

F.No.6(10)/2019-Pers.III/3117279
Government of India
Ministry of Electronics & Information Technology
National Informatics Centre

A-Block, CGO Complex, Lodhi Road,
New Delhi-110003
Dated the 8th July, 2021

OFFICE MEMORANDUM

Subject: Scheme for compassionate appointment – Relative Merit Points System and revised Procedure for selection in NIC.

The objective of the 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. It is to relieve the family of the concerned Government servant from financial destitution and to help him / her get over the emergency.

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.
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.
4. The existing position has been reviewed and it has been decided by the Competent Authority that to achieve the objective of the scheme for 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 DOP&T 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.
5. 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.

S. R.
8/07/2021

Contd..

6. 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 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 No. of physically / mentally challenged dependents & unmarried daughter(s). In case of tie even then, the next factor can be age of the applicant, with elder applicant given preference.

7. 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.

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

S. 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.

9. 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.

10. This issues with the approval of DG, NIC.


(Shri Prakash Sharma)
Joint Director (Pers.)

Encl.: As above.

To,

1. Notice Board ... through DigitalNIC.

Copy to:

1. Welfare Officer, NIC Hqrs., New Delhi.
2. Office of Director General, NIC.
3. DDG (Admin.) / JD (Admin.), NIC Hqrs., New Delhi.
4. All SIOs / HoGs / HoDs at NIC Hqrs., New Delhi.
5. RTI Section ... for uploading at RTI portal / NIC website.
6. Hindi Unit, NIC Hqrs., New Delhi.....for translation.

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

1. Family Pension (Basic excluding DA & Allowance) - (20 Points)

Sl. No.	Slabs	Weightage Points
1	Up to 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 NIC Hqrs., / State, Head of Office.

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	1,80,000-2,00,000	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

Note: To be verified from service records and certified by the NIC Hqrs., / State, Head of Office.

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.	1,35,000 - 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 Hqrs. / State, Head of Office.

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

Sl. No.	Slab	Weightage Points
1.	Nil	10
2.	Up to 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 service records, the documents / affidavit / certificate from Revenue / Municipal Authorities / concerned departments etc. produced by the applicant and verified by the Hqrs., / State, Head of Office.

5. Left over 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 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 NIC Hqrs., / State, Head of Office.

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

Sl. 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 NIC Hqrs., / State, Head of Office.

7. Unmarried Daughters**- (10 Points)**

Sl. No.	No. of unmarried daughters	Weightage Points
1.	01	05
2.	02 & Above	10

Note: To be verified from service record, single status certificate / affidavit notarized by District Magistrate or Sub-Divisional Magistrate produced by the applicant and verified by NIC Hqrs. / State, Head of Office.

8. **Minor children of deceased Government servant OR dependent sisters(s) / brother(s) of unmarried deceased Government servant - (10 Points)**

Sl. No.	No. of minor children OR sister(s) / brother(s) of unmarried deceased Government servant	Weightage Points
1.	01	05
2.	02 & Above	10

Note: To be verified from service records and certified by the NIC Hqrs., / State, Head of Office.

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

Note: To be verified from service record, single status certificate / affidavit notarized by District Magistrate or Sub-Divisional Magistrate produced by the applicant and verified by NIC Hqrs. / State, Head of Office. 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.

General Note:

1. In case 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.

2. The cases already considered by the Ministry / Department / Office constituted for considering the requests for compassionate appointment as per the previous practices followed need out to be opened.

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 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	
	(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 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-ship with Govt. servant	Age	Address	Employed or not (if employed particulars of employment & emoluments	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 BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

I.	(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 employment 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 filed 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 dies / retired on medical grounds more than 5 years back, why the case was not sponsored earlier.	
(IV)		Personal recommendation of Head of the Department in the Ministry / Department / Office (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 / monthly amount (Excluding DA & Allowance)	20	
2.	Terminal benefits (DCRG, GPF/PPF /Lump sum amount under NPS, LIC/PLI, CGEGIS, Leave encashment 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.	Dependents i.e., Mother or Father, Spouse (Wife) only	10	
7.	Unmarried daughters	10	
8.	Minor Children of deceased Government servant OR dependent sister(s) / brother(s) of an unmarried deceased Government Servant	10	
9.	Unmarried major son (Upto 25 years of age) and Dependent major son i.e. physically and mentally challenged (without age limit)	05	
	TOTAL	100	

Note: In case 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.