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संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

F.No. A-12012/1/2021-GAD SEC

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION  
DEPARTMENT

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यूटी सचिवालय/UT Secretariat

लेह/Leh, Dated:- 19/06/2023

### OFFICE MEMORANDUM

**Subject:- Maintenance of Roster for vacancies for appointment on compassionate grounds in terms of Compassionate Appointment Rules as amended from time to time.**

As per the J&K (Compassionate Appointment) Rules 1994 (SRO-43) adapted in UT of Ladakh, eligible family members of a person specified in Rule-2 can be appointed against a vacancy in the lowest rank of non-gazetted service or Class IV post. To streamline such appointments, it is necessary to hold back some vacancies while referring vacant posts to recruitment agencies to ensure availability of posts for compassionate appointment.

Therefore, in order to ensure adherence, consistency and transparency, the following instructions are issued for holding back vacancies for compassionate appointment cases:

1. All departments/offices shall hold back 5 % of vacancies against direct recruitment quota worked out by clubbing together the number of vacancies in Pay Level-2 & below (SL-1, SL-2, SL-3, Level-1 & Level-2) or one (01) post against above levels, whichever is higher, for the purpose of appointment on compassionate grounds while referring the vacancies to the recruitment agency. The total vacancies shall be worked out by clubbing the district, divisional/UT cadre posts together of the Level-2 and below.

*Illustration:*

- i) A department has 160 vacant posts clubbing together the above pay level, it will hold 08 posts for compassionate appointment;
  - ii) In case a department has 20 or lesser posts (say 12 posts) in clubbing together vacancies of all the given level of posts it will hold one (01) post.
2. It is not necessary to hold back a post in each category or levels present in the department and the department shall decide the posts to be held back, keeping in view the functional requirement of the department.

3. A roster of such held up vacancies, properly serialized (using unique number ID) and earmarked for the purpose of compassionate appointment against the DR-quota vacancies shall be maintained and updated by all departments/offices. A copy of the roster shall also be provided to GAD for preparing a central roster.

An order shall be issued allotting the post for any candidate mentioning therein the unique ID of the roster. A post allocated for a candidate, if not used, shall not be allocated against another candidate until a cancellation order of earlier allocation is issued. A copy of the order shall also be made to GAD to make required entry in the central roster.

4. In case all the vacancies in the roster of one department held back for compassionate appointment are utilized, the department may approach GAD to allocate a vacant post for appointment of a waiting list candidate from another department. GAD shall identify vacant post based on the central roster maintained by them.
5. The roster shall be prepared carefully and maintained for a period of three years and thereafter reviewed and fresh roster be prepared by holding back prescribed percentage of posts at Para 1 above against the applicable level. In case the held-up vacancies remain unutilized, the same shall lapse and be counted against the overall vacancies while referring the vacancy for the next annual recruitment process after three years.

Please ensure strict compliance with the above instructions

**(Sonam Chhosdon/ सोनम छोसडोन)**

Deputy Secretary/ उप सचिव  
General Administration Department

**All Administrative Secretaries  
UT Administration of Ladakh**

**Copy to the:-**

1. Additional Director General of Police, Ladakh.
2. Secretary to the Hon'ble LG Ladakh for information of Hon'ble LG .
3. Deputy Commissioner/CEO, LAHDCs, Leh & Kargil.
4. District Informatics Officer, NIC Ladakh for uploading on the UT website.
5. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lt. Governor, Ladakh.
6. E-office-KMS Portal.