

No.A.12012/1/2006-P&AR (GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

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OFFICE MEMORANDUM

Dated Aizawl, the 25th October, 2010

Subject: Revised Instructions on the Scheme for Compassionate Appointment under the Government of Mizoram.

It has come to the notice of the Govt. that some Departments have taken up cases of compassionate appointment in a very casual manner without adhering to the instructions, orders or guidelines issued by the government from time to time. It is hereby reiterated that the object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Govt. servant dying in harness thereby leaving his family in penury and without any means of livelihood, to relieve family of the deceased Govt. servant concerned from financial destitution to help it get over the emergency. This Scheme will also apply to a dependent family of a Govt. servant who is retired on medical ground.

2. With a view to ensuring quick disposal of only and really deserving cases under this scheme, it has been decided to revise the existing instructions on compassionate appointment as given below. All Heads of Departments are therefore informed to strictly comply with the instructions whenever they take up cases of compassionate appointment.

- (a) For appointment on compassionate ground, prior approval of DP & AR (GSW) should invariably be obtained and ex-post facto approval will not be entertained.
- (b) All proposals for compassionate appointment should be accompanied by minutes of the meeting of Screening Committee constituted for the purpose by each department, and spot verification report on each applicant showing number of dependants.
- (c) Applicability and eligibility conditions should be strictly adhered to and there should not be any deviation from the rules, orders and directions issued by Government from time to time.
- (d) For examination of cases of compassionate appointments, instructions and orders contained in Appendix 2 of CCS (Pension) Rules, 1972; Government of India's O.M.No.14014/6/94-Estt (D) dt 9.10.1998, and No.14014/24/99-Estt (D) dt 28.12.1999 and No.14014/19/2002-Estt (D) dt 5.5.2003 should be complied with.
- (e) Copy of latest approved Recruitment Rules, Roster authenticated in each page, and list of incumbents indicating mode of recruitment and quota etc. should be enclosed with the proposal. This should include appointments made on compassionate ground.

Contd/...2

- (f) Head of Department who proposes appointment on compassionate ground should satisfy himself/herself that the candidate, if appointed, will actually look after the deceased family left by the Government servant who dies in harness. It should be ensured that unmarried person(s) appointed on compassionate ground should look after the deceased family even after their marriage.
- (g) Head of Department who proposes appointment on compassionate ground should satisfy himself/herself that no room is left for other claims and counter claims from among other sons, daughters and near relatives of the deceased Government servant.
- (h) While considering cases for Compassionate appointment due importance should be attached to family condition of the deceased Govt. servant, available means of earning livelihood etc.
- (i) Every Department shall form a committee consisting of Head of Department, Deputy Director (Administration)/Superintendent i/c Estt. where DDA is not posted, and dealing Assistant to scrutinize each and every application and to see the actual source of income of family of the applicant.
- (j) Ceiling of 5% quota for compassionate appointment shall be worked out with reference to total sanctioned posts in Group 'C' and 'D' which is to be debited against direct recruitment quota in the relevant Recruitment Rules.

Sd/- VAN HELA PACHUAU
Chief Secretary
Mizoram.

Dated Aizawl, the 25th October, 2010.

Memo No. A.12012/1/2006-P&AR(GSW)

Copy to:-

- 1) Secretary to Governor, Mizoram.
- 2) Secretary to Chief Minister, Mizoram.
- 3) P.S to all Ministers/Speaker/M.O.S/Dy. Speaker, Mizoram.
- 4) P.S to all Parliamentary Secretaries, Govt. of Mizoram.
- 5) P.P.S to Chief Secretary, Govt. of Mizoram.
- 6) All Administrative Departments, Govt. of Mizoram.
- 7) All Heads of Departments.
- 8) All Wings of DP & AR.
- 10) Guard File.

(LALTHANSANGA)

Letza 25/10/10
Addl. Secretary to the Government of Mizoram,
Deptt. of Personnel & Adve. Reforms.
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**PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF
GOVERNMENTSERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID
PENSION**

PART-I

- I. (a) Name of the deceased/retired on invalid Pension employee _____
- (b) Designation of the employee _____
- (c) Date of birth of the employee _____
- (d) Date of death/retirement on invalid pension _____
- (e) Total length of service rendered _____
- (f) Whether permanent or temporary _____
- (g) Whether belonging to SC/ST _____
- II (a) Name of the candidate for appointment _____
- (b) His/Her relationship with the employee _____
- (c) Date of birth _____
- (d) Educational Qualification _____
- (e) Whether any other dependent has been Appointed on compassionate grounds _____
- III Particulars of total assets left including amount of-
 - (a) Family Pension _____
 - (b) Retirement/Death Gratuity _____
 - (c) GPF Balances _____
 - (d) LI Policies _____
 - (e) Movable and immovable properties and annual Income earned therefrom by the family _____
 - (f) CGE Insurance amount _____
 - (g) Encashment of leave _____
 - (h) Any other assets _____
- IV Brief particulars of liabilities, if any _____
- V Particulars of all dependents of the employee (if some are employed, their income and whether they are living together or separately)

<i>Sl.No</i>	<i>Name</i>	<i>Relationship with the Employee and Age</i>	<i>Employed or not, particulars of employment and emoluments</i>
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Declaration

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

Signature of Candidate

Shri..... is known to me and the facts mentioned by him are correct

Signature of Permanent Government servant

Name.....

Address.....

I have verified that the facts mentioned by candidate above are correct.

Signature of the welfare Officer

Name.....

Address.....

PART-II

- I (a) Name of the candidate for appointment _____
- (b) His/Her relationship with the employee _____
- (c) Educational Qualifications, Age (date of birth)
And Experience, if any _____
- (d) Post for which employment is proposed _____
- (e) Whether the post is to be filled in CSCS or
In a non-participating office _____
- (f) Whether the Recruitment Rules provide for
Direct Recruitment _____
- (g) Whether the candidate fulfils the requirement
Of the Recruitment Rules for the post _____
- (h) Apart from waiver of Employment Exchange/
SSC procedure what other relaxations are to be
Given _____
- II Whether the facts mentioned in Part
I have been verified by the office
and if so indicate the records _____
- III Personal recommendations of the
Head of Department/Ministry _____
- IV If the employee died/retired on valid
pension more than 5 years back. why
the case was not sponsored earlier _____

NOTE- In Part II of the proforma, against column III it has to be indicated whether the appointments has been recommended by the Circle Committee or not. Since the case is considered by the Circle/District Committee, the recommendation of the Committee may be signed by at least one member of the Committee against that column.

[D.G., P & T., Letter No. 43-38/80-NCG, dated the 8th February, 1980]

PART-III

(To be filled up by Head of Department who initiated the proposal for making compassionate appointment)

1. Is the proposed appointment accommodated within 5% ceiling prescribed for such compassionate appointment?

2. If yes, total number of posts in each Group lying vacant as well as occupied by incumbents of both normal appointments and compassionate appointment should be indicated

3. Is the proposal checked thoroughly as per Appendix 2 of CSS (Pension) Rules, 1972, Govt. of India's O.M.No.F.14014/6/94-Estt(D) dt 9.10.1998, F.No.14014/24/1999-Estt(D) dt 28.12.1999, and Consolidated instructions on the Scheme for Compassionate appointment which appear in NABHI's Compendium of orders for Civil Service Employees 1999?

4. Does the proposal qualify for consideration as per provisions enshrined in Appendix 2 of CSS(Pension) Rules 1972, Govt. of India's O.M.No.F.14014/6/94-Estt(D) dt 9.10.1998, F.No.14014/24/1999-Estt(D) dt 28.12.1999 and Consolidated Instructions on the Scheme for Compassionate Appointment which appear in NABHI's Compendium of orders for Civil service Employee 1999?

5. UNDERTAKING BY HEAD OF DEPARTMENT

Certified that the statements made above and informations furnished in connection with this proposal is correct in all respects. In case of false statement and wrong information, I shall be solely responsible.

Signature, full name and seal
Of the Head of Department

Part-IV

(To be filled up by Head of Department who initiated the proposal for making compassionate appointment)

1. Whether the Department conducted spot verification on each applicant
Yes/No _____
If yes, detailed spot verification report be attached with the application.
2. Whether the screening committee constituted for the purpose had screened each of the applicant
Yes/No _____
If yes, minutes of the screening committee be attached
3. Total no. of sanctioned posts in each post. _____
4. Whether any appointment had been made so far on compassionate ground in each post. _____
5. If yes, no. of appointment made in each post. _____
6. Total no. of post lying vacant in each post. _____
7. Whether Roster for each post attached. _____
8. Whether Recruitment Rules for each Group attached. _____
9. Under taking by HoD:

Certified that the statements made above and informations furnished in connection with this proposal is correct in all respect. In case of false statement and wrong information, I shall be solely responsible.

Signature _____
(with date)

Name _____

Seal _____