

No.25/17/2017-ADMIN-I-Part(1)  
भारत सरकार/ Government of India  
नवीन एवं नवीकरणीय ऊर्जा मंत्रालय/ Ministry of New & Renewable Energy  
CGO Complex, Block No.14, Lodhi Road, New Delhi - 110003  
EPBAX No. 24360707; Fax No. 24361298

Dated 21<sup>st</sup> June, 2022

**OFFICE MEMORANDUM**

**Subject: Scheme for compassionate appointment - Regarding Relative Merit Points and revised Procedure for selection in Ministry of New & Renewable Energy.**

The objective of the Compassionate appointment Scheme is to grant appointment on compassionate grounds to an eligible 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. It is to relieve the family of the concerned Government servant from financial destitution and to help him/ her get over the emergency.

2. Accordingly, 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.

3. The efficacy of the scheme is based on its transparency. It is this aspect, which is foremost and hence while considering a request for appointment on compassionate grounds by a Committee, a balanced and objective assessment of the financial condition of the family has to be made taking into consideration its assets & liabilities and all other relevant factors such as the presence of earning member(s), size of family, age of the children and the essential needs of the family etc. This is done to assess the degree of the indigence among all the applicants considered for compassionate appointment within the prescribed ceiling of 5% of the direct recruitment vacancies in Group-C post.

4. In the Ministry of New & Renewable Energy, 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 instructions of DoP&T issued from time to time. Accordingly, a system of allocation of merit points for various attributes, based on a hundred point-scale has been worked out, as indicated in Annexure.

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5. Keeping in view the administrative requirement in processing such applications for appointment on compassionate grounds, the following proforma has been devised which are enclosed herewith:

S. No.	Proforma	Title
1.	Part A	Form for seeking Compassionate appointment by dependents of Govt. servants deceased while in service or retired on medical grounds. (To be filled by candidate / applicant for appointment)
2.	Part B	Proforma to be filled by the Office in which employment is proposed.
3.	Part C	Relative Merit points Assessment on a 100- point scale for compassionate appointment.

6. 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 along with the instructions issued by the DoP&T would be strictly followed for assessing comparative merit of the applicants for compassionate appointment.

7. This issues with the approval of Secretary, MNRE.

Yoginder Singh

(Yoginder Singh)

Under Secretary to the Govt. of India

To,

1. All officers & staff of MNRE.

योगेन्द्र सिंह / YOGINDER SINGH  
अवर सचिव / Under Secretary  
नवीन और नवीकरणीय ऊर्जा मंत्रालय  
Ministry of New and Renewable Energy  
भारत सरकार / Govt. of India  
एन डी डी - 110003 / New Delhi-110003

Copy for information to:

1. Sr. PPS to Secretary, MNRE
2. All Group/ Divisional Heads.
3. Admin-II/ Cash Section / Vigilance Division
4. Office order file/ Personal file/ IT Cell

**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 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 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	1,80,000 -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

.....Contd. 2/-

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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)

Left over service of deceased	Weightage Points	Left over service of deceased	Weightage Points	Left over 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

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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 daughters	Weightage Points
1.	01	05
2.	02 & Above	10

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 and 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 the Ministries/ Departments/ Offices constituted for considering the requests for compassionate appointment as per the previous practices followed need not to be opened.

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FORMS FOR SEEKING COMPASIONATE APPOINTMENT BY DEPENDANTS OF GOVERNMENT SERVANTS DECEASED WHILE IN SERVICE OR 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 Qualifications .....
- (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 .....

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- (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 .....
- Total = .....

IV. Brief particular 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)
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

*Handwritten signature or initials in blue ink.*

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 herewith 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: \_\_\_\_\_

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**PART – B**

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

- (a) Name of the candidate for Appointment : \_\_\_\_\_
- (b) His/Her relationship with the Government  
Servant \_\_\_\_\_
- (c) Age (date of birth), educational  
qualifications and experience, if any. \_\_\_\_\_
- (d) Post (Group C) which employments is  
Proposed \_\_\_\_\_
- (e) Whether there is vacancy in that post  
within the ceiling of 5% prescribed under  
the scheme of compassionate appointment. \_\_\_\_\_
- (f) Whether the post to be filled is included  
in the Central Secretariat Clerical Service  
or not \_\_\_\_\_
- (g) Whether the relevant Recruitment  
Rules provide for direct recruitment \_\_\_\_\_
- (h) Whether the candidate fulfils the  
requirements of the Recruitment  
Rules for the post \_\_\_\_\_
- (i) Apart from waiver 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  
the Department in the Ministry/  
Department/ Office (with his signature  
and office stamp/ seal. \_\_\_\_\_

**RELATIVE MERIT POINTS ASSESSMENT ON A 100 POINT-SCALE FOR  
COMPASSIONATE APPOINTMENT**

**PART - C**

Sl.No.	Parameter	Points allotted to the parameter	Points scored by the Candidate
1.	Family Pension/ Monthly amount (Excluding DA & Allowance)	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>	

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100%