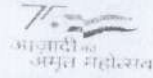




No. PB/1/9/2023-Estt.II
केन्द्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
प्रधान न्यायपीठ
PRINCIPAL BENCH



फोन/Phone: 011- 23385097

ई.मेल/E-mail: cat-delhi@nic.in

61/35, कॉपेर्निकस मार्ग /61/35, Copernicus Marg,
नई दिल्ली-110001 / New Delhi - 110001.

दिनांक/Date: 07.08.2023

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To

The Registrar/Joint Registrar/Deputy Registrar,
Central Administrative Tribunal,
All outlying Benches.

Sub: Policy for appointment on compassionate basis in Central Administrative Tribunal-reg.

Sir/Madam,

I am directed to refer to the subject mentioned above and to forward herewith a policy for appointment on compassionate grounds devised in terms of para 13(vi) of the ibid OM No.14014/01/2022-Estt.(D) dated 02.08.2022 in order to bring in transparency and objectivity in dealing with claims for compassionate appointment. Keeping in view the administrative requirement in processing application for compassionate appointment, you are requested to send the proposals of compassionate appointment. The form as in Annexure-II(three parts A,B & C) may be used for ascertaining necessary information w.r.t. relative merit points alongwith the recommendations of Hon'ble HoD of the Bench.

Yours faithfully,

(P.K. Satija)

Deputy Registrar(Estt.)

Copy to : The Deputy Registrar(computer), CAT, PB, New Delhi with the request to upload the policy for appointment of compassionate basis in Central Administrative Tribunal on the website for information of all stake holders.

Policy for appointment on Compassionate basis in

Central Administrative Tribunal

The object of the Compassionate appointment Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood and relieve the family of the Government servant concerned from financial destitution and help it get over the emergency. The relevant guidelines in this regard have been laid by DoP&T vide its OM No.14014/01/2022-Estt.(D) dated 02.08.2022, which are to be followed in cases of compassionate appointment..

2. Keeping in view the objective of the Scheme, the existing instructions of DoP&T relating to compassionate appointment have time and again been reviewed/modified/simplified so that the system finally derived at shall be more transparent, efficient and uniform in nature. The point based merit system for appointment on compassionate grounds in CAT is therefore devised in terms of para 13(Vi) of the ibid OM dated 02.08.2022 to bring out more transparency and objectivity in the process of Compassionate appointment.
3. A Welfare Officer will be nominated in all the Benches of CAT by respective HoDs. The Welfare Officer should be a Gazetted Officer. The Welfare Officer will assist the dependent family of the deceased Government employee in getting appointment on compassionate grounds. The applicant would be called in person at the very first stage and advised in person about the requirements and formalities to be completed. A duly filled proforma by the applicant shall be used to ascertain necessary information and processing the cases of compassionate appointment.
4. The applications for compassionate appointment shall be considered by a Committee consisting of three officers — one chairman and two members - of the rank of Deputy Registrar or above. The Welfare Officer may also be made one of the Members/ Chairman of the Committee, depending on his rank. Recommendation of the committee shall be placed before the Competent Authority for a decision.
5. Transparency and objectivity are the foremost aspects of scheme for compassionate appointment. A holistic assessment of the financial condition of the family has to be made taking into consideration factors like presence of earning member(s), size of family, age of children and the financial needs of family.
6. The extant position regarding appointment on compassionate basis in this Department has been reviewed and it has been decided by the Competent Authority that to ensure utmost transparency, a point based merit scheme based on various attributes indicated in the guidelines of DoP&T should be worked out on a 100 point-scale as laid down in Annexure-1.

7. While applying point based merit scheme, as mentioned in Annexure-1, if situation arises that some candidates secure equal marks in merit and Cadre Controlling Authority is unable to decide the merit of such candidates, in such cases the tie-breaking factor can be income available per dependent i.e. total of first three financial parameters prescribed in **Annexure-I** (Pension annualized, total terminal benefits and annual income of earning members and income from property) divided by total number of dependents. The lesser the per dependent available income, the higher the rank amongst the applicants whose scores had a tie.

8. In case of tie even after applying the factor of per dependent available income, then the left-over service of Government servant can be considered. This is suggested as it may be implied that longer the left-over service of the deceased, the more is the impact on the family. Applicants related to Government servant with higher left-over service would be considered over the one with lesser left-over service.

9. Keeping in view the administrative requirement in processing applications for compassionate appointment, the form as in **Annexure-II** may be used for ascertaining necessary information which consists of three parts as under:

1.	A	Form for seeking Compassionate appointment by dependents of Government servants deceased while in service or retired on medical grounds.
2.	B	To be filled by the Office in which employment is proposed.
3	C	Relative Merit Points Assessment on a 100-point scale for compassionate appointment.

10. Point based merit scheme imparts the necessary objectivity, homogeneity and transparency to the scheme for appointment on compassionate grounds. Henceforth, it shall be followed strictly along with the instructions issued by DoP&T time to time, for assessing comparative merit of the applicants for compassionate appointment.

ANNEXURE I**Table for allocation of Points for various attributes based on a 100 point-scale for Proforma 'C'**

1. Family Pension (Basic excluding DA & Allowances)

(20 Points)

Sl. No.	Proposed slab	Merit Points
1.	Upto 10,000	20
2.	10,001-13,000	18
3.	13,001-16,000	16
4.	16,001-19,000	14
5.	19,001-22,000	12
6.	22,001-25,000	10
7.	25,001-28,000	08
8.	28,001 & above	06

2. Terminal benefits i.e. Lump sum amount received by the family on death of Government Servant (i.e. DCR Gratuity, GPF/Lump sum amount under NPS, LIC/PLI, CGEGIS, Leave encashment etc.)

(10 Points)

Terminal Benefits			
For post 01.01.2016 death cases	For death cases between 01.01.2006 to 31.12.2015	For Pre 01.01.2006 death cases	Weightage points
Upto 10,00,000	Upto 4,50,000	Upto 1,00,000	10
10,00,001 – 11,87,500	4,50,001 – 5,25,000	1,00,001 – 1,20,000	09
11,87,501 – 13,75,000	5,25,001 – 6,00,000	1,20,001 – 1,40,000	08
13,75,001 – 15,62,500	6,00,001 – 6,75,000	1,40,001 – 1,60,000	07
15,62,501 – 17,50,000	6,75,001 – 7,50,000	1,60,001 – 1,80,000	06
17,50,001 – 19,37,500	7,50,001 – 8,25,000	1,80,001 – 2,00,000	05
19,37,501 – 21,25,000	8,25,001 – 9,00,000	2,00,001 – 2,20,000	04
21,25,001 – 23,12,500	9,00,001 – 9,75,000	2,20,001 – 2,40,000	03
23,12,501 – 25,00,000	9,75,001 – 10,50,000	2,40,001 – 2,60,000	02
25,00,001 – 26,87,500	10,50,001 – 11,25,000	2,60,001 – 3,00,000	01
26,87,500 & Above	11,25,001 & Above	3,00,001 & Above	00

3. Annual Income of earning members & Income from Property

(10 Points)

Sl. No.	Annual Income	Weightage Points
1.	Nil	10
2.	1 - 1,05,000	08
3.	1,05,001 – 1,35,000	06
4.	1,35,001 – 1,65,000	04
5.	1,65,001 – 1,95,000	02
6.	1,95,001 & Above	00

4. Movable/Immovable Property

(10 Points)

Sl. No.	Proposed Slab	Weightage Points
1.	Nil	10
2.	Upto 5,00,000	08
3.	5,00,001 – 10,00,000	06
4.	10,00,001 – 15,00,000	04
5.	15,00,001 – 20,00,000	02
6.	20,00,001 & Above	00

5. Leftover service of Deceased

(15 Points)

Leftover service of Deceased	Weightage Points	Leftover service of Deceased	Weightage Points	Leftover service of Deceased	Weightage Points
Upto 2 years	01	Upto 12 years	06	Upto 22 years	11
Upto 4 years	02	Upto 14 years	07	Upto 24 years	12
Upto 6 years	03	Upto 16 years	08	Upto 26 years	13
Upto 8 years	04	Upto 18 years	09	Upto 28 years	14
Upto 10 years	05	Upto 20 years	10	30 years & Above	15

6. Number of Dependents i.e. Mother or Father, Spouse (House Wife) Only

(10 Points)

Sl. No.	No. of Dependents	Weightage Points
1.	Single or Both Parents	05
2.	Wife	05

7. Number of Unmarried Daughters

(10 Points)

Sl. No.	No. of Unmarried Daughter	Weightage Points
1.	01	05
2.	02 & Above	10

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8. Number of Dependent Minor Children

(10 Points)

Sl. No.	No. of Minor Children	Weightage Points
1.	01	05
2.	02 & Above	10

9. Unmarried major son (Upto 25 years of age) and Dependent major son i.e. Physically & Mentally challenged (without age limit)

(05 Points)

Sl. No.	No. of Unmarried Major Son/ Dependent Major son	Weightage Points
1.	01	03
2.	02 & Above	05

- In addition to the above, cases where the wife of deceased official has applied for compassionate appointment for herself, she shall get 15 additional points as grace points. This will be in line with the general principle that the widow needs to be given preference for compassionate appointment.
- The cases already considered by this Department constituted for considering the requests for compassionate appointment as per the previous practices followed need not to be opened.

ANNEXURE-II

FORM FOR SEEKING COMPASSIONATE APOINTMENT BY DEPENDENTS OF GOVERNMENT SERVANT DECEASED WHILE IN SERVICE/ RETIRED ON MEDICAL GROUNDS.

PART-A

I.	(a)	Name of the Government Servant(Deceased/Retired on medical grounds)	
	(b)	Designation of the Government Servant	
	(c)	Whether it is MTS (erstwhile Group D or not?)	
	(d)	Date of the Government Servant	
	(e)	Date of Death/retirement on medical grounds	
	(f)	Total length of service rendered	
	(g)	Whether permanent or temporary	
	(h)	Whether belonging to SC/ST/OBC	
II.	(a)	Name of the candidate for appointment	
	(b)	His/Her relationship with Government Servant	
	(c)	Date of Birth	
	(d)	Educational Qualification	
	(e)	Whether any other dependent family member has been appointed on compassionate	

III.	Particulars of total assets left including amount of	
(a)	Family Pension	
(b)	D.C.R. Gratuity	
(c)	G.P.F. Balance	
(d)	Life Insurance Policies (including Postal Life Insurance)	
(e)	Movable and Immovable properties and annual income earned therefrom by family.	
(f)	C.G.E. Insurance amount	
(g)	Encashment of leave	
(h)	Any other assets	
	TOTAL:	
IV.	Brief particulars of liabilities, if any	

V. Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately)						
Sl. No	Name(s)	Relation with	Age	Address	Employed or not (if employed,	Marital Status
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						

VI. DECLARATION / UNDERTAKING

1. I 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 a future date, my services may be terminated.

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government Servant / member of the Armed Forces mentioned against 1(a) of Part-A of this form and in case, it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the Candidate

Name: _____

Address: _____

PART-B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

a)	Name of the candidate	
b)	His/ Her relationship with the Govt. servant	
c)	Age(Date of Birth), educational qualifications and experience , if any	
d)	Post (Group C) which employments proposed	
e)	Whether there is vacancy within the ceiling of 5% prescribed under the scheme of compassionate appointment.	
f)	Whether the relevant Recruitment Rules provide for direct recruitment	
g)	Whether the candidate fulfils requirements of the Recruitment Rules for the post	
h)	Apart from wavier of Employment Exchange/ Staff Selection Commission procedure what other relaxation are to be given	
i)	Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records	
j)	If the government Servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier.	
k)	Personal recommendation of the Head of Department (With his signature and office stamp/seal)	

Part — C

Relative Merit Points Assessment On A 100 Point-Scale For
Compassionate Appointment

Sl. No.	Parameters	Point allotted to the parameters	Points scored by the candidate
1.	Family Pension (Excluding DR & Allowance)	20	
2.	Terminal benefits i.e. Lump sum amount received by the family on death of Govt. servant (i.e. DCR Gratuity, GPF/ Lump sum amount under NPS, CGEGIS, Leave encashment etc.	10	
3.	Annual income of earning members and income from property	10	
4.	Movable/Immovable property	10	
5.	Leftover service of the deceased Government Employee	15	
6.	Number of dependents i.e. Mother or Father, Spouse (House Wife) only	10	
7.	Number of unmarried daughters	10	
8.	Number of dependent minor children	10	
9.	Unmarried major son (upto 25 years of age) and Dependent major son i.e. Physically & Mentally challenged (without age limit)	05	
	Total	100	
10.	Additional points in cases where the wife of deceased official has applied for compassionate appointment for herself	15	
	Total		