarding application(s) for compassionate appointment

1. must ensure that the complete information has been provided by the applicant(s) and none of the field has been left blank or data is illegible; and append stamp/seal of the office on the form of the applicant.
2. must verify/authenticate the information provided by the applicant(s) before forwarding the application for consideration on compassionate grounds.
3. should undertake Field Verification Report timely (i.e. may be within one month from the receipt of the application) and other formalities at the earliest and must ensure that a report in this regard is attached along with respective application(s).
4. must ensure, before sending the application(s) for consideration, that certificate in the prescribed format has been given and attached with the respective application(s).
5. must send papers in the order:
 - i. Index of application on top of applications but below the forwarding letter.
 - ii. applications [arranged in the order (a) application (annexure – I) (b) annexure – II (c) annexure – III (d) annexure – IV (e) annexure – IV (f) other supporting documents submitted by the applicant, if any]
 - iii. Signed copy (along with office stamp/seal) of vacancy position i.e. annexure – V