

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
1, PT. RAVI SHANKAR SHUKLA LANE, K.G. MARG, NEW DELHI-110001**

No. F.9(277)/Admn. /WCD/Misc./2018/

Dated

Sub: Procedure for processing the applications for appointment on Compassionate Ground in Govt. of NCT of Delhi - regarding.

Please find enclosed herewith the circular dated 11/06/2019 along with its enclosures received from Special Secretary-II (Services), Services Department (II), GNCTD wherein, it is requested to follow the procedure for processing the applications for appointment on Compassionate Ground in Govt. of NCT of Delhi.

In this regard, you are requested to submit information/record as per checklist (Annexure-II) along with each application for appointment on compassionate grounds, to the Admn. Branch for further submission to Services Department.

This issues with the prior approval of the Director, DWCD.

Encl: As above



(R.S. Ruhil)
Deputy Director (Admn.)

To,

**All the DDO/HOO,
Deptt. of Women & Child Development,
Govt. of NCT of Delhi.**

No. F.9(277)/Admn. /WCD/Misc./2018/ 6612-15

Dated
12 7 JUN 2019

Copy to: -

1. P.A. to Director, DWCD.
2. P.A. Joint Director, DWCD.
- ✓ 3. System Analyst, WCD for uploading on department website.
4. Guard file.



(R.S. Ruhil)
Deputy Director (Admn.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (II)
DELHI SECRETARIAT: 5TH LEVEL: A-WING: I.P. ESTATE: NEW DELHI

Office of the Secretary (SW/WCD)
Deptt. of Social Welfare
Govt. of NCT of Delhi

14 JUN 2019
2708

Dy. No.

Vol. III/1576-1679

838/PP/A
18-06-19

Dated: 11/6/2019

1535
N.G-19

CIRCULAR

Sub: Procedure for processing the applications for appointment on Compassionate Ground in Govt. of NCT of Delhi – regarding;

1. Appointment on compassionate grounds in Govt. of NCT of Delhi is governed by the Govt. of India guidelines, as contained in the Scheme for Compassionate Appointment 1998, circulated by the DoP&T, Govt. of India; vide its OM No. 14014/6/94-Estt. (D) dated 09/10/1998, consolidated instructions on compassionate grounds issued by the DoP&T, Govt. of India, vide OM No. 14014/02/2012-Estt. (D), dated 16/01/2013, clarifications provided by the DoP&T, Govt. of India, vide OM No. 14014/02/2012-Estt. (D), dated 30/05/2013 and various judgments of the Hon'ble Supreme Court on the subject as referred in the said Scheme/instructions / Guidelines issued in this regard by DoP&T, Govt. of India, from time to time.

2. On the basis of the guidelines of the DoP&T, Govt. of India, and the criterion being followed for appointment on compassionate grounds and with the approval of Hon'ble Lt. Governor, Delhi, the Govt. of NCT of Delhi has adopted a system of allocation of points to various attributes and parameters based on a maximum of 100 points-scales (Annexure-1). The various attributes/ parameters are, 1) Family Pension, 2) Terminal benefits, 3) Monthly income of earning members of the family or income from property, 4) immovable property, 5) No. of dependents, 6) No. of unmarried/divorcee daughter, 7) No. Of Minor children, 8) remaining service and 9) applicant being physically handicapped/ disabled dependent daughter(s)/ if the deceased had received Gallantry or Presidential awards earlier/dependent (s) of deceased government servant (spouse and children only) if suffering from critical illness namely Cancer, Kidney failure, Coma etc.

3. The Services Department, vide circular dated 23/02/2017, and subsequent Addendum dated 18/08/2017, had also issued instructions relating to the procedures to be followed while processing applications for appointment on compassionate grounds.

4. In furtherance to the above circular dated 23/02/2017, and as per the recommendations of the screening committee, in the meeting held on 29/01/2019, the Head of Department concerned, shall submit the following information/record (as per checklist Annexure-II) along with each application for appointment on compassionate grounds: -

- The complete details of property i.e. area and value as per circle rate inside or outside of Delhi, verified from Revenue Department(Annexure-I);
- Income certificates with regard to monthly income of all the dependants of the family of the deceased/medically retired govt. servant, issued from Revenue Department;
- The total number of dependents along with their details i.e. date of birth and marital status/date of marriage in respect of each candidate, verified from Revenue Department(Annexure-I);

868

15-6-19

Contd....

- After due verification and authentication of all documents and, in particular, the above documents, the Heads of Departments shall issue a certificate (as per annexure-III) in respect of each request of compassionate appointment to the effect that – “the case is complete in all respects as per check-list of Services Department, the documents have been duly verified/authenticated and the case is recommended for consideration of Screening Committee for compassionate appointment”
- The check list and verification report proforma is enclosed for compliance.

The department concerned shall ensure that the procedures narrated above are followed scrupulously.

This issues with the prior approval of Competent Authority


SPECIAL SECRETARY -II (SERVICES)

All HODs,
Govt. of NCT of Delhi,
Delhi / New Delhi.

No. F.16(60)/2001/S-II/Vol.III/ 1576-1679

Dated: 11/6/2019

Copy forwarded for information and further necessary action to:

1. The Secretary to Hon'ble Lt. Governor, Delhi, Govt. of NCT of Delhi, Raj Niwas, Delhi.
2. The Secretary to Hon'ble Chief Minister, Delhi, Govt. of NCT of Delhi, 3rd Level, Delhi Secretariat, Delhi.
3. The Secretary to Hon'ble Deputy Chief Minister, Delhi/Cabinet Ministers, Govt. of NCT of Delhi, 6th Level, Delhi Secretariat, Delhi.
4. The Staff Officer to Chief Secretary, Delhi, Govt. of NCT of Delhi, 5th Level, Delhi Secretariat, Delhi.
5. All Section Officers of Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
6. PS to Secretary (Services), Govt. of NCT of Delhi, 7th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
7. PA to Spl. Secretary/Deputy Secretary (Services) (I/II/III), Govt. of NCT of Delhi, 7th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
8. Section Officer (Co-ordination), Services Department, Govt. of NCT of Delhi, Delhi, with the request to upload this circular on the website of Services Department.
9. Guard file/Computer Assistant.


SPECIAL SECRETARY -II (SERVICES)

VERIFICATION REPORT PROFORMA

VERIFICATION OF DEPENDENTS/FAMILY MEMBERS AND DETAILS OF IMMOVABLE PROPERTY OWNED BY THE DECEASED GOVERNMENT SERVANT/FAMILY MEMBERS

NAME OF THE APPLICANT	
NAME OF THE DECEASED/RETIRED ON MEDICAL GROUNDS GOVT. SERVANT	
MARITAL STATUS OF APPLICANT (MARRIED/UNMARRIED/WIDOW/WIDOWER)	
ADDRESS	

I. DETAILS OF DEPENDENTS/FAMILY MEMBER

(a) LIVING TOGETHER:

S. NO	NAME	DATE OF BIRTH	RELATIONSHIP WITH THE DECEASED	MARITAL STATUS (if married date of marriage thereof)	EMPLOYED/ UNEMPLOYED/ BUSINESS	IF EMPLOYED/BUSINSS, MONTHLY INCOME THEREOF

(b) LIVING SEPRATELY:

S. NO	NAME	DATE OF BIRTH	RELATIONSHIP WITH THE DECEASED	MARITAL STATUS (if married date of marriage thereof)	EMPLOYED/ UNEMPLOYED/ BUSINESS	IF EMPLOYED/BUSINSS, MONTHLY INCOME THEREOF

II. Details of immovable Properties owned by the deceased govt. servant/ Family members: (Whether residential/agricultural/ commercial property inside or outside Delhi)

(a) If own House:

i	Area	
ii	Number of Floors	
iii	Value(as per circle rate)	
iv	Whether any business/commercial activities being carried out from the premises. If yes, details/monthly income is required.	

(b) If residential/agricultural/commercial property other than house inside or outside Delhi :

(A)	Area	
(B)	Value(as per circle rate)	
(C)	Whether any business/commercial activities being carried out from the premises. If yes, details/monthly income is required.	

(c) If Rented House:

(A)	Rent Paid	
(B)	Area of premises	
(C)	Name & Address of landlord	

(d) If Govt. Accommodation

(A)	Address	
(B)	Date of allotment	

Above facts are true and correct.

**SIGNATURE OF VERIFYING OFFICER AND
DESIGNATION WITH STAMP/SEAL
(REVENUE OFFICER NOT BELOW THE
RANK OF TEHSILDAR)**

Annexure-II

**CHECK LIST OF DOCUMENTS TO BE FORWARDED ALONGWITH CASES FOR
APPOINTMENT ON COMPASSIONATE GROUNDS**

S.NO.	DETAILS	PAGE NO.	REMARKS, IF ANY
1	Form-1 (Part-A) of the application form duly verified by the Welfare Officer of the Administrative Department in the format prescribed by the Services Department.		
2	Form-1 (Part-B) of the application form duly recommended by the Head of Department in the format prescribed by the Services Department.		
3	Report of Nodal Officer duly verified by the Nodal officer of the administrative department in the format prescribed by the Services Department (Form-2)		
4	The total number of dependents along with their details i.e. dates of birth and marital status/date of marriage in respect of each candidate, duly verified by the Revenue Department (as per Form-3).		
5	Latest Income certificates (in original) with regard to monthly income of all the dependents of the family of the deceased/medically retired government servant, issued from Revenue Department.		
6	The complete details of property i.e. area and value as per circle rate inside or outside of Delhi, verified from Revenue Department (as per Form-3).		
7	Death certificate of deceased govt. servant (in original)		
8	Copy of PPO as per 7 th CPC		
9	Copies of sanction orders of all terminal benefits i.e. a)DCRG b)/Final payment of GPF/ c)Leave Encashment/ d)CGEIS/ e)Saving Fund/ f)DLIS		
10	Copy of Caste certificate of applicant(if applicable)		
11	All the documents with regards to Education Qualification of the applicant(i.e. degree/certificate/marks sheet)		
12	Two passport size photographs of applicant duly attested by the welfare officer of the administrative department		
13	No Objection Certificates in favour of applicant from all dependent of deceased govt. servant		
14	Copy of ration card/details of family as per service records		
15	Last Salary slip of employed dependent of deceased govt. servant		
16	Rent receipts in original (at least last two months) along with copy of rent agreement and proof of ownership of landlord, if the family of the deceased govt. servant residing in rented accommodation		
17	Copy of allotment letter, if the family of the deceased govt. servant is residing in govt. accommodation		
18	Certificate issued by HOD		

ANNEXURE-III

NAME OF THE DEPARTMENT:

ADDRESS:

CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT

The case is complete in all respects as per check-list provided by Services Department. The documents have been duly verified/authenticated.

The request of Sh./Ms. _____ W/o, S/o, D/o, Late Sh./Ms. _____ Ex-
_____ is hereby recommended for consideration by
Screening Committee for compassionate appointment.

**Signature of Head of Department
(with official seal)**