



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA

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File No. 2-2/2024-Estt./ 2082

Date :- 24.01.2024


OFFICE MEMORANUM

Subject:- Disclosure of information as per judgement of the Hon'ble Central Administrative Tribunal, Kolkata Bench arising out of the OA No. 350/0016 of 2019, dated 17.11.2023 filed by Shri Sudhakar Dey son of late Swadhin Kumar Dey who died in service at MARC, ZSI, Digha- reg.

I am directed to refer to the above subject matter and to enclose herewith the (i) Standard Internal Rules for assessing the merit of applicants for considering the appointment on compassionate ground and (ii) the minutes of the meeting of Compassionate Appointment Committee held on 28.01.2016; with a request to upload the same in the official website of the ZSI for reference.

Enclosures:

As stated above.


(GURUPADA MANDAL)
SCIENTIST 'E'
&
HEAD OF OFFICE

To,

The O/C, Website, ZSI, Kolkata for necessary action.

MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA

The Committee, constituted, vide Office Order No. 87/2015, dated 22nd April, 2015, for considering the applications of requests for appointments on compassionate grounds, was re-organized and reconstituted vide the Office Order No. 16/ 2016, dated 20th January, 2016 with the following composition of officers.

Sl. No.	Name of the Officers	Designation	Status in the committee
1	Shri K C Gopi	Scientist-F	Chairman
2	Shri Akmal Hussain	Scientist-D	Member
3	Dr. L Kosygin Singh	Scientist-D	Member
4	Dr. Basudev Tripathy	Scientist-D	Member
5	Shri S. Das Roy	Deputy Director (P&A), GSI, Kolkata	External Member

The newly-constituted committee convened its meeting on 28th January 2016 in the meeting room at ZSI HQ Office from 11 am onwards. The committee after a careful study of the consolidated Instructions on compassionate appointment, vide DoPT Order vide O M No. 14014/02/2012-Estt. (D), dated 16th January, 2013, checked/verified the concerned file(s) and the applications/requests received for appointments on compassionate grounds. The Committee discussed various aspects/issues to be observed/verified, with respect to the following terms of references.

- Integrity, vigilance, character of the applicant.
- Relationship with the deceased or retired (on Medical Ground) government servant- veracity thereof.
- Dependency of family members of the deceased or retired (on Medical Ground) government servant on the basis of acute destitution and need of financial assistant.
- Exemption of upper age relaxation, qualification etc.
- Examination of vacancy meant for filling up at the level Group-C and erstwhile Group-D posts under 5% DR quota in the said scheme.
- Suitability of the candidates as per RR in which the candidate will be considered for appointment.
- Examination of belated issue.

The coverage/applicability of compassionate appointment is applicable to the dependent family member(s) of employee(s) of Zoological Survey of India (ZSI) died in harness while in service or retired on medical ground (subject to conditions mentioned under rules of this scheme) while in service (hereinafter referred as **Govt. Servant**), leaving his/her family in penury (destitution) condition and without any means of livelihood. (Notes: 1. Government Servant for the purpose of this scheme means Govt. Servant appointed on regular basis and not one working on daily wage or casual or adhoc or contract or re-employment basis; 2. "Service" includes not re-employment).

The role of the Committee was to consider the applications of eligible dependent(s) of deceased/ retired on medical ground for grant of compassionate appointment in Zoological Survey of



India. Accordingly, the application(s) for Compassionate Appointment were to be processed by the Committee.

For the factual assessment of the assets, liabilities, acute destitution and financial condition of the deceased Govt. Servant and his/her dependent(s), the Compassionate Appointment Committee (CAC) has considered certain standard guidelines and norms for considering the application of the eligible dependent(s) of the deceased /retired on medical ground for grant of compassionate appointment in ZSI as per the draft-guidelines prepared and adapted by the CAC on 18-09-2015 (vide the draft-guidelines prepared for awarding the Relative Merit Points, enclosed as Annexure-1) and duly approved by Head of the department on 12-10-2015, in the identical pattern of standard internal Rules and Regulations for grant of compassionate appointment as followed in other government departments, like Geological Survey of India, Ministry of Mines, Govt. of India. Each applicant shall be awarded Relative Merit Points by the CAC out of maximum 100 points, under each occasion of consideration based on following criteria of merit assessment. CAC shall arrange the merit of applicants based on the total score of Relative Merit points awarded CAC to each applicant.

The Committee on verification and study of the concerned file noted that the department (ZSI) received 31 applications as on 28th Jan. 2016. The vacancy position, for calculating 5% of vacancies, in Group 'C' and MTS (erstwhile Group 'D') posts under Direct Recruitment in each recruitment year for the period from 2006 to 2014 (tabulated as per the Establishment Roster) are as follows:-

Present Designation	Grade Pay	Year of Vacancy								
		2006	2007	2008	2009	2010	2011	2012	2013	2014
Jr. Zoological Assistant	2800	1	1	1	3	4	1	2	2	1
Copy Holder	2400	0	0	0	0	0	0	0	0	1
Photo. Grade-III	2400	0	0	0	0	0	1	1	1	0
Steno. Grade-III	2400	0	0	0	0	1	1	2	0	1
Laboratory Assistant	2000	3	1	0	1	5	1	0	0	1
Compositor	1900	0	0	0	1	0	1	0	1	0
Driver (for Boat)	1900	0	0	0	0	1	0	0	0	0
LDC	1900	2	0	1	3	10	6	9	2	8
Machineman	1900	0	0	0	0	1	0	0	0	0
Motor Driver (Ordy Grade)	1900	1	0	0	0	0	0	1	0	3
Canteen Attendant	1800	0	0	0	1	0	0	0	1	0
Erstwhile Gr-D (OA MTS)	1800	8	3	1	2	4	2	3	0	1

Field Attdnt (MTS)	1800	1	2	2	0	3	1	0	2	0
TOTAL VACANCY		16	7	5	11	29	14	18	9	16
Appointment can be made		nil	1	nil	1	1	1	1	nil	1

From the above chart of vacancies, the committee observed that there were only less than 20 DR vacancies in a recruitment year (except for the year 2010), and therefore any vacancy meant for appointment on compassionate grounds within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts was not available in a recruitment year (except in 2010). The committee, therefore, considered to apply the liberalized method of calculation of vacancies by grouping of the DR vacancies in Group 'C' and MTS (erstwhile Group 'D') posts arising in each year for 3 or more preceding years and calculating 5% of vacancies for compassionate appointment(s) from the 2006 to 2014, as applicable for small offices/cadres, stated under the Scheme for Compassionate Appointment, **Para 7, clauses (f) & (g) of O.M. No. 14014/02/2012-Estt.(D) dated 16.01.2013**. The Committee accordingly added up the total of DR vacancies in Group 'C' and MTS posts, arisen from 2006 (the year, as per records, up to which the last compassionate appointment was made in ZSI) to 2014.

The first Committee (constituted, vide Office Order No. 87/2015, dated 22nd April, 2015) while screening the applications had observed that in most of the cases of the request applications, considerable time had elapsed after the submission of applications, and also, in many cases, the applications were not submitted in proper/prescribed proforma. The committee therefore had viewed that it was imperative to verify the service book(s) of the deceased or retired (on medical ground) Government Servant(s), and, on the basis of the verified facts, fresh applications in the prescribed proforma from the applicants should be collected.

The Committee also viewed that the applicants to be considered for appointment under the scheme should invariably give a declaration/ undertaking in writing, along with the proforma application, as one of the conditions, for ensuring the genuineness/correctness of the facts given by the applicant(s). The CAC further remarked that the applicants should be categorically informed that if any of the declared fact(s) was/ is found false/incorrect in future, including the neglect of the dependent family members in their proper maintenance/well-being, the appointment of the person shall be terminated.

All the applications (31 nos., including the latest ones received in November, 2015) in the prescribed proforma from the applicants were submitted to the CAC for its screening for considering their applicability/ eligibility for appointments on compassionate grounds.

The Committee made the screening of all 31 applications of requests and determined the merits of the applications for grant of compassionate appointment. The committee assessed the Relative Merit points, out of maximum 100 points, under each occasion of consideration, based on following a set/ criteria of parameter(s) for merit assessment. The CAC then arranged the merits of applicants based on the total score of the Relative Merit Points awarded by the committee to each applicant. The committee viewed that the total merit points scored by an applicant (awarded by CAC) under different occasions of consideration, might remain same or change according to his/her prevailing economic condition and, or, status of each parameter(s) considered for merit assessment under each occasion of consideration.

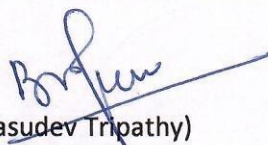
Based on the total score of the Relative Merit Points scored by each applicant (awarded by CAC), the merit-based eligibility of the applicant for appointment on compassionate grounds was assessed. The list of the eligible candidates (applicants), based on the maximum or highest total merit points, out

of hundred points, was prepared from the matrix-chart of the relative Merit points scored by the applicants. The Matrix-chart along with the list of eligible candidates are attached herewith this minute. The committee recommends the names of six candidates, vide serial numbers 4, 26, 17, 27, 2 and 16 as per the Matrix-chart annexed, for considering the appointment on compassionate ground.

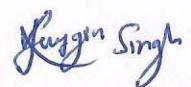


(Shri Kallol Dutta)
Jr AO & ex-officio
Member

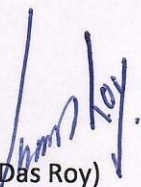
(Shri Akmal Husain)
Scientist-D & Member



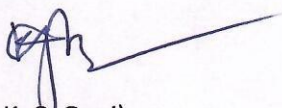
(Dr. Basudev Tripathy)
Scientist-D & Member



(Dr. L. Kosygin Singh)
Scientist-D & Member



(Shri S. Das Roy)
Dy. Director (P & A)
GSI, Kolkata



(Shri K. C. Gopi)
Scientist-F & Chairman

LIST OF CANDIDATES AND THEIR MERIT POINTS AWARDED IN CONNETIN WITH CAC MEETING HELD ON 28.01.2016

Sl. No.	Name and Designation of the deceased/ retire on Medical Ground Government Servant	Name of the applicant and relationship with the deceased/ retire on Medical Ground Government Servant	Relative Point awarded for											Total Points awarded	Remarks
			Para 5.2 (a) Grade of Govt. Servant (Office Records)	Para 5.2 (b) Relationship of the applicant to Govt. Servant (Service Record/ Certificate)	Para 5.2 (c) (i) Family Pension (Office Records)	Para 5.2 (c) (ii) Terminal Benefits (Office Records)	Para 5.2 (c) (iii) Monthly Income (Cert. from State Authority for NIL)	Para 5.2 (c) (iv) Movable Property (Self Decl. By Applicant)	Para 5.2 (c) (v) Immovable Property (Cert. from State Authority)	Para 5.2 (d) No. of dependents (Office Record/ Self decl.)	Para 5.2 (e) No. of unmarried daughter / minor children (Office Records/ or certificates)	Para 5.2 (f) Left over service of deceased employees (Service Records)	Para 5.2 (g) (iv) Educational Qualifications of the applicant (Original Certificate)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14		
1	Smt. Parul Biswas, Field Assistant (MTS)	Smt. Sandhya Mondal, Daughter					--								
	Points Awarded		10	0	15	10	0	0	0	0	0	4	3	42	
2	Late Krishna Ch Panda, UDC	Smt. Syamala Panda (Wife)													
	Points Awarded		6	10	12	8	0	3	8	6	3	8	0	64	FIFTH
3	Late Kalipada Bhattacharya, Field Assistant	Smt. Indira Bhattacharjee, Wife													
	Points Awarded		10	10	15	8	0	4	0	2	0	4	0	53	
4	Late Jogendra Mehtar, Office Attendant (MTS)	Smt. Sunita Devi, Wife								1+8					
	Points Awarded		10	10	15	10	0	5	0	10	10	10	0	80	FIRST
5	Late K. Anjaiah, Office Attendant (MTS)	Shri K. Mallesh, Son													
	Points Awarded		10	7	15	9	4	5	0	6	0	4	0	60	
6	Late N.C. Manna, Field Assistant	Shri Krishna Manna, Son												62	
	Points Awarded		10	7	14	9	0	5	6	4	0	4	3		
7	Late Bijoy Sankar Gopal Roy, Jr. Zoological Assistant	Shri Abinash Roy, Son													
	Points Awarded		4	7	10	7	0	5	0	4	0	2	3	42	
8	Late Ranjit Kr. Biswas, Sr. Zoological Assistant	Shri Debashis Biswas, Son													
	Points Awarded		4	7	8	8	0	0	0	4	0	2	3	36	
9	Late J K Majumder, Sr. Zoological Assistant	Smt. Rnka Majumder, Daughter													
	Points Awarded		4	8	12	1	0	0	0	4	3	2	2	36	
10	Late Swadhin Kr Dey, Field Attendant (MTS)	Shri Sudhakar Dey, Son												56	
	Points Awarded		10	7	8	9	2	5	4	6	0	2	3		
11	Late Amar Nath, Field Attendant (MTS)	Shri Anil Kumar Chadda, Son													
	Points Awarded		10	7	15	9	0	5	0	2	0	4	4	56	
12	Late Bapi Bangari, Office Attendant (MTS)	Sri Ajay Bangari Son													
	Points Awarded		10	7	14	9	0	5	0	4	0	8	0	57	

LIST OF CANDIDATES AND THEIR MERIT POINTS AWARDED IN CONNETIN WITH CAC MEETING HELD ON 28.01.2016

Sl. No.	Name and Designation of the deceased/ retire on Medical Ground Government Servant	Name of the applicant and relationship with the deceased/ retire on Medical Ground Government Servant	Relative Point awarded for											Total Points awarded	Remarks
			Para 5.2 (a) Grade of Govt. Servant (Office Records)	Para 5.2 (b) Relationship of the applicant to Govt. Servant (Service Record/ Certificate)	Para 5.2 (c) (i) Family Pension (Office Records)	Para 5.2 (c) (ii) Terminal Benefits (Office Records)	Para 5.2 (c) (iii) Monthly Income (Cert. from State Authority for NIL)	Para 5.2 (c) (iv) Movable Property (Self Decl. By Applicant)	Para 5.2 (c) (v) Immovable Property (Cert. from State Authority)	Para 5.2 (d) No. of dependents (Office Record/ Self decl.)	Para 5.2 (e) No. unmarried daughter / minor children (Office Records/ or certificates)	Para 5.2 (f) Left over service of deceased employees (Service Records)	Para 5.2 (g) (vi) Education al Qualificati ons of the applicant (Original Certificate)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14		
13	Late Durjodhan Nayak, Office Attendant (MTS)	Smt. Sabitri Devi, Wife													
	Points Awarded		10	10	12	9	0	5	0	8	0	6	0	60	
14	Late Ratnakar Nayak, Office Attendant (MTS)	Shri Sashi Kanta Nayak, Son													
	Points Awarded		10	7	14	9	0	5	0	4	0	8	5	62	
15	Late Subrata Biswas, Artist Gr.-I	Sri Sombuddha Biswas, Son													
	Points Awarded		4	7	7	1	0	1	0	4	0	4	4	32	
16	Late Prakash Chakraborty, Field Attendant (MTS)	Miss. Indrani Chakraborty, Daughter													SIXTH
	Points Awarded		10	8	14	8	0	5	0	4	3	8	3	63	
17	Late N P Pillai, Field Attendant (MTS)	Shri P P Sakthi, Son												70	THIRD
	Points Awarded		10	7	14	9	1	5	8	6	3	4	3		
18	Late Arijit Mukherjee, LDC	Shri Madhavi Mukherjee, Wife													
	Points Awarded		6	10	12	8	2	5	0	4	3	8	2	60	
19	Late Umesh Kumar, Field Attendant (MTS)	Smt. Kunti Devi, Wife													
	Points Awarded		10	10	14	10	0	5	0	6	0	6	0	61	
20	Late A Ashok Kumar, Field Attendant (MTS)	Miss. A S Lakshmi, Daughter													
	Points Awarded		8	8	10	6	0	5	0	2	0	4	2	45	
21	Late Himadri Majumdar, Office Supdt.	Shri Swarnava Majumdar, Son													
	Points Awarded		4	7	8	4	4	0	5	0	4	4	4	44	
22	Late Tapan Kumar Dey, Field Assistant	Shri Raja Dey, Son													
	Points Awarded		10	7	12	7	0	5	0	4	0	4	0	50	
23	Late N Krishnamurthy, Field Collector	Smt. K Banumati, Wife													
	Points Awarded		10	10	12	8	0	5	0	4	0	4	0	53	
24	Late Samir Mitra, Sr. Zoological Assistant	Smt. Kavita Mitra, Wife												Not considered	Applicant expired
	Points Awarded													---	

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LIST OF CANDIDATES AND THEIR MERIT POINTS AWARDED IN CONNETIN WITH CAC MEETING HELD ON 28.01.2016

Sl. No.	Name and Designation of the deceased/ retire on Medical Ground Government Servant	Name of the applicant and relationship with the deceased/ retire on Medical Ground Government Servant	Relative Point awarded for											Total Points awarded	Remarks
			Para 5.2 (a) Grade of Govt. Servant (Office Records)	Para 5.2 (b) Relationship of the applicant to Govt. Servant (Service Record/ Certificate)	Para 5.2 (c) (i) Family Pension (Office Records)	Para 5.2 (c) (ii) Terminal Benefits (Office Records)	Para 5.2 (c) (iii) Monthly Income (Cert. from State Authority for NIL)	Para 5.2 (c) (iv) Movable Property (Self Decl. By Applicant)	Para 5.2 (c) (v) Immovable Property (Cert. from State Authority)	Para 5.2 (d) No. of dependents (Office Record/ Self decl.)	Para 5.2 (e) No. unmarried daughter / minor children (Office Records/ or certificates)	Para 5.2 (f) Left over service of deceased employees (Service Records)	Para 5.2 (g) (vi) Educational Qualifications of the applicant (Original Certificate)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14		
25	Late Shyamal Bhattejee, UDC	Smt. Bhattejee, Bhawati Wife												Not considered	Applicant not responded to office letter
	Points Awarded														
26	Late Daniel Lawrence, Field Attendant (MTS)	Smt. Rajna Lawrence, Wife													SECOND
	Points Awarded		10	10	14	10	0	5	0	8	6	10	4	77	
27	Late D. Arockia Eliyas, Office Attendant (MTS)	Smt. A Mary Latha, Wife													FOURTH
	Points Awarded		10	10	14	8	0	5	0	6	6	8	0	67	
28	Late P Bairaj, Office Attendant (MTS)	Shri P Devendar Kumar, Son													No edn. Cer.
	Points Awarded		10	7	15	7	0	5	0	6	0	4	0	54	
29	Late Pappu Singh, Office Attendant (MTS)	Shri Prabhat Singh, Son												Not considered	Incomplete application
	Points Awarded														
30	Late J L Patil, Field Collector	Shri R P Patil, Son													
	Points Awarded		8	7	10	3	0	5	0	6	0	2	0	41	
31	Late Bir Singh, Motor Driver Grade-II	Shri Ravinder Singh, Son													
	Points Awarded		4	7	10	7	0	2	0	10	6	4	5	55	

(Signature)
 (S. Das Roy)
 Dy. Director (P&A)
 G.S.9.

(Signature)
 (Shri K. C. Gopi)
 Scientist-F & Chairman

ANNEXURE-I

STANDARD INTERNAL RULES FOR CONSIDERING THE APPLICATION OF ELIGIBLE DEPENDENT(S) OF DECEASED/RETIRED ON MEDICAL GROUND FOR GRANT OF COMPASSIONATE APPOINTMENT IN ZOOLOGICAL SURVEY OF INDIA (ZSI).

1.0 COVERAGE/APPLICABILITY OF COMPASSIONATE APPOINTMENT SCHEME

1.1 The Scheme of Compassionate Appointment (**hereinafter referred as Scheme**) is applicable to the dependent family member(s) of employee(s) of **Zoological Survey of India (hereinafter referred as ZSI)** died in harness while in service or retired on medical ground [subject to the conditions mentioned under rule 6 & 8 of these rules] while in service or missing while in service (**hereinafter referred as Govt. Servant**), leaving his family in penury (destitution) condition and without any means of livelihood.

Note 1: Government Servant for the purpose of these instructions means a Government Servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

Note 2: "Service" includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

2.0 COMPASSIONATE APPOINTMENT COMMITTEE (CAC):-

2.1 Under each and every occasion (Opportunity) of consideration, the application(s) for Compassionate Appointment shall be processed through compassionate appointment committee (**hereinafter referred as CAC**) constituted by the respective Cadre Controlling Authority.

2.2 The recommendation or otherwise comments given by the CAC under its each and every occasion of consideration is a vital input for consideration of an applicants(s) for Compassionate Appointment (**hereinafter referred as applicant**) by the Competent Authority. Therefore, **the merit of each applicant determined by the CAC under each and every occasion of its consideration shall be judicious.**

2.3 The CAC shall comprise not less than 04 (four) members (including a Chairman). In CAC, the members (except Chairman) shall be not below the rank of STS. The members shall be from administrative discipline (one), from other Department (one), SC/ST or Minority Community (one). The Chairman shall be from any discipline in ZSI with Status not below the rank of Scientist-E (i.e. PB-4 with the Grade Pay of Rs. 8,700). **Accordingly in CAC, the total members including the Chairman, shall be 5 (five).**

QC

2.4 The Administrative Officer or Officer of the concerned Section, who deals with Compassionate Appointment cases, shall assist the CAC as Member Secretary of CAC to provide correct and factual information/documents to the CAC.

3.0 **Quota of vacancies and number for grant of compassionate appointment**

The applicant(s) shall be considered by the CAC, only against vacancy meant for Compassionate Appointment. The quota (%) of vacancies for Compassionate Appointment [hereinafter referred as **vacancy(ies)**] the resultant vacancy of financial year to financial year basis shall be as per the ratio (%) of total direct recruitment vacancies of Group-C posts as fixed by **G.O.I.** from time to time under the scheme. **Presently it is 5% of direct recruitment vacancies of Group C posts on financial year wise (basis).**

4.0 **Competent Authority:**

4.1 **The Competent Authority for Grant of Compassionate Appointment** within the jurisdiction of the entire department (HQs and Regional Centres) shall be the Head of Department (HOD) of ZSI.

Note 1: It is the responsibility of the applicant(s) to enclose and furnish the required and necessary documents and information/justification along with application(s) made to the authority under this scheme.

5.0 **Determination of merit for grant of Compassionate Appointment:**

5.1 Each applicant shall be awarded **Relative Merit Points** by the CAC out of maximum 100 points, under each occasion of consideration **based on following criteria of merit assessment.** The CAC shall arrange the merit of applicants based on the total score of Relative Merit Points awarded by CAC to each applicant. The total merit points scored by an applicant (awarded by CAC) under different occasion of consideration, may remain same or change according to his prevailing economic condition and/or status of each parameter(s) considered for merit assessment under each occasion of consideration.

5.2 **The merit/genuineness of each applicant shall be determined by awarding Relative Merit Points based on following norms:-**

The merit/ genuineness of each applicant shall be determined by awarding Relative Merit Points based on following norms.

5.2(a) **Status of Govt. Servant:**

The Relative Merit Points to be awarded by the Committee according to the status of Govt. servant shall be as follows:

Sl. No.	Grade of Govt. Servant	Points to be awarded
(i)	MTS grade; Canteen Attndt. [i.e. upto Grade Pay (G.P.) of Rs. 1800 in pay band (PB)-1]	10
(ii)	LDC; Boat Driver; Lab. Asst. [from G.P. of Rs. 1900 to G.P. of Rs.2000 in PB-1]	8
(iii)	Stenographer Grade-III; Photographer Grade-III; Copy Holder G.P. of Rs. 2400	6
(iv)	From G.P. of Rs. 2,800 in PB-1 to G.P. of Rs. 4,200 in PB-2	4
(V)	Form G.P. of Rs. 4,600 to G.P. of Rs. 4,800 in PB-2	3

5.2 (b) Relationship of applicant to the Government Servant:

Any one of the following dependent family members of Government Servant, who has applied for grant of compassionate appointment (i.e. applicant) shall be considered and the Relative Merit Points to be awarded by the CAC according to the relationship of the applicant to the Government Servant, shall be as follows :-

Sl. No.	Preferential order of dependents Normal Dependents	Points to be awarded
(i)	Unemployed spouse or Physical Handicapped Son/Daughter/ Widowed	10
(ii)	Unemployed and unmarried/widowed own daughter	8
(iii)	Unemployed own son	7
(iv)	Adopted daughter, unemployed and unmarried/widow (one additional point shall be given if she is Physical Handicapped)	7
(v)	Unemployed adopted son (one additional point shall be given if he is Physical Handicapped)	6
	Exceptional dependents	
	If the dependents (i) to (v) mentioned above are not available, only then the following relatives can be accepted as dependent(s)	
(vi)	Sister, unemployed and unmarried/widow (one additional point shall be given if she is Physical Handicapped)	4
(vii)	Unemployed brother (one additional point shall be given if he is Physical Handicapped)	2
(viii)	Other admissible dependents (one additional point shall be given if she/he is Physical Handicapped)	1

Note 1: The applicant name should have been declared by the Govt. Servant in the office records. If not, a Certificate from a Revenue Authority, not below the rank of Tahasildar, should be furnished by the applicant to the effect that the applicant is the dependent of the Govt. Servant. Otherwise the application shall be rejected by Committee (CAC).

Note 2: If the applicant belongs to one of exceptional dependent categories, he/she shall have to furnish **A Certificate from the local State Govt. Authority stating that "the government servant has no relatives of categories mentioned under rules No. 5.2(b)(i) to 5.2(b)(v).**

Note 3: The applicant should also furnish a Certificate or Report from a designated authority of State Govt. [preferably from Revenue Authorities, not below the rank of Tahasildar], stating that *"the applicant Smt/Sri..... is unemployed and she/he is the spouse or son or unmarried/ widowed (including legally separated from marital relationship) daughter or minor child or brother or unmarried/ widowed (including legally separated from marital relationship) sister etc. (as the case may be), of the Govt. Servant"*.

Note 4: The age proof shall be taken/ accepted from school records. In case of illiterate for appointment as MTS, relevant documents to be accepted in this regard shall be judiciously decided by appointing authority.

5.2(c) Financial condition of dependent(s) of Govt. Servant:-

The prime condition for grant of Compassionate Appointment is that the dependent family member(s) of Government Servant, is/ are indigent and deserves immediate assistance for relief from financial destitution. This aspect should be assessed objectively and carefully by the committee (CAC). **A balanced and objective assessment of the financial condition of the family members of Govt. Servant shall be made by the CAC in respect of each applicant by taking into account the assets, liabilities and other relevant factors such as the presence of any earning member(s) in the family, size of the family and the essential needs of the family, etc. to assess the Relative Merit Points to be awarded in respect of each applicant.** The submission of documentary evidences and certificates in this regards by the applicant is essential. Such documents/certificates should have been issued/obtained from the appropriate State Govt. authority. The system adopted in this regard shall be totally transparent, efficient and uniform in nature **to assess the degree of indigence of all the applicants considered by the CAC under each and every occasion.**

Relative Merit Points in respect of each of the following attributes of financial condition of family members of the Govt. Servant shall be awarded as follows:

i) **Relative Merit Points to be awarded in respect of Monthly Family Pension:**

The Relative Merit Points shall be awarded by the CAC based on following slab of basic pay of monthly family pension drawn and/or due to the dependents of Govt. Servant (as on date) [As per ZSI office records]:

Sl. No.	Sl. No. Slabs of Basic Pay of family pension	Points to be awarded
1	Upto Rs. 4,000	15
2	Between Rs. 4,001 - Rs. 5,000	14
3	Rs. 5,001 - Rs. 6,000	12
4	Rs. 6,001 - Rs. 7,000	10
5	Rs. 7,001 - Rs.10,000	8
6	Rs.10,001 - Rs.12,000	7
7	Rs.12,001 - Rs.13,000	6
8	Rs.13,001 - Rs.15,000	4

ii) **Relative Merit Points to be awarded in respect of Service Terminal Benefits (DCRG, GPF, CGEGIS, Leave Encashment and Pension Commutation, etc.):**

The Relative Merit Points shall be awarded by the CAC based on following slab of Terminal Benefits drawn and/or due to the dependents of government servant [as on date] [As per office records of ZSI]:

Sl. No.	Service Terminal Benefit Slab (on Total Value)	Points to be awarded
1	Upto Rs. 3,00,000	10
2	Rs. 3,00,001 - Rs. 5,00,000	9
3	Rs. 5,00,001 - Rs. 7,00,000	8
4	Rs. 7,00,001 - Rs. 9,00,000	7
5	Rs. 9,00,001 - Rs.12,00,000	6
6	Rs.12,00,001 - Rs.14,00,000	5
7	Rs.14,00,001 - Rs.15,00,000	4
8	Rs.15,00,001 - Rs.17,00,000	3
9	Rs.17,00,001 - Rs.20,00,000	2
10	Above Rs. 20,00,000	1

iii) **Relative Merit Points to be awarded in respect of Monthly Income from earning members of the family of the Govt. Servant [Excluding 5.2(c)-(i) and 5.2 (c) (ii) above].**

The Relative Merit Points shall be awarded by the Committee (CAC) based on following slab of monthly income from earning family members of the Govt. Servant [As on date]:

Sl. No.	Slab of Monthly Income from earning family members (The total amount being received every month)	Points to be awarded
1	NIL Only on production of a certificate from State authority stating that there is no earning member in the family of government servant [Excluding 5.2(c)-(i) and 5.2 (c)(ii) above].	5
2	Below Rs. 4,000	4
3	Rs. 4,001 - Rs. 6,000	3
4	Rs. 6,001 - Rs.10,000	2
5	Above Rs. 10,000	1

Note 1: The Relative Merit Point against Sl. No. 2 to 5 of rule 5.2©(iii) shall be given based on declaration given by the applicant.

iv) Relative Merit Points to be awarded in respect of Moveable Property (other than scooter/ two wheeler):

The Relative Merit Points shall be awarded by the CAC based on following slab:

Sl. No.	Moveable Property Value Slab (as per estimation based on today's condition)	Points to be awarded
1	NIL	5
2	Upto Rs. 50,000	4
3	Rs. 50,001 - Rs. 1,00,000	3
4	Rs. 1,00,001 - Rs. 3,00,000	2
5	Above Rs. 3,00,000	1

Note 1: In this case the self-declaration given by the applicant shall be sufficient.

v) Relative Merit Points to be awarded in respect of Immovable Property (excluding one House or site):

The Relative Merit Points shall be awarded by the CAC based on following slab:

Sl. No.	Slab of Total Value of Property (Book value)	Points to be awarded
1	NIL Only on production of a necessary Certificate from State authority	10

	stating that "the family members of Govt. Servant has/ have no immovable property, other than one house [single stair, maximum 1000 Sq. Ft.] or 1 housing site measuring not more than 60'X40"	
2	Upto Rs. 2,50,000	8
3	Rs. 250,001 to Rs. 4,00,000	6
4	Rs. 4,00,001 to 6,00,000	4
5	Rs. 6,00,001 to 10,00,000	2
6	Above Rs. 10,00,000	1

Note 1: In this regard a certificate from the State Authority shall be produced by the applicant certifying the total value of immovable property held by the family members of the Government Servant.

5.2 (d) Relative Merit Points to be awarded in respect of Number of Dependents of the Govt. Servant:

The Relative Merit Points shall be awarded by CAC based on following slab:

Sl. No.	Number of Dependents (including dependent parents of the Govt. Servant)	Points to be awarded
1	5 and above	10
2	4	8
3	3	6
4	2	4
5	1	2

Note 1: Brother and sister of Govt. Servant shall be considered as dependent only if there is a declaration by the government servant and on production of necessary certificate from the State authority stating that the Government Servant has no relatives of categories mentioned under rules 5.2(b)(i) to 5.2.(b)(v) above.

5.2 (e) Relative Merit Points to be awarded in respect of Unemployed and Unmarried/widowed Daughters [including legally separated from marital relationship] and/or Minor Children of Govt. Servant and/or widowed spouse (i.e. wife of male Government Servant) and /or Physical Handicapped dependent:

The Relative Merit Points shall be awarded by the CAC based on following slab:

Sl. No.	Number of unemployed and unmarried/widowed (including legally separated) daughters and/or Minor Children and/or widowed spouse	Points to be awarded
1	3 and above	10

2	2	6
3	1	3 [5 in case of minor children /Physically Handicapped dependent]

Note No.1: Necessary declaration in this regard should be obtained and verified from office records. If the details were not available in office records, then the same should be informed to the applicant with direction to submit a Certificate from a Revenue Authority (not below the rank of Tahasildar), stating that the government servant has left behind unemployed and unmarried/widowed (including legally separated) daughter(s) (namely Kum and Kum) and Minor children namely Sri / Kum (age) and Sri /Kum (age.....).

Note – 2: In all references in this internal rules wherever the word widowed is used therein, the daughter or sister legally separated from marital relationship shall also stand included.

Note- 3: Minor children means the daughter or son of age less than 18 years as on the date of death/missing/retirement on medical ground, of government servant.

5.2(f) Relative Merit Points to be awarded in respect of leftover (balance) service of the government servant:-

The Relative Merit Points shall be awarded by the CAC based on following slab:

<i>Sl. No.</i>	<i>Leftover Service</i>	<i>Leftover Service</i>
1	Above 20 years	10
2	Above 15 years and upto 20 years	8
3	Above 10 years & upto 15 years	6
4	Above 5 years and upto 10 years	4
5	1(one) day - 5 years	2

5.2(g) Educational Qualification and points to be awarded

(i) The applicant should be eligible and suitable for appointment to the post(s) to which he/she is being considered for grant of compassionate appointment, in terms of Recruitment Rules of respective post(s), as applicable to the Direct Recruitment to the respective post(s), **except the age limit and requirement of experience, if any.**

(ii) In case of appointment of a widowed spouse of government servant who does not fulfil the requirement of above minimum educational qualification, she will be placed in Pay

Band-1 (Rs.5,200- 20,200) with Grade Pay Rs.1800/- after giving/imparting necessary short term training without insisting for fulfilment of above minimum educational qualification provided the appointing authority is satisfied that she can satisfactorily perform duties of the post of MTS. A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

(iii) The dependents of deceased Government Servant cannot be considered for appointment on Casual / Daily Wage / Ad hoc/ Contract basis.

(iv) Considering the above position (specified under rule No. 5.2(9)(i) to 5.2(9)(v) the following shall be followed for awarding Relative Merit Points by the CAC in respect of Educational Qualification possessed by the applicant visa-vis the grade/post for which he/she, is being considered for Compassionate Appointment.

Sl. No.	Educational Qualification possessed by one applicant	Post (Grade Pay in Pay Band) for which applicant is being considered	Relative Merit Points
	SSLC/10th STD./Madhyamik	Rs. 1800/-	5
	12th STD./PUC	Rs. 1800/-	4
	Graduate	Rs. 1800/-	3
	Post Graduate	Rs. 1800/-	2

Note 1: It is essential that the compassionate appointment is made only on production (submission) of original educational qualification certificates/testimonials by the applicant for verification. The applicant(s) is/are required to enclose self-attested copies of educational qualification certificates/testimonials along with his application.

5.2(h) Negative Points to be awarded by the CAC

(i) The applicant(s) is (are) required to submit necessary documents /testimonials from State Government authority(ies) and educational institutions/Board/Universities etc.

If the applicant fail(s) to submit such required document(s)/testimonial(s) from the State Government authority and/or educational institution/Board/University in this regard, the CAC shall award 1 (one) negative point in respect of each omission/commission of the applicant.

(ii) The concept of compassionate appointment is largely related to the need of immediate assistance to the family of the government servant in order to relief them from economic distress. The very fact that the family of government servant has been able to manage somehow all-along some years without grant of compassionate appointment to a dependent of government servant, should normally be taken as adequate proof to assess by the Committee (CAC), that the family had some dependable means of subsistence.

Note 1: Under this scheme the State Government authority means (a) any state revenue authority not below the rank of Tahasildar or (b) Block Development Officer (Gazetted) or (c) Sub-Registrar or (d) Municipal Commissioner or (e) Municipal Officer or (f) documents issued by the Village/Panchayat Secretary/Head [state government servant] and countersigned by any of the above said [(a) to (c) in this note] State Government authorities.

5.3. Total Score of an Applicant:

The grand total of Relative Merit Points awarded by the CAC in respect of an applicant against each parameter(s) of consideration mentioned under norms given in rule No. 5.2 shall be his/her total score of Relative Merit Points.

5.4. Degree of Genuinity i.e. Merit of an Applicant (Sl. No. in Relative Merit List):

The CAC shall arrange the Relative Merit list of all applicants considered by it, during each of its consideration, based on total score of each applicant under norms 5.3 above. Such list declared by the CAC under its each consideration, shall be called as "Relative Merit List" of all applicants considered by CAC for the resultant vacancy of the financial year basis concerned by indicating as an example given below:

Example :

(i) Relative Merit List of 2014:- It shall be the merit list of all applicants covered by CAC against vacancies occurring during the period 1.4.2013 to 31.3.2014.

OR

(ii) Relative Merit List of 2006-2014 (Review CAC):- It shall be the merit lists of all applicants the review CAC against vacancies of the period from 1.4.2006 to 31.3.2014.

Note 1: Appointing Authority shall have the liberty to accept, review and reject the recommendation of Compassionate Appointment Committee.

5.5. List of applicants recommended for Compassionate Appointment against the resultant vacancies on DR (5%) of a financial year:

Recommendation of Compassionate Appointment Committee shall be valid only for the relevant financial year(s).

6. Restriction upon Government Servant for coverage under the scheme:

6.1. In respect of official, retired on Medical Ground:

The concerned Government Servant should have retired on medical ground under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulation before attaining the age of 55 Years (57 years for MTS)

OR

Retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for MTS).

OR

Retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for MTS).

6.2. In respect of Missing Government Servant :

The cases of missing government servant shall be covered under the scheme subject to the following conditions :

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government Servant has been missing, provided that :
 - (i) an FIR to this effect has been lodged with the police,
 - (ii) the missing person is not traceable, and
 - (iii) the competent authority assessed that the case is genuine
- (b) The scheme shall not be applicable to the following missing Government Servant(s):
 - (i) Who shall be/was retiring (superannuating) within two years from the date of missing.
 - (ii) Who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing Government Servant also would not be a matter of right as in the case of others and it will be subject to fulfilment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme ;
- (d) While considering such a request, the results of the Police investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

7. Fraction of Vacancies :

The fraction of Compassionate Appointment quota shall be carried forwarded to the next year and so on, to make the quota as a round figure.

For example, for the year 2010-11, the Compassionate Appointment quota was 1.5 posts (based on 5% of total Group 'C' Direct Recruitment vacancies of 2010-11). Accordingly, for 2010-11 for 1 (one) Group 'C' post, the Compassionate Appointment was granted. The fraction 0.5 of 2010-11 stand carried forward to the year 2011-12 and added to the

Compassionate Appointment quota of 2011-12. Say 3.6 Group 'C' posts was the Compassionate Appointment quota for 2011-12. In such case the Compassionate Appointment quota for 2011-12 was $3.6 + 0.5 = 4.1$. Accordingly, 4 Group 'C' vacancies of Direct Recruitment was filled up by Compassionate Appointment in 2011-12 and the fractional part i.e. 0.1 carried forward to 2012-13.

8. General Instructions and Regulations :

8.1 Based on the firm Group 'C' Direct Recruitment vacancies of the financial year, the number of vacancies meant for Compassionate Appointment would be identified and circulated in the 1st Quarter of the subsequent financial year and CAC meeting would be held as early as possible. The grant of Compassionate Appointment of the year may be commenced before the end of 2nd Quarter of the year.

8.2. In the case of applicant claiming no means of livelihood [other than the benefit given by the ZSI towards the service rendered by Government Servant], the applicant is required to furnish a Certificate from the designated authority of State Govt. (preferably Revenue Authority), not below the rank of Tahasildar, stating that *"no one in the family member of the Govt. Servant is employed and/or the dependent(s) of the Govt. Servant has/ have no means of livelihood"* or if any one or more among the family members of the Govt. Servant is /are employed earning and if he/she (they) is/are staying separately and/or not contributing as a means of livelihood to the other dependents of Govt. Servant, a Certificate to this effect from the said state authority should also be furnished.

8.3. The upper age limit prescribed under Recruitment Rules for direct recruitment is not applicable in the case of Compassionate Appointment. However, the lower age limit should in no case be below 18 years.

8.4. Termination of Service

7 The compassionate appointment can be terminated on the ground of noncompliance of any condition stated in the offer of appointment in terms of OM No.14014/19/2000-Estt(D) dated 24.11.2000.

8.5. In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard.

8.6. Appointment on Compassionate Appointment should be made only on regular basis and that too only if regular vacancies meant for that purpose are available (i.e. within the quota meant for Compassionate Appointment)

8.7. A person appointed on compassionate ground as above should be adjusted in the DR Reservation Roster against the appropriate category [viz. SC/ST/OBC/UR] depending upon the category to which he/she belongs to.

8.8. The CAC recommendation for grant of compassionate appointment under each occasion in respect of each applicant under Rules 5.5 above will be against a specific post(s). **The CAC shall not recommend wait list of candidate(s) under any occasion/ circumstances for grant of compassionate appointment.** This is most important because on year to year the financial destitution/condition/status of the dependent family members of the Govt. Servant may change and is required to be assessed by the CAC afresh under each occasion of consideration. Accordingly, the aspiring candidate/ applicant, at his/ her own interest is required to submit necessary documents/ certificate afresh.

8.9. The time limit for making any appeal to the concerned authority by the applicant under the scheme should be six months from the date of order against which the appeal is made.

8.10. In addition of the above Rules and Regulation the instructions/orders/directions prescribed issued by the DOPT/Government of India from time to time for the coverage of Government Servant under the scheme shall also be complied with by the CAC and applicant and concerned authority.

8.11. The application for Compassionate Appointment should be in the prescribed format enclosed as Annexure – X [Part A].

8.12. The recommendation of the CAC made under rule 5.4 and 5.5 shall be placed on Portal giving 10 days time for comments if any from any concerned person/official.

8.13. A person appointed on compassionate ground under the Scheme should give an undertaking to the office in Annexure - II (copy enclosed), stating that he/ she will maintain properly the other family members who were dependent to the Govt. Servant. Later on (till other dependent's dependency is over), if it is proved that the family members are being neglected or not being maintained properly by the compassionate appointee his/ her appointment liable to be terminated.