

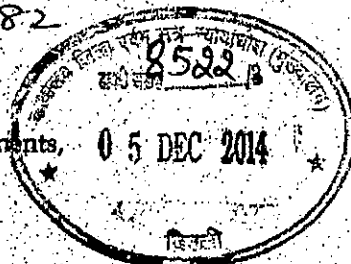
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (II)
DELHI SECRETARIAT, 5TH LEVEL, A-WING, I.P. ESTATE, NEW DELHI
(<http://services.delhigovt.nic.in>)

No.F.16/(131)/2014/S-II/4182

Dated: 27/11/14

To

All the Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Dehi.



Sub.: Self attestation, waiving of unnecessary affidavits and deletion of the provision of getting the declaration/undertaking furnished by the applicant countersigned by permanent government employee for the purpose of Compassionate Appointment - regarding.

Sir/Madam,

02 (Adm. 3) T. 10

Reference matter cited above. In this regard, it is to inform that the AR Department, pursuant to decisions taken in the meeting held on 02/05/2014, regarding 2nd Administrative Reforms Commission, vide their letter dated 06/08/2014 circulated a list of services for which affidavits have been waived by Punjab Government, for reference purposes and requested to prepare a list of all the activities involving submission of affidavits by the applicants indicating those in which requirement of affidavits cannot be waived along with justification. Further, it was intimated that vide publicity be given to the law provisions regarding false information/certificates etc., namely Section 177, 193, 197, 198, 199 & 200 of IPC through web sites/posters/boards etc., in the office.

In this regard, I am directed to say that this department functions as nodal agency for appointment on compassionate grounds. Appointment on compassionate grounds is governed by the Govt. of India guidelines as contained in the Scheme for Compassionate Appointment 1998 and various judgments of the Hon'ble Supreme Court on the subject as referred in the Scheme.

As per procedure in vogue, dependent of the deceased government servant submits his/her application in the format to the administrative department concerned where the government servant dies in harness. The administrative department concerned after satisfying itself of the facts submitted by the applicant, and after getting the same duly recommended by the Head of Department concerned, forwards the case to this department.

As of now, no objection from each of the dependents of deceased government servant for considering candidature of applicant for appointment on compassionate grounds, details of legal heirs and moveable/immoveable property are being submitted by the applicant in affidavit form.

The matter has been examined in consultation with Law, Justice and Legislative Affairs Department, Govt. of NCT of Delhi, and it has been opined that cases where only administrative instructions, guidelines exists for taking affidavit/attested copies of documents, issue of fresh instructions/guidelines suppressing the older ones would serve the purpose.

CONTD...2

8/12/14
8/12/14
8/12/14

Copy received
27 DEC 2014
PF, Personnel Assistant

Apart from the above, Department of Personnel and Training, Govt. of India, vide O.M. No. 14014/02/2012-Estt.(D) dated 07/10/2014, has decided to delete the provision of getting the declaration/undertaking furnished by the applicant countersigned by permanent government employee. It is felt that declaration/undertaking furnished by the applicant is sufficient.

In view of the above, and in the light of observations of Law, Justice and Legislative Affairs Department, Govt. of NCT of Delhi, henceforth requirement of submission of affidavits for the purpose of Compassionate Appointment is dispensed with. Further, in the light of Department of Personnel and Training, Govt. of India, vide O.M. No. 14014/02/2012-Estt.(D) dated 07/10/2014, requirement of getting the declaration/undertaking furnished by the applicant countersigned by permanent government employee stand deleted from the proforma for appointment on compassionate grounds with immediate effect. Self attested declaration/ undertaking furnished by the applicant is sufficient. Modified application form for appointment on compassionate grounds is enclosed.

Since, the applicant submits his/her application for appointment on compassionate grounds to the administrative department concerned, and also as onus of verifying the veracity of the information/documents submitted by an applicant lies with the administrative department, it is requested that, before forwarding the application to this department, administrative department concerned may satisfy itself. Besides, vide publicity be given to the law provisions regarding false information/certificates etc., namely Section 177, 193, 197, 198, 199 & 200 of IPC through web sites/posters/boards etc., in the office.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl: As above.

Richa
(RICH A)

JOINT SECRETARY (SERVICES)

No.F.16/(131)/2014/S-II/ 4-182

Dated: 27/11/14

Copy forwarded for information and necessary action to:

1. The Superintendent, Coordination Branch, Services Department, Govt. of NCT of Delhi, 7th Level, B-Wing, Delhi Secretariat, Delhi, with the direction to upload the circular on the website of Services Department immediately.

2

Richa
(RICH A)

JOINT SECRETARY (SERVICES)

**PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF
GOVERNMENT SERVANTS DYING WHILE IN SERVICE/RETIRED ON
INVALID PENSION**

PHOTOGRAPH
(ATTESTED
BY DEPTT.)

PART - A

- I (a) Name of the Government Servant
(Deceased/ retired on medical grounds) :
- (b) Designation of the Government servant :
- (c) Date of birth of Deceased/ retired on
medical grounds Govt. Servant :
- (d) Date of Superannuation of Deceased/
retired on medical grounds, Govt.
Servant :
- (e) Whether Group 'D' or Not? :
- (f) Date of Death/retirement on Medical
grounds :
- (g) Date of initial appointment in
Government service in-r/o Deceased/
retired on medical grounds Govt.
Servant. :
- (h) Total length of service rendered :
- (i) Whether permanent or temporary :
- (j) Whether belonging to SC/ST/OBC :
- II (a) Name of the candidate for appointment :
- (b) His/Her relationship with the :
Government Servant :
- (c) Marital status of the applicant :
- (d) Date of birth :
- (e) Educational qualification :
General :
Technical :
- (f) Whether any other dependent family
member has been appointed on :
compassionate grounds. :
- (g) Height of the applicant :

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 policy (including postal life insurance)

(e) C.G.E. Insurance amount + Saving Fund

(f) Encashment of leave

(g) Income from other sources, if any

(h) Amount of DLIS

Total

IV (a) Movable and immovable properties/ Agricultural Land etc., in the name of deceased government servant or any member of family, in Delhi or out side Delhi.

(b) If yes, annual income earned and details thereof.

V Brief particulars of liabilities, if any

VI Residence particulars & Address:

Rented / Own House / Govt. Accommodation (Enclose proof)

Address

Post Office

Tehsil/ Sub-division

District

Pin code

State

VI 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	NAMES	RELATIONSHIP WITH THE DECEASED GOVT. SERVANT	DATE OF BIRTH	ADDRESS	EMPLOYED OR NOT (IF EMPLOYED PARTICULARS OF EMPLOYMENT AND EMOLUMENTS)	MARITAL STATUS
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

VII

DECLARATION/UNDER TAKING

- 1 I hereby declare that the facts given above, to the best of my knowledge, are correct. If any of the facts herein mentioned are found to be incorrect or false, at a future date, my services may be terminated *and I would be prosecuted under section 177, 193, 197, 198, 199 & 200 of IPC.*
- 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 I (a) of Part-A of this form and in case it is proved at any time that the said family member are being neglected or not being properly maintained by me, my appointment maybe terminated

Date

Signature of the Candidate

Name
Address

I have verified that the facts mentioned above by the candidate are correct.

Date

Signature of the welfare Officer of the
Department with office stamp/seal

Name
Address

Enclosures:

1	Death Certificate (in original)
2	Copy of certificates as proof of Educational qualification & experience, (Self attested)
3	Proof of Age/DOB of applicant & other family members (Self Attested)
4	Copy of ration card (Self Attested)
5	Copies of orders of all pension benefits i.e. PPO, GLIS, Savings etc. (Self Attested duly verified by administrative department concerned)
6	NOC from other members of family (Self attested declaration/ undertaking)
7	Two Photographs of applicant. (Attested by the Department)
8	Rent agreement, Rent receipt and proof of ownership of Landlord of last quarter if applicable.

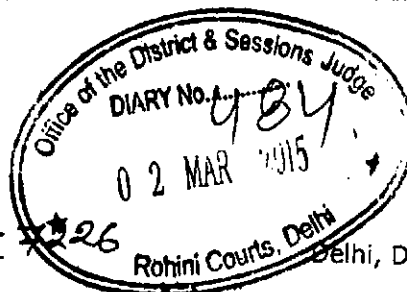
**NOTE: FURNISHING OF WRONG / FALSE INFORMATION /
CERTIFICATE IS PUNISHABLE UNDER SECTION 177,
193, 197, 198, 199 & 200 OF IPC**

PART -B

(TO BE FILLED BY THE 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 qualification and experience if any
 - (d) Post for which employment is proposed and whether it is Group 'C' or 'D'
 - (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 the waiver of employment exchange/Staff Selection Commission procedure what other relaxations 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 ground more than 5 years back, reasons for delay in submission of case be provided.
- IV Personal recommendation of the Head of the Department in the Ministry/Department/Office

SIGNATURES OF HEAD OF DEPARTMENT
WITH OFFICE SEAL



No. Admn.II/Comp. Appt./2015 7026-226

Delhi, Dated 28/02/2015

Copy forwarded for Information & necessary action to:

1. The Ld. District & Sessions Judges, West, New Delhi, South, South-East, East, North-East, North-West, South-West, North & Shahdara District, Delhi/New Delhi with request to circulate the circular among the staff working under their kind control.
2. All the Judicial Officers (Central District) with request to intimate the same to the staff working under their kind control.
3. All Administrative Officer/Superintendent/Branch In-Charge (Central District), THC, Delhi with request to intimate the same to the staff working under their control.
4. Personal Office of the Ld. District & Sessions Judge (HQs), Delhi.
5. All PROs/APROs, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi/New Delhi.
6. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi.
7. Dealing official, Website Committee.

[Signature]
28/02/15

Ld. OJC Administration (I, II, III)

(V. K. BANSAL)
ADDL. SESSIONS JUDGE/
OFFICER IN-CHARGE (Admn.II)
Tis Hazari Courts
Delhi.

L

Rohini Courts, Delhi 02/3/2015

OFFICE OF THE DISTRICT & SESSIONS JUDGE : NORTH-WEST : ROHINI COURT : DELHI

No. Misc./Admn./2015/ 10744-10816

Dated, Delhi the 03rd March 2015

Copy forwarded to the following with the request to kindly bring the contents of the circular to the notice of the staff members working under their kind control :-

1. All the Judicial Officers (North-West), Rohini Court, Delhi.
2. All the Judicial Officers posted in Family Courts (North-West), Rohini Court, Delhi.
3. The Judge Incharge, Mediation Centre, Rohini Court, Delhi.
4. The Secretary, DLSA (North-West), Rohini Court, Delhi.
5. All Administrative Officer (Judicial) & all Branch Incharges of North-West, Rohini Court, Delhi.
6. The Record Officer (RTI-NW), Rohini Court, Delhi.
7. PS to D&SJ (NW), Rohini Court, Delhi.
8. The Facilitation Centre, Rohini Court, Delhi.
9. Web-Site of Rohini District Court, Delhi.

Nishakha
ADMINISTRATIVE OFFICER (JUDL.)
District Court Rohini : Delhi

*one
Sushma
04/03/15
(12:00 pm)*