

I/185944/2022

**Standard Operating Procedure (SOP) on  
Compassionate Appointment based on  
West Bengal Scheme for Compassionate  
Appointment, 2013 with up-to-date amendments,  
made by various Notification from time to time, till  
31/03/2022**

(Ref: No 251 -Emp. Dated 3<sup>rd</sup> December, 2013 read with  
No 26-Emp. Dated 1<sup>st</sup> March, 2016 & No 165-Emp.dated  
4<sup>th</sup> June, 2015)

**1) Scope & Application –**

This shall apply to a dependent family member of a Government employee who –

(a) dies while in service; or

(b) is disabled permanently or otherwise incapacitated rendering him unfit to continue in service prematurely on being declared permanently incapacitated by a Medical Board formed by the Government.

**2) Eligibility Criterion for appointment on  
compassionate ground –**

(a) The family is indigent and deserves immediate assistance for relief from financial destitution. For this any of the following two conditions is to be satisfied.

(i) The **monthly income of the family falls below 90 per cent of the gross monthly salary** of the employee before death or premature retirement.

(ii) The monthly income of the family falls below the minimum salary of a Group-D employee (in case of Group-D employees) or the minimum salary of a Lower Division Clerk (in case of employees other than those belonging to the Group-D).

I/185944/2022

The gross monthly salary, for the purpose of this definition shall mean, basic pay (Band Pay + Grade Pay), dearness allowance, house rent allowance and medical allowance.

The monthly income of the family shall mean the aggregate of:

(I) Total family pension per month (Basic Pension and Dearness Relief, Medical Allowance).

(II) Monthly interest income @ 8% p.a. on the total amount received by the family after death of the employee or retirement of the incapacitated employee (Gratuity, Leave Encashment, any other payments excepting GPF).

Provided that, where an ex-employee had to incur medical expenses as indoor patient prior to and leading to his death/incapacitation, such expenses is deducted from the amount received. All such expenses must be supported by original receipt/Cash memo, hospital discharge Certificates.

(III) Monthly income from movable and immovable properties (the family members shall submit declaration on the matter).

(IV) Monthly income of the dependents of the ex-employee named in the application (the family members shall submit declaration on the matter).

(b) In case of premature retirement, the concerned employee had **at least two years of service left to reach the normal age of superannuation** and should fulfill the following conditions.

(ii) He/she has fully exhausted all kinds of leave with pay including commuted leave on medical ground;

I/185944/2022

(iii) The financial conditions of the family is so acute as to make the appointment essential consequent upon the fall in income due to such retirement.

(c) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant recruitment rules.

**3) Definition –**  
**“Dependent Family Member”**  
 means

(a) spouse; or

(b) son (including legally adopted son before death or incapacitation); or

(c) **unmarried daughter (including legally adopted unmarried daughter before death or incapacitation )**

(d) **married daughter** who on date of death or incapacitation was unmarried; or

(dd) A divorcee daughter, who has become dependent on the family, and the divorce petition was filed before the death/ permanent incapacitation of the Govt. employee. She must have obtained decree of divorce issued by the competent authority of an Hon'ble court, either before or after the death of the Government Employee. In case she has been receiving any maintenance cost from her husband, the same will be taken into account to decide her eligibility.

(e) brother or sister in case of death in harness of an unmarried employee provided his/her parent, all the brothers and sisters were fully dependent on him/her,

– **who was wholly dependent on the Government employee** at the time of his death in harness or incapacitation, as the case may be, and is **in need of immediate financial assistance** at the time of making application and also **at the time of consideration** .

I/185944/2022

(f) “Government employee” for the purpose of this scheme means a Government employee appointed on regular basis and not the one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

**4) To Whom Applicable-** The West Bengal Scheme for Compassionate Appointment, 2013 specifies that it is applicable for regular State Government employees and not meant for the employees of Corporation, Public Undertaking, Statutory bodies, Govt. Companies Boards, Local Bodies etc.

However, if a notified policy for compassionate appointment already existed in a concerned department in respect of the employees of the aforesaid organizations, prior to introduction of West Bengal Scheme for Compassionate Appointment, 2013, which was issued after obtaining due concurrence of the Labour Department and Finance Department, in pursuance of Notification No 142-Emp., Dated 01.11.2007, then there is no bar in implementing the same for the purpose of extending compassionate appointment to the dependents of employees who die die-in-harness or are permanently incapacitated.

(Ref: 96-Emp, dated 28<sup>th</sup> April, 2015)

#### **5) Missing Government Servant –**

Cases of missing Government servants are also covered under this scheme for compassionate appointment 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 as per report of the police

I/185944/2022

and

(iii) the competent authority feels that the case is genuine.

(b) This benefit will not be applicable to the case of a Government servant

(i) who had less than 5 years to retire on the date from which he has been missing; or

(ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone aboard or suspected to have gone missing for having employment of a dependent on compassionate ground.

(c) Proforma at Annexure 'E' may be used for application. The three men Committee will submit enquiry report as per the said Annexure and decision on the same is to be taken following the procedure stated in the preceding paragraphs.

#### **6) Posts to which such appointments can be made –**

Such appointments can be made to **Group- C** and **Group- D** posts only in the exempted category vacancies.

#### **7) Determination/Availability of vacancies –**

(a) Appointment on compassionate ground to Group-C post should be made only on probation as per existing rules and to Group-D post on regular basis and that is only after vacancies meant for in the exempted categories are available. The appointing authority will have the right to appoint a dependent either to a Group-C or a Group-D post even if the dependent is qualified for Group-C post.

I/185944/2022

(b) A person selected for appointment on compassionate ground should be adjusted in the recruitment roster against the appropriate category viz. SC/ST/OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.

**c) Appointment and posting: Posting on such appointment shall be made in the offices at the following levels:**

- 1. At Gram Panchayat**
- 2. At Block**
- 3. At Sub-division**
- 4. At District**

It would be first considered for Gram Panchayat level offices and then in Sub-divisional level offices in case of non-availability of vacancy in former level offices and so on. **In no case a candidate would be appointed in any upper-level offices if vacancy is available in the lower level.**

Appointment is to be made in the exempted category vacancies under the concerned Department. In case of non-availability of the same, appointment in other Departments may be made.

**8) Procedure for appointment on compassionate ground –**

I/185944/2022

a) The concerned authority in the department/office should meet the members of the family of the deceased Govt. servant immediately after his death to advise and assist them in getting appointment on compassionate ground. The applicant should be called in person at the very first stage and should be advised in person about the requirement and formalities to be completed by him. A record of such meeting should be kept with the office of the controlling authority and appointing authority.

b) Application is to be submitted in the prescribed proforma as in **Annexure 'A' and 'B'** as applicable through the Head of office. In case of death in harness such application must accompany copy of death certificate.

c) Appointing authority will constitute three men Screening-cum- Enquiry Committee with his immediate subordinate officer and two other senior officials as members.

d) While examining and enquiring the application for employment on compassionate ground, the **Screening-cum- Enquiry Committee** will take into consideration the financial condition of the family of the deceased or disabled or incapacitated employee following the provisions in the scheme to ascertain, if there is any immediate need of financial assistance for the family in the shape of employment. Such enquiry report is to be submitted as per Annexure 'A' and 'B' as applicable to the appointing authority within a period of **three months** from the date of making of application.

(dd) All cases of compassionate appointment should be disposed of by the Administrative Department preferably within six months of the receipt of report of the 3 (three) member Screening-cum-Enquiry Committee.

I/185944/2022

e) The appointing authority will forward the case together with his views recorded in **Annexure 'A' or 'B'** as applicable to the Administrative Department concerned for consideration. If it is decided by the Administrative Department to be a fit case for offering employment suitable vacancy is to be identified as per para 8 hereinbefore and send the case to the concerned appointing authority thereafter for offering appointment.

### **9. Time limit for filing application for appointment on Compassionate Ground**

If the family of the deceased or the employee retired on being permanently incapacitated is in need of financial assistance and the same is absolutely necessary to support the family, application for employment is to be submitted within two years from the date of death or retirement on permanent incapacitation. If no application is submitted within the said period, it will be presumed that the family does not require any financial assistance.

### **10. Belated requests for compassionate appointment**

In exceptional cases such as (i) death during action (ii) where none in family is eligible etc., departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place up to five years ago. While considering such belated request the 3 member screening-cum-enquiry committee should, however, keep in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government Servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore,



I/185944/2022

examination of such cases could call for a great deal of circumspection at all levels. The dependent member must invariably attain the minimum age of appointment at the time of consideration.

#### **11. Undisposed cases –**

a) Application submitted more than two years after death/incapacitation prior to issue of Notification No. 30-EMP. dated 02.04.2008 will not be entertained.

b) The undisposed cases before 01.01.2005, submitted within two years after death/incapacitation will be enquired into afresh to ascertain, if need for financial assistance in the form of compassionate ground still exists. Such enquiry is to be completed within a period of three months.

bb) Any undisposed case where the death/incapacitation has occurred prior to issue of order No.26-Emp. Dated 01.03.16, but after the issue of order No. 30-Emp. dated 02.04.2008, could be looked into afresh, if it complies with the revised instructions, vide Notification No 26-Emp. Dated 1<sup>st</sup> March, 2016.

#### **12. Authority competent to make compassionate appointment –**

Respective appointing authorities for Group-C and Group-D employees shall be the appointing authority to the eligible candidates after observance of the procedure in the scheme.

However, final approval for appointment on compassionate ground shall be taken only at the level of the Secretary/Principal Secretary/Additional Chief Secretary of the Department with the approval of the

I/185944/2022

concerned Minister-in-Charge or Minister-of-State in charge of the concerned Department.

Compassionate appointment in any case would not be a matter of right but it will be subject to fulfillment of all the conditions, enquiries, availability of vacancy at the appropriate level etc.

### **13. Relaxation & Exemption –**

Compassionate appointments are exempted from observance of the following requirements: -

(a) Recruitment procedure i.e. without the agency of the Public Service Commission/Staff Selection Commission/West Bengal Police Recruitment Board/West Bengal Health Recruitment Board or the Employment Exchange.

(b) Clearance from the Finance Department as applicable for regular filling up.

(c) Condonation of excess in age in case of eligible cases will be made by the respective head of the department or their subordinate Officer who are competent to make the compassionate appointment as per existing provision.

(d) Relaxation in educational qualification may be granted in eligible cases for the appointment to Group 'D' post with the approval of the concerned departmental Additional Chief Secretary/Principal Secretary/Secretary.

### **14. Undertaking –**

A person appointed on compassionate ground under this scheme must give an undertaking initially and every year thereafter by 15th January, in writing that he will properly maintain the other family members who were dependent on the Government employee in question and in case it is proved subsequently at any time that the

I/185944/2022

family members are being neglected or are not being maintained properly by him/her, service may be terminated for violation of such undertaking following the procedure in West Bengal Services (Classification, Control and Appeal) Rules, 1971.

Such yearly declaration should contain an undertaking signed by all the dependent family members that they are being maintained by the person so appointed on compassionate ground to the utmost satisfaction and there is no complaint in this regard. (**Annexure 'C'**)

I/185944/2022

**15. Request for change in post/person –**

(a) When a person has been appointed on compassionate ground to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist and he will be guided by the service rules, orders, guidelines etc. as are applicable to other employee of the State Government.

(b) An appointment offered/made on compassionate ground cannot be transferred to any other person and any such request shall be rejected.

**16. Seniority**

The Inter-se seniority of persons appointed on compassionate ground will be fixed with reference to their date of joining the post.

**17. General –**

a) All the departments will furnish number of all undisposed cases in the proforma at Annexure 'D' in every year by 15th of January of the concerned year.

b) The data-base and/or computerised system may be created by the Labour Department and used by all the Departments mandatorily for exempted category appointments .

I/185944/2022

I/185944/2022

(Re. Labour Department Notification No.251-Emp. dated, Kolkata the 3<sup>rd</sup> December, 20

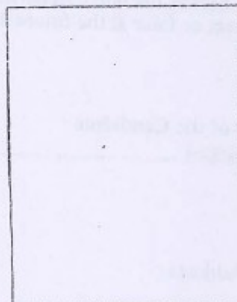
ANNEXURE-A

**PROFORMA REGARDING EMPLOYMENT OF DEPENDANTS  
OF GOVT. EMPLOYEES DYING WHILE IN SERVICE**

**Part I**

(To be filled in by the Applicant)

1. (a) Name of the deceased employee :
- (b) Designation of the ex-employee :
- (c) Name of the office with address :
- (d) Date of birth of the deceased :
- (e) Date of death of the deceased :  
(Attested copy of death certificate to be enclosed)
- (f) Date of joining the Govt. service :
- (g) Total length of service rendered :
- (h) Whether belonging to SC/ST/BC :  
(Attested copy of certificate to be enclosed)
- (i) Monthly salary drawn by the deceased in the last month—Total emoluments (Pay & other allowances) :      Basic Pay :      Total :
2. (a) Name of the candidate praying for appointment on :  
compassionate ground.
- (b) His/Her relationship with the ex-employee :
- (c) Date of birth of the applicant :
- (d) Educational Qualifications :
- (e) Whether fully dependent on the ex-employee :
- (f) Whether any other dependent has been appointed :  
on compassionate ground
- (g) Particulars of Employment Exchange Card :  
(if registered)
- (h) Whether received any financial assistance under :  
any Self Employment Scheme such as SESRU,  
SEP, etc.
- (i) Two passport size photographs of the candidate :  
duly authenticated by the competent authority,  
(one of which to be affixed on the space  
marked).



I/185944/2022

**Part II**  
(To be filled in by the Applicant)

1. Particulars of total assets left (owned/received/entitled to) :

(a) Family Pension : Basic: Total : as on :

(b) (i) Death gratuity :

(ii) G.P.F. Balance :

(iii) Group Insurance :

(iv) Encashment of Leave :

(v) L.I. Policies (including P.L.I.) :

(vi) Movable and immovable properties and annual income therefrom by the family :

(vii) Any other assets :

2. Brief particulars of Liabilities, if any (Documentary evidence to be enclosed) :

3. Particulars of all dependants of the deceased :

Sl No.	Name	Age	Educational Qualifications	Relationship with the deceased	Living seperately or with the family
(1)	(2)	(3)	(4)	(5)	(6)

1.

2.

3.

4.

Marital Status	Particulars of occupation/employment. (if already employed)	Gross Salary (if employed)
(7)	(8)	(9)

4. Signature/L. T.I. of the other dependants of the family given the "No Objection" in favour of this application for employment on compassionate ground.

(i)

(ii)

(iii)

**DECLARATION**

I do hereby declare that particulars given by me above are correct. If any of the particulars herein mentioned are found to be incorrect or false at the future date, my service may be terminated.

Date :

Address of the Candidate :

Shri/Smt. .... is known to me and the particulars mentioned are correct.

Signature of the Candidate

Date :

Office Address :

Signature of a permanent Govt. employee of the same office

Designation :



I/185944/2022

## Part III

(To be filled in by the office)

1. Report of Enquiry Committee regarding particulars furnished :  
by the applicant in Part I & Part II of the Proforma.

2. Comments of Controlling Officer :

## Part IV

1. (a) Name of the deceased :  
(b) Designation :  
(c) Total emoluments last drawn : ..... as on .....  
(Pay & Allowances)
2. (a) Name of the Candidate :  
(b) His/Her relation with the deceased :
3. (a) Family Pension : Basic : Total : ..... as on .....  
(b) Amounts received/entitled to receive from Govt. as :  
death benefits including others (in total)  
(c) Amounts received/entitled to receive from other source :  
es such as L. I. Policies/P.L.I./Personal Savings, etc.  
(d) Movable and immovable properties and annual income :  
earned therefrom by the family.
4. (a) Educational Qualification of the candidate :  
(b) Date of birth :  
(c) Whether S.C./S.T./B.C. :  
(d) Post for which employment is proposed :  
(e) Is the vacancy reserved for E.C. ? :  
(f) Whether the post reserved for S.C./S.T./B.C. :  
(g) Is the post supposed to be filled up by promotion or by :  
direct recruitment through the P.S.C. ?  
(h) Whether the candidate fulfils the requirements of the :  
Recruitment Rules for the post  
(i) Is any relaxation of rule etc. required ? :  
(j) Have the particulars mentioned in Part I, Part II and :  
Part III and above been verified by the office ? If so,  
indicate the reports  
(k) Decision of the appointing authority :

Date :

Signature of the Appointing Authority.

Seal :



I/185944/2022

(Re. Labour Department Notification No.251-Emp. dated, Kolkata the 3<sup>rd</sup> December, 2013)

## ANNEXURE B

APPLICATION FOR PREMATURE RETIREMENT DUE TO PERMANENT INCAPACITATION AND  
APPOINTMENT FOR SON/DAUGHTER/WIFE/NEAR RELATION ON COMPASSIONATE GROUND

## Part I

(IN CAPITAL LETTER)

1. Name of employee :
2. Name of office where employed at present :
3. Designation :
4. Date of birth of the employee :
5. Date of joining the Government service :
6. Total length of service :
7. Date of normal retirement :
8. Whether belongs to SC/ST/BC :
9. Total emoluments (Pay & Other allowances) :
10. The reasons for being permanently incapacitated :
11. Name of the Medical Practitioner, whose certificate is enclosed :
12. Registration No. and address of the registered medical practitioner whose certificate is enclosed :
13. Is son/daughter/wife/husband/near relation seeking Government job on compassionate grounds ? :

NOTE : If answer to Sl. No. 13 is 'No', Part II need not be filled up.

\_\_\_\_\_  
(Signature / LTI of the employee)

I/185944/2022

## Part II

1. Details about financial condition of family members  
(son/daughter/wife/husband/near relation) :

Sl. No.	Name	Age	Educational qualification	Relationship with the employee	Living separately or with the employee

Sl. No.	Marital status	Particulars of occupation/employment	Particulars of income from movable/ immovable property

## 2. Particulars of total assets of the employee (Owned/ received/entitled to) as on the date of application including the amount of :

- (a) Pension :
- (b) Gratuity :
- (c) GPF Balance :
- (d) Group Insurance :
- (e) LIC policies :
- (f) Leave encashment benefit :
- (g) Movable & Immovable Properties and income from it :
- (h) Others :

## 3. (a) Name of the Candidate seeking employment :

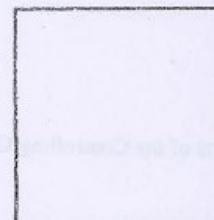
(b) Relationship with the Government employee :

## 4. Whether fully dependent on the employee :

## 5. Particulars of Employment :

(a) Exchange Card (if registered) :

(b) One Passport-size photograph of the candidate duly authenticated by the competent authority to be affixed on the space marked.



I/185944/2022

6. Educational qualification and experience of the candidate :
7. Date of Birth :
8. Has the candidate been financed under any employment scheme like SESRU/SEPUP, etc. :
9. Has any dependant been appointment on compassionate ground ? :
10. Enclose two copies of photograph of the candidate duly countersigned. :
11. Have other members of the family given NO :  
OBJECTION in favour of the candidate (Attested copies to be enclosed).
12. Particulars of liabilities (if any) :  
(Documentary evidence to be enclosed).

Declaration : I/We do hereby declare that the particulars given by me/us above are correct. If, any of the above particulars are found incorrect or false at a future date, I/We shall be liable to disciplinary/penal action including termination of service.

\_\_\_\_\_  
(Signature of the employee)

\_\_\_\_\_  
(Signature of the candidate)

#### DECLARATION BY THE CANDIDATE

I further declare that after my employment on compassionate ground I shall maintain

Shri/Sm. .... and his/her family.  
(Name of incapacitated employee)

Witnesses :  
(Two permanent employees of the same office).

Signature of Candidate .

(1) Signature  
Name & Designation

Name & Address.

(2) Signature  
Name & Designation

#### Part III

Report of the Inquiry Committee.

#### Part IV

Comments of the Controlling Officer.

I/185944/2022

## Part V

Report of medical examination arranged by DHS or conducted by Medical Officer/Board authorised by him.  
(Report to be enclosed)

2. Date of retirement due to permanent/ incapacitation .....  
(Attested copy of the order issued by the Deptt./Office to be enclosed).

(To be filled by the Officer)

## Part VI

1. Is any leave due to the employer :
2. If, so, details thereof :
3. Details of retirement benefits :

As on the date of applicationAs on the normal date of retirement.

(a) Pension :

(b) Gratuity :

(c) Others :

4. Post for employment is proposed :
5. Is the post supposed to be filled up by promotion or by direct recruitment on recommendation of the Public Service Commission ? :
6. Is the vacancy reserved for SC/ST/BC ? :
7. Does a vacancy under exempted category exist ? :
8. Name of the candidate :
9. Does the candidate fulfil requirements of the recruitment rules for the post ? :
10. Is any relaxation of rule etc. required ? :
11. Have the facts mentioned in parts I, II and above been verified by the office ? If so, indicate the reports :
12. Personal recommendation of the appointing authority :

(Signature of the appointing authority)  
Designation.



I/185944/2022

**Annexure -C**

( Ref : Notification no : 251- Emp dated 3.12.2013)

**Declaration****(Part - I )**

I, Shri / Smt \_\_\_\_\_, S/D of \_\_\_\_\_  
\_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ hereby solemnly affirm / declare that I shall properly maintain the other family members who were dependent on \_\_\_\_\_ ( name of Ex - Employee ) and in case it is proved subsequently at any time that the family members are being neglected or are not being maintained properly by me , my service may be terminated for violation of such undertaking / declaration following the procedures as laid down in West Bengal Services ( CCA ) rules , 1971

\_\_\_\_\_  
(Signature of the person employed on Compassionate Ground ).

**Part - II**

We, the undersigned dependent family members of Shri / Smt \_\_\_\_\_  
( name of Ex Employee ) hereby declare that we are being properly maintained by Shri / Smt \_\_\_\_\_  
\_\_\_\_\_ ( name of Person employed on compassionate ground ) , to the utmost satisfaction and there is no complaint in this regards .

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

(Signature of all dependent family members ).

I/185944/2022

(Re. Labour Department Notification No.251-Emp. dt. 03.12.2013)

**Annexure D****Name of the Department:**

SI No	Name of the deceased/ Incapacitated employee	Date of death/ Incapacitation	Date of submission of Application	Name of dependant applicants	Relationship with the deceased/incapacitated employee	Remarks
-------	--	-------------------------------	-----------------------------------	------------------------------	---	---------

I/185944/2022

ANNEXURE - E

(Re. Labour Department Notification No.251-Emp. dt. 03.12.2013)

PROFORMA REGARDING EMPLOYMENT OF DEPENDANTS OF  
MISSING GOVT. EMPLOYEES WHILE IN SERVICE

## Part I

(To be filled in by the Applicant)

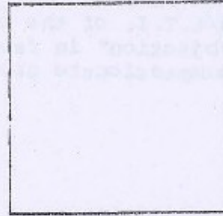
1. (a) Name of the missing employee :
- (b) Designation of the missing employee :
- (c) Name of the office with address:
- (d) Date of birth of the missing employee :
- (e) Date of missing of the employee:  
(A report from S.P., DIB to be enclosed)
- (f) Date of joining the Government service :
- (g) Total length of service rendered:
- (h) whether belonging to SC/ST/BC :  
(Attested copy of certificate to be enclosed)
- (i) Monthly salary drawn by the missing employee in the last month :      Basic Pay:      Total:  
Total emoluments (Pay & other allowances)
2. (a) Name of the candidate praying for appointment on compassionate ground :
- (b) His/Her relationship with the missing employee :
- (c) Date of birth of the applicant :
- (d) Educational Qualifications :
- (e) whether fully dependent on the missing employee :
- (f) whether any other dependent has been appointed on compassionate ground :
- (g) Particulars of Employment Exchange Card (if registered) :
- (h) whether received any financial assistance under any Self Employment scheme such as SPSRU, SEP, etc.

contd./2

I/185944/2022

( 2 )

- (1) Two passport size photographs of the candidate duly authenticated by the competent authority, (one of which to be affixed on the space marked)



Part II  
(To be filled in by the Applicant)

1. Particulars of total assets left (owned/received/entitled to) :

(a) Family Pension:      Basic:      Total:      as on:

(b) (i) Gratuity :

(ii) G.P.F. Balance :

(iii) Group Insurance :

(iv) Encashment of Leave :

(v) L.I. Policies (including P.L.I.) :

(vi) Movable and immovable properties and annual income therefrom by the family :

(vii) Any other assets :

2. Brief particulars of Liabilities: if any (Documentary evidence to be enclosed)

3. Particulars of all dependants of the missing Govt. employee:

Sl. No.	Name	Age	Educational Qualifications	Relationship with the missing employee
1	2	3	4	5
1.				
2.				
3.				
4.				

Living separte -ly or with the family	Marital Status	Particulars of occu- pation/employment (if already employed)	Gross Salary (if employed)
6	7	8	9

Contd./3



I/185944/2022

( 3 )

4. Signature/L.T.I. of the other dependants of the family given the "No Objection" in favour of this application for employment on compassionate ground.

(i)  
(ii)  
(iii)

## DECLARATION

I do hereby declare that particulars given by me above are correct. If any of the particulars herein mentioned are found to be incorrect or false at the future date, my service may be terminated.

Date :

Address of the Candidate :

\_\_\_\_\_  
Signature of the candidate

Shri/Smt. \_\_\_\_\_ is  
known to me and the particulars mentioned are correct.

\_\_\_\_\_  
Signature of a permanent  
Govt. employee of the same  
office

Date :

Office Address :

\_\_\_\_\_  
Designation :

## Part III

(To be filled in by the office)

1. Report of Enquiry Committee re- :  
garding particulars furnished  
by the applicant in Part I &  
Part II of the Proforma
2. Comments of Controlling Officer :

## Part IV

1. (a) Name of the missing :  
employee
- (b) Designation :
- (c) Total emoluments last drawn : \_\_\_\_\_ as on \_\_\_\_\_  
(Pay & Allowances)

Contd./4

I/185944/2022

( 4 )

2. (a) Name of the Candidate :
- (b) His/Her relation with the missing employee :
3. (a) Family Pension Basic : Total: as on \_\_\_\_\_
- (b) Amounts received/entitled to receive from Govt. after the incident of missing :
- (c) Amounts received/entitled to receive from other sources such as L.I. Policies/P.W.I./Personal Savings, etc. :
- (d) Movable and immovable properties and annual income earned therefrom by the family :
4. (a) Educational Qualification of the candidate :
- (b) Date of birth :
- (c) Whether S.C./S.T./B.C. :
- (d) Post for which employment is proposed :
- (e) Is the vacancy reserved for E.C.? :
- (f) Whether the post reserved for S.C./S.T./B.C. :
- (g) Is the post supposed to be filled up by promotion or by direct recruitment through the P.S.C.? :
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post :
- (i) Is any relaxation of rule etc. required? :
- (j) Have the particulars mentioned in Part-I, Part-II and Part III and above been verified by the office? If so, indicate the reports :
- (k) Decision of the appointing authority :

Date :

Signature of the Appointing Authority.

Seal :