

**A-12012/1/2017-ADM**  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
[Department of Personnel & Training]  
Lal Bahadur Shastri National Academy of Administration  
Mussoorie – 248179

Dated: 10. January, 2025

**OFFICE ORDER No. 18**

**Subject: Policy for Consideration of Appointment on Compassionate Ground in LBSNAA- Relative Merit Point System and Procedure for selection - reg.**

The objective 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 to relieve the family of the Government servant concerned from financial destitution and to 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 (as amended from time to time) in cases of compassionate appointment.

2. Keeping in view the objective of the Scheme, the existing instructions of DOPT 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 LBSNAA 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 Committee having at least one Gazetted Officer constituted for this purpose 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 Chairperson and two members- of the rank of Assistant Director or above. Recommendation of the committee shall be placed before the Competent Authority for a decision.

5. The existing position has been reviewed and it has been decided by the competent authority that to achieve the objective of the scheme of compassionate appointment and to ensure complete **transparency, merits of the cases** can be conveniently decided by allocating points to the applicants based on various attributes indicated in the reference of DoPT from time to time. Accordingly, relative merit points system for assigning weightage to various attributes of the applicant for compassionate appointment has been worked out based on a hundred point-scale as laid down in Annexure-I.

6. While applying 100 points scale parameters, as mentioned in Annexure-I, 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 per dependent available income 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.

7. 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 suggest as it is felt 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. In case of tie even then, the next factor can be Number of physically/ mentally challenged dependents and unmarried daughter(s). In case of tie even then, the next factor can be age of the applicant, with elder applicant given preference.

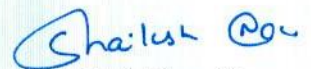
8. The tie breaking factor(s) in the order indicated above, should be used only to decide relative merit of the applicants scoring same points on 100 point scale and only if the applicants scoring same points cannot be accommodated against available vacancies.

9. Keeping in view the administrative requirement in processing such applications for appointment on compassionate ground, the Form as in Annexure-II may be used for ascertaining necessary information which consists three part as under.

Sl. No.	Part	Title
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. The system of weightage not only awards objectivity to the entire method but also **ensures complete transparency and uniformity in the selection process**. Henceforth, weightage points system alongwith the instructions issued by the DOP&T (as amended from time to time) would be strictly followed for assessing comparative merit of the applicants for compassionate appointment.

11. This issues with the approval of Head of Department, LBSNAA.

  
(Shelesh Nawal)

Deputy Director & Head of Office

Encl: As above

To.

1. NOTICE Board [through SARGAM]

Copy to:

2. Office of the Director

3. Office of the Joint Director

4. RTI Section- for uploading at RTI Portal/ LBSNAA Website

5. Rajbhasha Anubhag, LBSNAA- for translation

**RELATIVE MERIT POINTS SYSTEM FOR ALLOCATION OF POINTS FOR VARIOUS  
ATTRIBUTES OF APPLICANT FOR COMPASSIONATE APPOINTMENT IN LBSNAA  
BASED ON 100 POINT SCALE FOR PART-C OF ANNEXURE-II**

**1. Family Pension (Basic excluding DA & Allowances) (20 Points)**

S. No.	Proposed Slab	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

Note: To be verified from service records and certified by the Head of Office, LBSNAA

**2. Terminal Benefits i.e. Lump sum amount by the family on death of Govt. Servant(i.e. DCR Gratuity, GPF/Lump sum amount under NPS, LIC/PLI, CGEIGS, 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	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
26,87,501 & Above	11,25,001 & Above	3,00,001 & Above	00

Note: To be verified from service records and certified by the Head of Office, LBSNAA

**3. Annual Income of earning members & Income from Property (10 Points)**

Sl.No.	Annual Income	Weightage Point
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

Note: To be verified from the documents (like bank statement, ITR, certificate from Revenue Authorities) and affidavit produced by the applicant and verified by the Head of Office, LBSNAA

**4. Movable/Immovable Property (10 Points)**

Sl. No.	Slab	Weightage Point
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

Note: To be verified from the documents (like bank statement, ITR, certificate from Revenue Authorities/ Municipal Authorities/ concerned departments etc. and produced by the applicant and verified by the Head of Office, LBSNAA

**5. Left over service of Deceased (15 points)**

Left over service of deceased	Weightage Point	Left over service of deceased	Weightage Points	Left over service of deceased	Weightage points
Upto 02 years	01	Upto 12 years	06	Upto 22 years	11
Upto 04 years	02	Upto 14 years	07	Upto 24 years	12
Upto 06 years	03	Upto 16 years	08	Upto 26 years	13
Upto 08 years	04	Upto 18 years	09	Upto 28 years	14
Upto 10 years	05	Upto 20 years	10	30 years & above	15

Note: To be verified from service records and certified by the Head of Office, LBSNAA

**6. Dependents i.e. Mother or Father, Spouse (House Wife) Only (10 Points)**

S.No.	No. of Dependents	Weightage Points
1	Single or Both parents	05
2	Wife	05

Note: To be verified from service records and certified by the Head of Office, LBSNAA

**7. Unmarried Daughters (10 points)**

S.No.	No. of Unmarried Daughters	Weightage Points
1	01	05
2	02 & Above	10

Note: To be verified from service records, single status certificate/ affidavit notarized by any competent authority produced by the applicant and verified by Head of Office, LBSNAA

**8. Dependent Minor Children of deceased Government servant OR dependent sisters(s)/ brother(s) of unmarried deceased Government servant (10 points)**

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

Note: To be verified from service records and certified by the Head of Office, LBSNAA

9. Unmarried Major Son (upto 25 years of age) and Dependent Major Son i.e. Physically and Mentally Challenged (without age limit) (05 points)

S.No.	No. of Unmarried Major Son/Dependent Major Son	Weightage Points
1	01	03
2	02 & Above	05
Note:	To be verified from service records, single status certificate/ affidavit notarized by Competent Authority produced by the applicant and verified by the Head of Office, LBSNAA. The disability as defined by DoPT for reservation for persons with Disabilities from time to time for appointment in Central Government will be ensured. Related certificates to be obtained accordingly.	

10. General Note:

- a. In cases to the above, cases where the Widow of deceased employee/ wife of employee who has retired on medical ground 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/ wife needs to be given preference for compassionate appointment.
- b. The cases already considered by the Committee for considering the requests for compassionate appointment as per previous practices followed need not to be open.

\*\*\*

**FORM FOR SEEKING COMPASSIONATE APPOINTMENT 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 birth 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 the Government Servant	
	(c)	Date of Birth	
	(d)	Educational Qualification	
	(e)	Whether any other dependent family member has been appointed on compassionate grounds	

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 the family	
	(f)	C.G.E. Insurance amount	
	(g)	Encashment of Leave	
	(h)	Any other assets	
		<b>Total</b>	
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)	Relationship With Govt. servant	Age	Address	Employed or not (if employed particulars of employment & emoluments)	Marital Status
(1)	(2)	(3)	(4)	(5)	(6)	(7)
i.						
ii.						
iii.						
iv.						
v.						

**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 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)

I.	i.	Name of the candidate for appointment	
	ii.	His/ Her relationship with the Government servant	
	iii.	Age(Date of Birth), educational qualifications and experience, if any	
	iv.	Post (Group C) which employments is proposed	
	v.	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	
	vi.	Whether the relevant Recruitment Rules provide for direct recruitment	
	vii.	Whether the candidate fulfils requirements of the Recruitment Rules for the post	
	viii.	Apart from wavier of Employment Exchange/ Staff Selection Commission procedure what other relaxation are to be given	
(II)		Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records	
(III)		If the government Servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier.	
(IV)		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.	PARAMETER	Points allotted to the parameter	Points scored by the candidate
1	Family Pension/Monthly amount (Excluding DA & Allowances)	20	
2	Terminal Benefits (DCRG, GPF/PPF, LIC/PLI, Leave encashment, etc)/Lump Sum amount under NPS etc.	10	
3	Annual Income of earning members and income from property	10	
4	Movable/Immovable property	10	
5	Left over service of deceased	15	
6	Number of dependents i.e. Mother or Father, Spouse(Wife) only	10	
7	Dependent unmarried daughters	10	
8	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	
	<b>TOTAL</b>	<b>100</b>	

**Note** In cases to the above, cases where the Widow of deceased employee/ wife of employee who has retired on medical ground 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/ wife needs to be given preference for compassionate appointment