

I/185942/2022

**Government of West Bengal
Labour Department
(Exempted Category Cell)
N.S. Buildings, Block-A, 12th Floor,
1, K. S. Roy Road, Kolkata-700001**

No. Labr/63/EMP(EC)

Date : 06.04.2022

Memorandum

In order to facilitate the processing work of applications for employment on compassionate ground, a common check-list was introduced vide Memo. No 201-Emp dated 30.12.2010 as per Annexure-P of the memo ibid. However, a question has arisen as to whether the check list, mentioned in Memo. No 201-Emp dated 30.12.2010, would continue to be in effect consequent upon introduction of the West Bengal Scheme for Compassionate Appointment, 2013, issued under Notification No 251-Emp. Dated 03.12.2013 and subsequent changes in the guidelines issued under Notification No 26-Emp., dated 1st March, 2016.

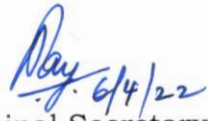
After careful consideration of the matter, the Governor is pleased to approve a modified proforma Check List (Annexure-P) in supersession of the previous checklist vide Memo. No 201-Emp dated 30.12.2010.

All concerned are now being requested to follow the check list in course of dealing with such prayers for employment on compassionate ground in die-in-harness/ retired incapacitated cases.

It is to be noted that Part-I to III of the Annexure are applicable in general to all the establishments and Part-IV of it is applicable only to the Secretariat establishments.

Establishments other than the secretariat may also follow the proforma at Part-IV for their own use after making necessary alteration to it.

This issues is subject to the condition that the check-list will be read with relevant G.Os in force .


Principal Secretary
Labour Department

I/185942/2022

No. Labr/63/1(60)EMP(EC)

Date : 06.04.2022

Copy forwarded for information and necessary action to :-

1. The Addl. Chief Secretary/Principal Secretary/Secretary
(All Department)

2. Office Copy.


Jt. Secretary 06.04.22.
Labour Department

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ANNEXURE 'P'

(OF LABOUR DEPARTMENT MEMORANDUM NO. Labr/63/EMP(EC) dated 06.04.2022)

**Common Check List to be used for
processing an application for employment on
compassionate ground in die-in-harness/
retired incapacitated cases**

Part-I

Sl. No.	Item	Remarks
1.	Name of the deceased / retired employee and date of death/incapacitation	
2.	Office and last served as	
3.	Name of the applicant	
4.	Relationship with the Government employee and whether the applicant falls within the definition of dependant as per the order No.251-Emp, dated 03.12.2013 read with 26-Emp dated 01.03.2016	
5.	(A) Whether application has been submitted in Prescribed Proforma in terms of 251-Emp dated 03.12.2013 (Yes/No)	
	(B) Date of submission of Proforma application	
6.	Whether the application submitted by one dependant has been concurred upon by other family members/ dependants in writing	
7.	Whether Medically 'Unfit Certificate' has been submitted from the Competent Authority (in case of premature retirement due to permanent incapacitation)	
8.	Whether 'Divorce Decree' has been submitted by the applicant who obtained such decree before or after the death of the ex-employee (in case of divorced daughter)	
9.	Gross monthly salary drawn by the deceased/ incapacitated employee immediately before death/ premature retirement:- Basic Pay, Dearness Pay (if any), Dearness Allowance, H.R.A., Medical Allowance as per Cl.6) of 251-Emp dated 03.12.2013	
10.	Family Pension sanctioned/ entitled	
11.	Lump sum terminal dues/ entitlement (GPF not to be included): Ref: Cl. 6(a)(II) of 251-Emp, dated 03.12.2013	
	(A) Death Gratuity	
	(B) Group Insurance	
	(C) Encashment of leave	
	(D) Any other payments received (give details)	
	(E) Total	
12.	Expenses incurred on account of hospitalization to be supported by the payment vouchers etc.	

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13.	Amount to be considered for monthly income: Ref: Cl. 6 of 251-Emp, dated 03.12.2013	
14.	Monthly interest income @8% per annum on amount at Sl. No.11	
15.	Monthly income from other movable or immovable property	
16.	Monthly income from the dependants of the ex-employee if any, supported by declaration from the family members	
17.	Total monthly income of the family (10+14+15+16)	
18.	Percentage of total monthly income at Sl. No. 17 in relation to gross salary at Sl. No.9	
19.	(A) Memo No. & Date of formation of three men Screening-cum-Enquiry Committee	
	(B) Date(s) of inquiry	
20.	(A) Name of Enquiry Officers and the date of submission of the report by the committee	
	(B) Whether recommended for employment	
21.	Whether the recommendation by the enquiry committee has been unanimous (Yes/No)	
22.	Comments of Controlling Officer	
23.	(A) Whether the candidate fulfils the requirements of the Recruitment Rules for the post	
	(B) Is any relaxation of rule etc. required	
24.	Whether a clear vacancy is available as per 100 Point Roster vide Notification No. 50-Emp dated 01.03.2011	
25.	Whether the applicant has fulfilled all the criteria as laid down in Notification No. 251-Emp dated 03.12.2013 read with 26-Emp dated 01.03.2016	

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Part-II

Sl. No.	Item	Requirement	Finding/actual position
1.	Percentage of total monthly income in relation in gross monthly salary	Below 90% (Cl. 6(a)(i) of 251-Emp dated 03.12.2013)	
2.	Relationship with the deceased/incapacitated	(A)Wife/Husband/Son/Unmarried daughter/Divorced daughter/ (B) Dependent brother or sister in case of unmarried employee (as per Para 3of 251-Emp, dated 03.12.2013 read with Para 3(dd) of 26-Emp dated 01.03.2016)	
3.	Time limit for of submission application	Within 2 Years of death/incapacitation (para-10(a) under the Heading " TIMELINES " of 26-Emp, dated 01.03.2016) or within 5 years in the cases, comes under Cl 10(aa) of 26-Emp dated 01.03.2016 under the Heading " BELATED REQUESTS "	

Part-III

Sl. No.	Item	Requirement	Finding/actual position
1.	Whether fully exhausted all kinds of leave (does not required for the employees died-in-harness but mandatory for the employees retired prematurely due to permanent incapacitation)	Yes	
2.	Whether 2 or more years of service is left (does not required for the employees died-in-harness but mandatory for the employees retired prematurely due to permanent incapacitation)	Yes	

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Part-IV

1. Remarks of the Dealing Assistant
Checked and examined
(a) found eligible, prayer may be granted
(b) information insufficient, further information/ clarification required in respect of
the following
i.
ii.
iii.
(c) found ineligible, prayer may be rejected on the following grounds
i.
ii.
iii.
Further remarks, if any
Signature of the Dealing Assistant
2. Remarks of the H.A./S.O./O.S.D.
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the H.A./S.O./O.S.D.
3. Remarks of the Assistant Secretary
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the Assistant Secretary
4. Remarks of the Deputy/ Joint Secretary
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the Deputy/ Joint Secretary