भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)
National Highways Authority of India
(Ministry of Road Transport and Highways, Government of India)
जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075 • G-5 & 6, Sector-10, Dwarka, New Delhi-110075
दूरभाष/Phone : 91-11-25074100 / 25074200

भाराराप्रा /नीति दिशानिर्देश /प्रशासन/ 2025
नीति परिपत्र संख्या 1.3.1.47 /2025 दिनांक 16th दिसंबर, 2025
{ई ऑफिस फाइल नंबर-प्रशा-11014/18/2025- महाप्रबंधक का कार्यालय (मा.सं./प्रशा.-III) [ई- 299837]) पर लिया गया निर्णय।}

NHAI/Policy Guidelines/ Administration/2025
Policy Circular No.1.3.1.47 /2025 dated 16th December, 2025
{Decision Taken on E-Office File No. ADMIN-11014/18/2025-O/o GM (HR/Admin-III) [E- 299837)}

विषय:- भाराराप्रा में अनुकंपा आधार पर नियुक्ति पर विचार करने हेतु नीति - कार्मिक एवं प्रशिक्षण विभाग के कार्यालय ज्ञापन संख्या 14014/01/2022-स्थापना (डी) दिनांक 02.08.2022 के माध्यम से निर्धारित दिशा-निर्देशों को अपनाना, जिसमें किसी भी समूह 'ग' पद में सीधी भर्ती कोटा के अंतर्गत आने वाली नियमित रिक्तियों के अधिकतम 5% तक अनुकंपा नियुक्तियां करना शामिल है - सापेक्ष योग्यता बिंदु प्रणाली और चयन प्रक्रिया के संबंध में।

Sub:- Policy for Consideration of Appointment on Compassionate Ground in NHAI- Adoption of DoP&T Guidelines laid down vide OM No. 14014/01/2022-Estt.(D) dated 02.08.2022 w.r.t. making compassionate appointments upto a maximum of 5% of regular vacancies falling under direct recruitment quota in any Group 'C' post - Relative Merit Point System and Procedure for selection - reg.

अनुकंपा नियुक्ति योजना का उद्देश्य भाराराप्रा कर्मचारी के आश्रित परिवार के सदस्य को अनुकंपा के आधार पर नियुक्ति देना है, यदि सेवा के दौरान उनकी मृत्यु हो जाती है या वे चिकित्सा कारणों से सेवानिवृत्त हो जाते हैं, जिससे उनका परिवार गरीबी से ग्रस्त और आजीविका के साधनों से वंचित हो जाता है। इस योजना का उद्देश्य भाराराप्रा कर्मचारी के परिवार को आर्थिक तंगी से राहत दिलाना और आपातकालीन स्थिति से उबरने में सहायता करना है। इस संबंध में प्रासंगिक दिशानिर्देश कार्मिक एवं प्रशिक्षण विभाग द्वारा अपने कार्यालय ज्ञापन संख्या 14014/01/2022-स्थापना (डी) दिनांक 02-08-2022 (समय-समय पर संशोधित) के माध्यम से जारी किए गए हैं, जिनका अनुकंपा नियुक्ति के मामले में पालन किया जाना आवश्यक है ।

The objective of the Compassionate Appointment Scheme is to grant appointment on compassionate grounds to a dependent family member of NHAI Employee 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 NHAI Employee concerned from financial destitution and to help it get over the emergency. The relevant guideline 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 case of compassionate appointment.

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2. योजना के उद्देश्य को ध्यान में रखते हुए, अनुकंपा नियुक्ति से संबंधित कार्मिक और प्रशिक्षण विभाग के मौजूदा निर्देशों की समय-समय पर समीक्षा/संशोधन/सरलीकरण किया गया है ताकि अंततः प्राप्त प्रणाली अधिक पारदर्शी, कुशल और एकरूप हो। अतः, यह प्राधिकरण कार्मिक और प्रशिक्षण विभाग के दिनांक 02-08-2022 के कार्यालय ज्ञापन संख्या 14014/01/2022-स्था.(डी) (समय-समय पर संशोधित) **(परिशिष्ट)** द्वारा निर्धारित दिशानिर्देशों को अपनाता है, जिनका अनुकंपा नियुक्ति के मामले में पालन किया जाना है। अतः, भाराराप्रा में अनुकंपा के आधार पर नियुक्ति के लिए अंक-आधारित योग्यता प्रणाली, दिनांक 02-08-2022 के पूर्वोक्त कार्यालय ज्ञापन के पैरा 14(VI) के अनुसार तैयार की गई है ताकि अनुकंपा नियुक्ति की प्रक्रिया में अधिक पारदर्शिता और निष्पक्षता लाई जा सके।

Keeping in view the objective of the Scheme, the existing instructions of DOPT related to compassionate appointment have time and again reviewed/ modified/ simplified so that the system finally derived to shall be more transparent, efficient and uniform in nature. Hence, this Authority hereby adopts the DoP&T guidelines laid vide its OM No. 14014/01/2022-Estt.(D) dated 02-08-2022 **(Appendix)**, which are to be followed (as amended from time to time) in case of compassionate appointment. The point-based merit system for appointment on compassionate grounds in NHAI is therefore devised in terms of para 14(VI) of the ibid OM dated 02-08-2022 to bring out more transparency and objectivity in the process of Compassionate appointment.

3. इस प्रयोजन हेतु गठित संबंधित संवर्ग के महाप्रबंधक/उप महाप्रबंधक/प्रबंधक/सहायक प्रबंधक की दो सदस्यीय समिति, मृतक सरकारी कर्मचारी के आश्रित परिवार को अनुकंपा के आधार पर नियुक्ति प्राप्त करने में सहायता करेगी। आवेदक को पहले चरण में संबंधित संवर्ग के महाप्रबंधक/उप महाप्रबंधक द्वारा व्यक्तिगत रूप से बुलाया जाएगा और आवश्यकताओं एवं पूरी की जाने वाली औपचारिकताओं के बारे में व्यक्तिगत रूप से सलाह दी जाएगी। आवेदक द्वारा विधिवत भरे गए प्रोफार्मा का उपयोग आवश्यक जानकारी प्राप्त करने और अनुकंपा नियुक्ति के मामलों पर कार्रवाई करने के लिए किया जाएगा।

The two Member Committee consisting of GM/DGM/Manager/Assistant Manager of the Cadre concerned 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 by the GM/DGM of Cadre concerned and advised in person about the requirements and formalities to be completed. A duly filled Performa by the applicant shall be used to ascertain necessary information and processing the cases of compassionate appointment.

4. अनुकंपा नियुक्ति के लिए आवेदनों पर तीन अधिकारियों - एक अध्यक्ष और दो सदस्यों की एक समिति द्वारा विचार किया जाएगा, जो संवर्ग को संभालने वाले मुख्य महाप्रबंधक (मानव संसाधन/प्रशासन) की अध्यक्षता में होगी, जिसमें दो सदस्य [संबंधित संवर्ग के महाप्रबंधक/उप महाप्रबंधक (मानव संसाधन/प्रशासन) और वित्त प्रभाग के एक महाप्रबंधक/उप महाप्रबंधक/प्रबंधक] होंगे। समिति की सिफारिश संबंधित नियुक्ति प्राधिकारी के समक्ष निर्णय हेतु रखी जाएगी। महाप्रबंधक (मानव संसाधन/प्रशासन), जिनके संवर्ग में अनुकंपा नियुक्ति के मामले अधिक हैं, समिति के नोडल अधिकारी होंगे, जो अनुकंपा नियुक्ति के लिए प्राप्त आवेदनों, रिक्तियों की संख्या आदि का विवरण रखेंगे और संबंधित संवर्ग प्रभाग नोडल अधिकारी को अपेक्षित जानकारी और सहायता प्रदान करेगा।

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The applications for compassionate appointment shall be considered by a Committee consisting of three officers - one Chairperson and two members - under the Chairpersonship of CGM(HR/Admn.) handling the Cadre, with two Members [GM/DGM(HR/Admn.) of the cadre concerned and one GM/DGM/Manager of Finance Division]. Recommendation of the committee shall be placed before the Appointing Authority for which appointment is being made for decision. GM (HR/Admn.), whose cadre cases of compassionate appointment are more in number shall be the Nodal officer for the Committee, who will maintain the details of applications received for compassionate appointment, number of vacancies etc. and Cadre Division concerned shall provide the requisite information and assistance to the Nodal Officer.

5. अनुकंपा नियुक्ति योजना के उद्देश्य की प्राप्ति और पूर्ण पारदर्शिता सुनिश्चित करने के लिए, समय-समय पर कार्मिक एवं प्रशिक्षण विभाग के संदर्भ में दर्शाई गई विभिन्न विशेषताओं के आधार पर आवेदकों को अंक आवंटित करके मामलों की योग्यता का सुविधाजनक ढंग से निर्धारण किया जा सकता है। तदनुसार, अनुकंपा नियुक्ति के लिए आवेदक की विभिन्न विशेषताओं को महत्व प्रदान करने हेतु सापेक्ष योग्यता अंक प्रणाली, अनुबंध-I में दिए गए सौ अंकों के पैमाने पर तैयार की गई है।

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. अनुलग्नक-I में उल्लिखित 100 अंकों के पैमाने के मापदंडों को लागू करते समय, यदि ऐसी स्थिति उत्पन्न होती है कि कुछ अभ्यर्थियों के योग्यता में समान अंक आते हैं और समिति ऐसे अभ्यर्थियों की योग्यता निर्धारित करने में असमर्थ होती है, तो ऐसे मामलों में टाई-ब्रेकिंग कारक प्रति आश्रित उपलब्ध आय हो सकता है, अर्थात अनुलग्नक-I में निर्धारित पहले तीन वित्तीय मापदंडों (पेंशन-वार्षिकीकृत, कुल सेवांत लाभ और कमाने वाले सदस्यों की वार्षिक आय तथा संपत्ति से आय, यदि कोई हो) के योग को आश्रितों की कुल संख्या से विभाजित किया जा सकता है। प्रति आश्रित उपलब्ध आय जितनी कम होगी, उन आवेदकों में रैंक उतनी ही ऊँची होगी जिनके अंक बराबर थे।

While applying 100 points scale parameters, as mentioned in **Annexure-I**, if situation arises that some candidates secure equal marks in merit and the Committee 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, if any) divided by total number of dependents. The lesser, the per dependent available income, the higher the rank amongst the applicants, whose score had a tie.

7. प्रति आश्रित उपलब्ध आय का कारक लागू करने के बाद भी बराबरी की स्थिति में, मृतक कर्मचारी की शेष सेवा अवधि पर विचार किया जाएगा। ऐसा इसलिए सुझाया गया है क्योंकि ऐसा माना जाता है कि मृतक की शेष सेवा अवधि जितनी लंबी होती है, परिवार पर उसका प्रभाव उतना ही अधिक होता है। अधिक शेष सेवा अवधि वाले कर्मचारी से संबंधित आवेदकों पर कम शेष सेवा अवधि वाले कर्मचारी की तुलना में विचार किया जाएगा। बराबरी की स्थिति में, अगला कारक शारीरिक/मानसिक रूप से विकलांग आश्रितों और अविवाहित पुत्रियों की संख्या हो सकती है। बराबरी की स्थिति में, अगला कारक आवेदक की आयु हो सकती है, जिसमें बड़े आवेदक को वरीयता दी जाएगी।

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In case of tie even after applying the factor of per dependent available income, then the left-over service of deceased employee will 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 employee 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. ऊपर दर्शाए गए क्रम में टाई ब्रेकिंग कारक का उपयोग केवल 100-बिंदु पैमाने पर समान अंक प्राप्त करने वाले आवेदकों की सापेक्ष योग्यता तय करने के लिए किया जाना चाहिए और केवल तभी जब समान अंक प्राप्त करने वाले आवेदकों को उपलब्ध रिक्तियों के लिए समायोजित नहीं किया जा सकता है।

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. अनुकंपा के आधार पर नियुक्ति हेतु आवेदनों के प्रसंस्करण में प्रशासनिक आवश्यकताओं को ध्यान में रखते हुए, अनुलग्नक-II में दिए गए प्रपत्र का उपयोग आवश्यक जानकारी प्राप्त करने के लिए किया जाएगा, जिसमें निम्नलिखित तीन भाग शामिल हैं:

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

क्र.सं.	भाग	शीर्षक
1.	क A	सेवा में रहने के दौरान दिवंगत हुए या चिकित्सीय आधार पर सेवानिवृत्त हुए भाराराप्रा कर्मचारी के आश्रितों द्वारा अनुकंपा नियुक्ति हेतु आवेदन पत्र। Form for seeking Compassionate appointment by dependents of NHAI Employee deceased while in service or retired on medical grounds.
2.	ख B	प्रस्तावित नियुक्ति कार्यालय द्वारा भरा जाना है। To be filled by the office in which employment is proposed
3.	ग C	अनुकंपा नियुक्ति हेतु 100 अंकों के पैमाने पर सापेक्ष योग्यता अंक मूल्यांकन। Relative Merit Points Assessment on a 100-point scale for compassionate appointment.

10. वेटेज़ प्रणाली न केवल संपूर्ण प्रक्रिया को वस्तुनिष्ठता प्रदान करती है, बल्कि चयन प्रक्रिया में पूर्ण पारदर्शिता और एकरूपता भी सुनिश्चित करती है। अब से अनुकंपा नियुक्ति हेतु आवेदकों की तुलनात्मक योग्यता का आकलन करने के लिए वेटेज़ प्रणाली और कार्मिक एवं प्रशिक्षण विभाग द्वारा जारी निर्देशों (समय-समय पर संशोधित) का सख्ती से पालन किया जाएगा।

The system of weightage not only awards objectivity to the entire method, but also ensure complete transparency and uniformity in the selection process. Henceforth, weightage points system along with 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.

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11. दिवंगत भाराराप्रा कर्मचारी के आवेदकों/आश्रित सदस्यों द्वारा प्रस्तुत किए जाने वाले शपथपत्र **अनुलग्नक-III, अनुलग्नक-IV और अनुलग्नक-V** में संलग्न हैं।

The affidavits to be submitted by the applicants/dependent Members of the deceased NHAI Employee is attached at **Annexure-III, Annexure-IV and Annexure-V.**

12. उपरोक्त पैरा 4 में संदर्भित संबंधित प्रभाग, जिसके अनुकंपा नियुक्ति के मामले अधिक हैं, मृतक भाराराप्रा कर्मचारी के आश्रित सदस्यों की अनुकंपा नियुक्ति के सभी मामलों की उपरोक्त दिशा-निर्देशों के अनुसार जांच और प्रक्रिया पूरी करेगा और उन्हें समिति के समक्ष रखेगा तथा उसके बाद समिति की सिफारिशों के अनुसार नियुक्ति प्राधिकारी की स्वीकृति प्राप्त करेगा, जिसके लिए दिवंगत या चिकित्सीय आधार पर सेवानिवृत्त अधिकारी संबंधित संवर्ग प्रभाग से आवश्यक जानकारी, आवेदन और दस्तावेज आदि प्राप्त किए जाएंगे।

The concerned Division, as referred in Para 4 above, whose cases of compassionate appointment are more in number, shall examine and process all cases of appointment of compassionate basis of dependent members of the deceased NHAI Employee as per above guidelines and place them before the Committee and thereafter seek the approval of the Appointing Authority as per recommendations of the Committee, after obtaining the requisite information, application and documents, etc. from the Cadre Division concerned to whom the deceased or officer retired on medical grounds belongs.

13. यह सक्षम अधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of Competent Authority.

16/12/25

संलग्न :यथोपरि।
Encl : As stated above.

(सीएस संजय कुमार पटेल/ CS. Sanjay Kumar Patel)
प्रभारी मुख्य महाप्रबंधक (समन्वय)/ I/c Chief General Manager (Coord.)

प्रति/ To:

भाराराप्रा मुख्यालय/आरओ/पीआईयू/सीएमयू/साइट कार्यालयों के सभी अधिकारी
All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices

प्रतिलिपि/ Copy to:

1. पुस्तकालय की साइट पर प्रकाशन के लिए पुस्तकालय को।
   Library for hosting the circular on library site.

2. संवर्ग नियंत्रण प्रभागों के संबंधित महाप्रबंधक (मानव संसाधन/प्रशासन) - दिवंगत कार्मिकों के परिवार के सदस्यों को यह जानकारी प्रसारित करने के लिए।
   GM (HR/Admn.) concerned of cadre controlling Divisions to disseminate this information to the family members of the deceased employees.

3. परिचालन के लिए वेब एडमिन को।
   Web Admin for circulation.

4. सचिव, सड़क परिवहन और राजमार्ग मंत्रालय के प्रधान निजी सचिव को सूचनार्थ।
   PPS to Secretary, MoRTH for Kind Information.

Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

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[Updated on 02.08.2022]

SCHEME FOR COMPASSIONATE APPOINTMENT UNDER CENTRAL GOVERNMENT

Note:-

(i) This document is a compilation of all relevant instructions on the subject of "Compassionate Appointment under Central Government" and therefore is intended to serve as the guide without the need, for anyone to refer to old OMs issued from time to time. The list of such OMs is given in Appendix to this document. In case any reference to the relevant OM is required, the same may be accessed from Archive Section of DOPT's Website.

(ii) While due care has been taken to compile this document, however, if any omissions or correction are noticed, the same may be brought to the notice of the Department of Personnel & Training.

1. The following paragraphs indicate the instructions on Compassionate Appointment under easily Comprehensible heading for benefit of ready reference: -

2. OBJECT

The object 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, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

[*Para 1 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

3. TO WHOM APPLICABLE

To a dependent family member —

(A) of a Government servant who —

(a) dies while in service (including death by suicide); or

(b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or

(c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age

of 55 years (57 years for erstwhile Group 'D' Government servants); or

(B) of a member of the Armed Forces who –

(a) dies during service; or
(b) is killed in action; or
(c) is medically boarded out and is unfit for civil employment.

Note I **"Dependent Family Member"** means:

(a) spouse; or
(b) son(including adopted son); or
(c) daughter (including adopted daughter); or
(d) brother or sister in the case of unmarried Government servant or
(e) member of the Armed Forces referred to in (A) or (B) of this para,

-- who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

Note II **"Government servant"** for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

Note III **"Confirmed work-charged staff"** will also be covered by the term 'Government servant' mentioned in Note II above.

Note IV **"Service"** includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

Note V **"Re-employment"** does not include employment of ex-serviceman before the normal age of retirement in a civil post.

[*Para 2 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

4. **AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT**

(a) Joint Secretary in-charge of administration in the Ministry/Department concerned.
(b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.
(c) Secretary in the Ministry/Department concerned in special types of cases.

[*Para 3 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

5. **POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE**

Group 'C' posts against the direct recruitment quota.

[*Para 4 of DOPT O.M. No. 14014/02/2012-Estt. (D) dated 16.01.2013*]

6. **ELIGIBILITY**

(a) The family is indigent and deserves immediate assistance for relief from financial destitution; and

(b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

[*Para 5 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

7. **A. EXEMPTIONS**

Compassionate appointments are exempted from observance of the following requirements:-

(a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.

(b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.

(c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

[*Para 6 A of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

B. RELAXATIONS

(a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

Note I Age eligibility shall be determined with reference to the date of application and not the date of appointment;

Note II Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

[*Para 6 B of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

(b) In exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. Government

may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be equal to the lowest/first cell (minimum) of Pay Level-1 Rs. 18,000-56,900 (pre-revised -1S pay band). In addition, they will be granted all applicable Allowance, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum of Pay Level-1. The period spent in Pay Level-1 by the future recruits will not be counted as service for any purpose as their regular service will start only after they are appointed in the Group 'C' post after acquiring minimum educational qualifications. The pay of those governed by the 1S scale under 6th CPC Pay Rules may be revised by using the Fitment Factor of 2.57 for placement in Level-1 in conformity with the Rule 7 of the CCS (RP) Rules, 2016. All pre-revised pay stages lower than pre-revised pay of Rs.7,000 in the pre-revised 1S scale shall not be considered for determining the benefit of bunching, on the same lines as has been clarified by Department of Expenditure's O.M dated 03.08.2017 on application of the benefit on account of bunching. This will be effective from 01.01.2016.

[*Para 1 of O.M. No.14014/2/2009-Estt.(D) dated 11.12.2009 and Para 2 of O.M. No.14014/2/2009-Estt.(D) dated 09.10.2017*]

Note In the case of an attached/subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.

(c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-

(i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or

(ii) by the Establishment Division of the Department of Personnel and Training if the post is not included in the Central Secretariat Clerical Service.

[*Para 6 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

(d) In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULTI TASKING STAFF, she will be placed in minimum of Pay Level-1(Rs. 18,000-56,900) directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULTI TASKING STAFF only.

[*Para 2 of O.M. No.14014/2/2009-Estt. (D) dated 03.04.2012*]

8. **DETERMINATION/AVAILABILITY OF VACANCIES**

(a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.

(b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.

(c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments

(d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.

[*Para 7 of O.M. No.14014/02/2012-Estt. (D) dated 16.01.2013*]

(e) The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year in the concerned administrative Ministry/department/Office, that too within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts.

[*Para 1 of O.M.No.14014/18/2000-Estt.(D) dated 22.06.2001*]

(f) Calculation of vacancies by grouping of posts for small offices/cadres - Grouping of posts in small Offices/Cadres for the purpose of calculation of vacancies for appointment on compassionate grounds is allowed. Consequently, Group 'C' posts in which there are less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies 5% may be filled on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment,

fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.

[*Para 2 and 3 of O.M. No. 14014/24/1999-Estt.(D) dated 28.12.1999*]

(g) Liberalized method of calculation of vacancies for small Ministries/Departments - The small Ministries/Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. The small Ministries/Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of DR vacancies in Group 'C' and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota.

[*Para 4 of O.M. No. 14014/3/2005-Estt.(D) dated 09.10.2006*]

(h) The compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year in the technical posts.

[*Para 2 of O.M. No. 14014/3/2005-Estt(D) dated 19.01.2007*]

9. **TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT**:

Prescribing time limit for considering applications for compassionate appointment has been reviewed vide this Department O.M No.14014/3/2011-Estt.(D) dated 26.07.2012. Subject to availability of a vacancy and instructions on the subject issued by this Department and as amended from time to time, any application for compassionate appointment is to be considered without any time limit and decision taken on merit in each case.

[*Para 3 of O.M. No. 14014/3/2011-Estt(D) dated 26.07.2012*]

10. **BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT**

(a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the

family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.

(b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.

(c) The onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment

[*Para 9 of O.M. No.14014/02/2012-Estt. (D) dated 16.01.2013 and* Para 4 of O.M No.14014/3/2011-Estt.(D) dated 26.07.2012]

11. WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

[*Para 9 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

12. WHERE THERE IS AN EARNING MEMBER

(a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.

(b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

[*Para 10 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

13. MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

(a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:

(i) an FIR to this effect has been lodged with the Police,
(ii) the missing person is not traceable, and
(iii) the competent authority feels that the case is genuine;

(b) This benefit will not be applicable to the case of a Government servant:-

(i) who had less than two years to retire on the date from which he has been missing; or

(ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.

(c) Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;

(d) While considering such a request, the results of the Police investigation should also be taken into account; and

(e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

[*Para 11 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

14. PROCEDURE

i) The Welfare Officer in each Ministry/Department/Office or a senior officer may be deputed to meet the family members of the deceased Government Servant and apprise them of the terminal benefits available to the family. This may be done at the earliest possible, preferably, within 30 days of death.

ii) In case it is observed by the Welfare Officer/Senior Officer that the condition of the family of the deceased Government Servant is indigent, the family should also be apprised of the scheme for compassionate appointment.

iii) In such cases, the Welfare Officer or any other Officer would assist the family member of the deceased Government servant in applying for appointment on compassionate grounds. The application should be made in the format prescribed as in

Annexure. All assistance should be extended to enable such family member to fill the Application Form for compassionate appointment. The Applicant should be advised in person about the requirements and formalities to be completed by him. The Applicant should also be given detailed information of the posts to which they can apply.

iv) The Administration shall satisfy itself regarding the correctness of the details entered in the Application form and family income and other details computed for processing the Application. During scrutiny, if any additional details or information having a bearing on the case, emerge, the same should be added as supplementary Note to the Application.

v) Every application found to be in order, should be acknowledged by assigning a unique Registration number. All pending Applications should also be assigned unique registration number. This may be done within 2 to 3 weeks of time. Once a unique registration number has been assigned to an application, the Applicant, including those whose applications are pending, may be informed through email or other forms of communication (including digital modes of communication) of their Unique Application Registration Number.

vi) Some Departments such as CBIC, D/o Posts, D/o Defence have devised their own point based merit system, for processing claims for compassionate appointment. In order to bring in transparency and objectivity in dealing with such claims, all Ministries/Departments, who have not yet developed such a system, may do so by devising their own point based merit system for assessing the merit of the claims of compassionate appointments.

vii) While informing the Applicants of the registration number of their Application, they may also be informed of the likely number of vacancies likely to be available to be filled on compassionate grounds as well as be provided with a copy of the point based merit system.

viii) To consider the various applications and to recommend individual applicant for grant of compassionate appointment, a Committee, comprising three members (one Chairman and two Members), may be constituted. The Committee may be chaired by an Officer not below the rank of Director/Deputy Secretary in the Ministry/Department and officers of equivalent rank in the case of attached and subordinate offices.

ix) The Committee may preferably meet once in a year, to consider all fresh requests received in the last calendar year, in addition to pending applications. In case large number of applications are received at different times during the calendar year, the Committee may meet twice or more to consider the applications.

x) Prior to every meeting of the Committee, the Applicants whose applications are being considered, should be informed, through email or other forms of communication (including digital modes of communication), of the number of vacancies in each grade for which they are being considered as also the date the Committee is due to meet to consider their Application. However, the Applicant(s) would not be required to have any personal interaction, either with the Administration or the Committee and that the Applicants may not be asked to be present during the meeting of the Committee.

xi) Every valid application shall be assessed strictly on the basis of the point based merit system formulated by the concerned administrative Ministry/Department.

xii) The Committee should make its recommendation for appointment on compassionate ground as per the total points obtained by each Applicant, under the applicable point based merit system.

xiii) The result of each round of selection should be communicated to the Applicants. The points awarded against each parameter alongwith total merit points earned, should be provided to the Applicants through email or other forms of communication.

xiv) The minutes of each meeting of the Committee including the merit points earned by each Applicant should also be placed, within a period of three weeks from the date of meeting of the Committee, in public domain on the website of the Ministry/Department/Organisation for information of all concerned.

xv) Recommendation of the Committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to the next higher authority for a decision.

[*O.M No.43019/9/2019-Estt.(D) dated 23.08.2021*]

15. UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith. The question of its legal enforceability has been examined in consultation with the Ministry of Law (Department of Legal Affairs) and it has been decided that it should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds

[*Para 1 of O.M No.14014/16/1999-Estt.(D) dated 20.12.1999*]

16. REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, --

(a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.

(b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

[*Para 14 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998*]

17. **SENIORITY**

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.

[*Para 4.8 of O.M. No. 20011/1/2008-Estt.(D) dated 11.11.2010*]

18. **TERMINATION OF SERVICE**

The compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.

In order to check its misuse, it has also been decided that this power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the Secretary in the concerned administrative Ministry/Department not only in respect of persons working in the Ministry/Department proper but also in respect of Attached/Sub-ordinate offices under that Ministry/Department.

[*O.M. No. 14014/19/2000-Estt(D) dated 24.11. 2000*]

19. **GENERAL**

(a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

(b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group 'D' Government servant to a erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.

(c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on

compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.

(d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/ Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.

(e) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

(f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status.

(g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Government servants and to bring it at par with the upper age-limit of 57 years prescribed therein for erstwhile Group 'D' Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C' Government servants (which is at par with the age of retirement of 60 years applicable to erstwhile Group 'D' Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for erstwhile Group 'D' Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.

[*Para 18 of O.M. No. 14014/02/2012-Estt(D) dated 16.01.2013*]

20. IMPORTANT COURT JUDGEMENTS

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:-

(a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor General of India and others vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning

member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

(b) The Supreme Court's judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:

(i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.

(ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e. in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.

(iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.

(iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.

(v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.

(vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.

(vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.

(c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.

(d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and

Hindustan Aeronautics Limited vs. Smt A. Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

(e) The Supreme Court has held in its judgement in the case of State of Haryana and others vs. Rani Devi and others [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.

(f) The Hon'ble Supreme Court in its judgment dated 05.04.2011 in Civil Appeal No. 2206 of 2006 filed by Local Administration Department vs. M. Selvanayagam @ Kumaravelu has observed that "an appointment made many years after the death of the employee or without due consideration of the financial resources available to his/her dependents and the financial deprivation caused to the dependents as a result of his death, simply because the claimant happened to be one of the dependents of the deceased employee would be directly in conflict with Articles 14 & 16 of the Constitution and hence, quite bad and illegal. In dealing with cases of compassionate appointment, it is imperative to keep this vital aspect in mind".

[*Para 19 of O.M. No. 14014/02/2012-Estt(D) dated 16.01.2013 and para 1 of O.M. No. 14014/3/2011-Estt.(D) dated 26.07.2012*]

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Appendix

Reference Office Memorandum on Compassionate Appointment under Central Government

1. O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998
2. O.M No.14014/16/1999-Estt.(D) dated 20.12.1999
3. O.M. No. 14014/24/1999-Estt.(D) dated 28.12.1999
4. O.M. No. 14014/19/2000-Estt(D) dated 24.11. 2000
5. O.M.No.14014/18/2000-Estt.(D) dated 22.06.2001
6. O.M. No. 14014/3/2005-Estt.(D) dated 09.10.2006
7. O.M. No. 14014/3/2005-Estt(D) dated 19.01.2007
8. O.M. No.14014/2/2009-Estt.(D) dated the 11.12.2009
9. O.M. No. 20011/1/2008-Estt.(D) dated 11.11.2010
10. O.M. No.14014/2/2009-Estt. (D) dated 03.04.2012
11. O.M. No. 14014/3/2011-Estt.(D) dated 26.07.2012
12. O.M. No. 14014/02/2012-Estt(D) dated 16.01.2013
13. O.M. No.14014/2/2009-Estt.(D) dated 09.10.2017
14. O.M No.43019/9/2019-Estt.(D) dated 23.08.2021

ANNEXURE

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

PART-A

I. (a) Name of the Government servant (Deceased/retired on medical ground) .....
(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) Moveable and Immovable properties & 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 and emoluments

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.....
Mobile No.....
Email ID.....

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), education qualification 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 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) _____

अनुलग्नक-I/ANNEXURE-I

अनुलग्नक-II के भाग-ग के लिए भाराराप्रा में अनुकंपा नियुक्ति हेतु आवेदक के विभिन्न गुणों के आधार पर 100-बिंदु पैमाने पर अंक आवंटित करने हेतु सापेक्ष योग्यता अंक प्रणाली

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

(1) परिवार पेंशन (महंगाई भत्ता एवं भत्तों को छोड़कर मूल वेतन) (20 अंक)/ Family pension (Basic excluding DA & Allowances) (20 Points)

क्र.सं./ Sl. No.	प्रस्तावित स्लैब/ Proposed Slab (Rs.)	वेटेज अंक/ Weightage points
1.	Upto Rs.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
नोट/ Note:	नोट: सेवा अभिलेखों से सत्यापित किया जाना चाहिए और आवश्यकता पड़ने पर वित्त विभाग के परामर्श से संबंधित संवर्ग प्रभाग, भाराराप्रा के महाप्रबंधक द्वारा प्रमाणित किया जाना चाहिए। To be verified from service records and certified by the GM of Cadre Division concerned, NHAI, in consultation with Finance Division, if required.	

(2) सेवांत लाभ, अर्थात् भाराराप्रा कर्मचारी की मृत्यु पर परिवार को प्राप्त एकमुश्त राशि (अर्थात ग्रेच्युटी, ईपीएफ खाता शेष, बीमा, अवकाश नकदीकरण, एलआईसी/पीएलआई, आदि) (10 अंक) / Terminal benefits, i.e. lump sum amount received by the family on death of NHAI employee (i.e. Gratuity, EPF Account balance, Insurance, Leave encashment, LIC/ PLI, etc.) (10 Points)

सेवांत लाभ (रुपये में)/Terminal benefits (in Rs.)	वेटेज अंक /Weightage points
Upto Rs.10,00,000	10
10,00,000 - 11,87,500	09
11,87,501 - 13,75,000	08
13,75,001 - 15,62,500	07
15,62,501 - 17,50,000	06
17,50,001 - 19,37,500	05
19,37,501 - 21,25,000	04
21,25,001 - 23,12,500	03
23,12,501 - 25,00,000	02
25,00,001 - 26,87,500	02
26,87,501 & above	00
नोट: सेवा अभिलेखों से सत्यापित किया जाना चाहिए और संबंधित संवर्ग प्रभाग के महाप्रबंधक, भाराराप्रा द्वारा प्रमाणित किया जाना चाहिए। Note: To be verified from service records and certified by the GM of Cadre Division concerned, NHAI	

(3) उपार्जक सदस्यों की वार्षिक आय एवं संपत्ति से होने वाली आय (10 अंक)/ Annual Income of earning members & income from property (10 points)

क्रम संख्या /Sl. No.	वार्षिक आय (रु.)/ Annual income (Rs.)	वेटेज अंक /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
नोट/ Note:	आवेदक द्वारा प्रस्तुत दस्तावेजों (जैसे बैंक स्टेटमेंट, आयकर रिपोर्ट, राजस्व अधिकारियों से प्रमाण पत्र) और शपथ पत्र के आधार पर इसकी पुष्टि की जाएगी, जिसका सत्यापन समिति द्वारा किया जाएगा। To be verified from the documents (like bank statement, ITR, certificate from Revenue Authorities) and affidavit produced by the applicant and verified by the Committee	

(4) चल/अचल संपत्ति (10 अंक) /Movable/ Immovable Property (10 points)

क्र. सं. /Sl. No.	प्रस्तावित स्लैब /Proposed Slab (Rs.)	वेटेज अंक /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
नोट/ Note:	आवेदक द्वारा प्रस्तुत और समिति द्वारा सत्यापित दस्तावेजों (जैसे बैंक स्टेटमेंट, आयकर रिटर्न, राजस्व प्राधिकरण/नगरपालिका प्राधिकरण/संबंधित विभागों से प्रमाण पत्र आदि) के माध्यम से सत्यापन किया जाएगा। 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 Committee	

(5) मृतक की शेष सेवा (15 अंक)/ Left over service of Deceased (15 points)

मृतक की शेष सेवा /Left over service of deceased	वेटेज अंक / Weightage points	मृतक की शेष सेवा /Left over service of deceased	वेटेज अंक / Weightage points	मृतक की शेष सेवा / Left over service of deceased	वेटेज अंक / 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
नोट/ Note:	सेवा अभिलेखों से सत्यापन किया जाएगा और संबंधित संवर्ग प्रभाग के महाप्रबंधक, भाराराप्रा द्वारा प्रमाणित किया जाएगा। To be verified from service records and certified by the GM of Cadre Division concerned, NHAI				

(6) <u>आश्रित, अर्थात् माता या पिता, पति/पत्नी (गृहिणी) केवल (10 अंक) /Dependents i.e. Mother or Father, Spouse (House Wife) only</u> (10 points)

क्र. सं./ Sl. No.	आश्रितों की संख्या /No. of dependents	वेटेज अंक / Weightage points
1.	Single or both parents	05
2.	Wife	05
नोट/ Note:	सेवा अभिलेखों से सत्यापन किया जाएगा और संबंधित संवर्ग प्रभाग के महाप्रबंधक, भाराराप्रा द्वारा प्रमाणित किया जाएगा। To be verified from service records and certified by the GM of Cadre Division concerned, NHAI	

(7) <u>अविवाहित पुत्रियां (10 अंक) /Unmarried Daughters</u> (10 points)

क्र. सं./ Sl. No.	अविवाहित पुत्रियों की संख्या /No. of unmarried daughters	वेटेज अंक / Weightage points
1.	01	05
2.	02 & above	10
नोट/ Note:	सेवा अभिलेखों, एकल स्थिति प्रमाण पत्र/ आवेदक द्वारा किसी सक्षम प्राधिकारी द्वारा नोटरीकृत शपथ पत्र से इसकी पुष्टि की जाएगी, जिसे समिति द्वारा सत्यापित किया जाएगा। To be verified from service records, single status certificate/ affidavit notarized by any competent authority produced by the applicant and verified by the Committee	

(8) <u>मृतक कर्मचारी के अवयस्क आश्रित बच्चे या भाराराप्रा के अविवाहित मृतक कर्मचारी के आश्रित बहन/भाई (10 अंक) / Dependent Minor Children of deceased Employee OR dependent sisters(s)/brother(s) of unmarried deceased Employee of NHAI</u> (10 points)

क्र. सं./ Sl. No.	अवयस्क बच्चों की संख्या या भाराराप्रा के अविवाहित मृतक कर्मचारी के आश्रित बहन/भाई की संख्या / No. of minor children OR dependent sisters(s)/brother(s) of unmarried deceased Employee of NHAI	वेटेज अंक / Weightage points
1.	01	05
2.	02 & above	10
नोट/ Note:	सेवा अभिलेखों से सत्यापन किया जाएगा और संबंधित संवर्ग प्रभाग के महाप्रबंधक, भाराराप्रा द्वारा प्रमाणित किया जाएगा। To be verified from service records and certified by the GM of Cadre Division concerned, NHAI	

(9) <u>अविवाहित वयस्क पुत्र (25 वर्ष की आयु तक) और आश्रित वयस्क पुत्र, अर्थात् शारीरिक और मानसिक रूप से दिव्यांग (आयु सीमा के बिना) (05 अंक) / Unmarried major son (upto 25 years of age) and Dependent major son i.e. physically and mentally challenged (without age limit)</u> (05 points)

क्र. सं./ Sl. No.	अविवाहित वयस्क पुत्रों/आश्रित वयस्क पुत्रों की संख्या / No. of unmarried major son/ Dependent major son	वेटेज अंक / Weightage points
1.	01	03
2.	02 & above	05
नोट/ Note:	सेवा अभिलेखों, सक्षम प्राधिकारी द्वारा नोटरीकृत एकल स्थिति प्रमाण पत्र/शपथ पत्र (आवेदक द्वारा प्रस्तुत और समिति द्वारा सत्यापित) से इसकी पुष्टि की जाएगी। केंद्रीय सरकार में नियुक्ति हेतु दिव्यांग व्यक्तियों के लिए आरक्षण हेतु विभाग द्वारा समय-समय पर परिभाषित दिव्यांगता का पालन सुनिश्चित किया जाएगा। तदनुसार संबंधित प्रमाण पत्र प्राप्त किए जाने होंगे। To be verified from service records, single status certificate/ affidavit notarized by Competent Authority produced by the applicant and verified by the Committee. 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) <u>सामान्य टिप्पणी</u>/General Note:

उपरोक्त के अतिरिक्त, यदि मृतक अधिकारी की पत्नी ने स्वयं के लिए अनुकंपा नियुक्ति हेतु आवेदन किया है, तो उन्हें <u>15 अतिरिक्त</u> अंक अनुग्रह अंक के रूप में दिए जाएंगे। यह अनुकंपा नियुक्ति में विधवा को प्राथमिकता दिए जाने के सामान्य सिद्धांत के अनुरूप होगा।

In addition to the above, cases where the wife of the deceased official has applied for compassionate appointment for herself, she shall get <u>15 additional points</u> as grace points. She will be in line with the general principle that the widow needs to be given preference for compassionate appointment.

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अनुलग्नक-II/ANNEXURE-II

सेवा के दौरान दिवंगत/चिकित्सा कारणों से सेवानिवृत्त हुए भाराराप्रा कर्मचारी के आश्रितों द्वारा अनुकंपा नियुक्ति हेतु आवेदन पत्र/ FORM FOR SEEKING COMPASSIONATE APPOINTMENT BY DEPENDENTS OF NHAI EMPLOYEE DECEASED WHILE IN SERVICE/ RETIRED ON MEDICAL GROUNDS

भाग-क/ PART-A

(नियुक्ति के लिए उम्मीदवार/आवेदक द्वारा भरा जाना है) / (To be filled by the candidate/ applicant for appointment)

I.	(क) /(a)	भाराराप्रा कर्मचारी का नाम (दिवंगत/ चिकित्सीय आधार पर सेवानिवृत्त)/Name of the NHAI Employee (deceased/ retired on medical grounds)	
	(ख) / (b)	भाराराप्रा कर्मचारी का पदनाम /Designation of NHAI Employee	
	(ग) /(c)	क्या एमटीएस है (पूर्ववर्ती समूह - घ) या नहीं?/Whether it is MTS (erstwhile Group-D) or not?	
	(घ) /(d)	भाराराप्रा कर्मचारी की जन्मतिथि /Date of birth of the NHAI Employee	
	(ङ) /(e)	मृत्यु/चिकित्सा आधारों पर सेवानिवृत्ति की तिथि /Date of death/ retirement on medical grounds	
	(च) /(f)	की गई सेवा की कुल अवधि /Total length of service rendered	
	(छ) /(g)	स्थायी या अस्थायी /Whether permanent or temporary	
	(ज) / (h)	क्या अजा/ अजजा/ अपिव से संबंधित हैं /Whether belonging to SC/ ST/ OBC	
II.	(क) /(a)	नियुक्ति हेतु उम्मीदवार का नाम /Name of the candidate for appointment	
	(ख) / (b)	भाराराप्रा कर्मचारी के साथ उसका सबंध /His/ her relationship with the NHAI employee	
	(ग) /(c)	जन्म तिथि /Date of birth	
	(घ) /(d)	शैक्षणिक योग्यता /Educational Qualifications	

	(ङ) /(e)	क्या आश्रित परिवार का कोई अन्य सदस्य अनुकंपा आधार पर नियुक्त हुआ है /Whether any dependent family member has been appointed on compassionate grounds		
III.	निम्नलिखित की राशि सहित छोड़ी गई कुल परिसंपत्ति का ब्यौरा /Particulars of total assets left including amount of			
	(क) /(a)	परिवार पेंशन/Family Pension		
	(ख) / (b)	डी सी आर ग्रेच्युटी /D.C.R. Gratuity		
	(ग) /(c)	ई पी एफ़ शेष/E.P.F. Balance		
	(घ) /(d)	जीवन बीमा पॉलिसियां (डाक जीवन बीमा सहित) / Life Insurance Policies (including Postal Life Insurance)		
	(ङ) /(e)	चल और अचल संपत्तियां और उनसे परिवार द्वारा अर्जित वार्षिक आय / Movable and Immovable properties and Annual Income earned therefrom by the family		

क्र. सं./ Sl. No.	संपत्ति /Property	संपत्ति का विवरण /Details of Property	मूल्य (सर्किल दर/बाजार दर के अनुसार)/Value (As per circle rate/Market rate)
(क) /(a)	चल संपत्ति (नकद, आभूषण, शेयर प्रमाण पत्र, वाहन, आदि)/Moveable (Cash, Jewellery, Share Certificate, Vehicle, etc.)		
(ख) / (b)	अचल संपत्ति (फ्लैट/मकान/प्लॉट आदि)/Immovable property (Flat/House/Plot etc.)		
(ग) /(c)	कृषि भूमि /Agricultural land		

		(घ) /(d)	कुल मूल्य /Total Value		
	(ii) अर्जित वार्षिक आय /Annual income earned			रु./Rs.	
	(च) /(f)	भाराराप्रा द्वारा भुगतान की गई बीमा/अनुग्रह राशि / Insurance/Ex-gratia amount paid by NHAI			
	(छ) /(g)	छुट्टी नकदीकरण /Encashment of Leave			
	(ज) / (h)	अन्य कोई परिसंपत्तियां /Any other assets			
			कुल/Total		
IV.	देयताओं, यदि कोई हों, का संक्षिप्त ब्यौरा /Brief particulars of liabilities, if any				

V. भाराराप्रा कर्मचारी के आश्रित परिवार के सभी सदस्यों का ब्यौरा (यदि कुछ नियोजित हैं, तो उनकी आय और क्या वे साथ रह रहे हैं या अलग रह रहे हैं)/

Particulars of all dependent family members of the NHAI employee (if some are employed, their income other whether they are living together or separately)

क्र. सं./ Sl. No.	नाम / Name(s)	भाराराप्रा कर्मचारी के साथ संबंध / Relationship with NHAI Employee	जन्म तिथि / Date of Birth	पता / Address	नियोजित है या नहीं (यदि नियोजित है, तो कृपया नियोजन और परिलब्धियों का ब्यौरा दें)/ Employed or not (if employed, please furnish details and emoluments)	क्या शारीरिक रूप से दिव्यांग है। यदि हाँ, तो दिव्यांगता का प्रकार भी बताएं / Whether physically disabled. If yes, also indicate type of disability	विवाहित / अविवाहित / Married / Unmarried
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
i.							
ii.							
iii.							

iv.							
v.							
vi.							

VI.	घोषणा/घोषणा पत्र / Declaration / Undertaking		
	(i)	मैं एतद्द्वारा घोषणा करता/करती हूँ कि मेरे द्वारा ऊपर दिए गए तथ्य मेरी जानकारी के अनुसार सत्य हैं। यदि भविष्य में इनमें से कोई भी तथ्य असत्य या गलत पाया जाता है, तो मेरी सेवाएँ समाप्त की जा सकती हैं। 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.	
	(ii)	मैं एतद्द्वारा यह भी घोषणा करता/करती हूँ कि मैं इस प्रपत्र के भाग-क के I. (क) में उल्लिखित भाराराप्रा कर्मचारी पर आश्रित परिवार के अन्य सदस्यों का उचित भरण-पोषण करूंगा/करूंगी और यदि किसी भी समय यह सिद्ध हो जाता है कि उक्त परिवार के सदस्यों की उपेक्षा की जा रही है या उनका उचित भरण-पोषण नहीं किया जा रहा है, तो मेरी नियुक्ति समाप्त की जा सकती है। I hereby also declare that I shall maintain properly the other family members who are dependent on the NHAI Employee mentioned at I.(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.	
	दिनांक/Date:		हस्ताक्षर/Signature:
	स्थान/Place:		नाम/Name:
			पता/Address:_____ _____
			मोबाइल नंबर/Mobile No: _____ ईमेल आईडी/Email ID:_____

भाग-ख / Part-B

(दिवंगत कर्मचारी के संबंधित संवर्ग प्रभाग द्वारा भरा जाना है/ (TO BE FILLED IN BY CADRE DIVISION TO WHICH DECEASED EMPLOYEE BELONGS)

I.	i.	नियुक्ति हेतु उम्मीदवार का नाम /Name of the candidate for appointment	
	ii.	भाराराप्रा कर्मचारी के साथ उसका सबंध /His/ Her relationship with the NHAI Employee	
	iii.	आयु (जन्म तिथि), शैक्षणिक योग्यता और अनुभव (यदि कोई हो)/Age (Date of Birth), educational qualifications and experience, if any	
	iv.	पद (समूह ग) जिसमें नियोजन प्रस्तावित है /Post (Group C) which employments is proposed	
	v.	क्या अनुकंपा नियुक्ति की योजना के अंतर्गत निर्धारित 5% सीलिंग के अंदर उस पद में कोई रिक्त पद है?/Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	
	vi.	क्या प्रासंगिक भर्ती नियम सीधी भर्ती प्रदान करते हैं?/Whether the relevant Recruitment Rules provide for direct recruitment	
	vii.	क्या उम्मीदवार पद के लिए भर्ती नियमों की आवश्यकताएं पूरा करता है?/ Whether the candidate fulfils requirements of the Recruitment Rules for the post	
	viii.	रोजगार कार्यालय/ कर्मचारी चयन आयोग की प्रक्रिया में छूट के अलावा अन्य कौन सी छूट दी जानी है?/ Apart from wavier of Employment Exchange/ Staff Selection Commission procedure what other relaxation are to be given	
II.	क्या भाग-क में उल्लिखित तथ्यों का कार्यालय द्वारा सत्यापन किया गया है, ,यदि हां तो रिकॉर्ड इंगित करें। /Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the record		
III.	यदि भाराराप्रा कर्मचारी चिकित्सा आधार पर 5 वर्ष से अधिक समय पहले सेवानिवृत्ति हो गया/दिवंगत हुआ तो प्रारम्भ में ही यह मामला क्यों नहीं प्रायोजित किया गया? / If the NHAI Employee died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier.		
IV.	समिति की अनुशंसा (हस्ताक्षर और कार्यालय की स्टांप/मुहर सहित) / Recommendation of the Committee (With signature and office stamp/seal)		

भाग-ग/ PART-C

अनुकंपा नियुक्ति के लिए 100-अंक स्केल पर सापेक्ष योग्यता अंकों का मूल्यांकन / RELATIVE MERIT POINTS ASSESSMENT ON A 100-POINT SCALE FOR COMPASSIONATE APPOINTMENT

क्रम संख्या / Sl. No.	पैरामीटर /Parameter	पैरामीटर के लिए आवंटित अंक / Points allocated to the parameter	उम्मीदवार द्वारा प्राप्त अंक / Points scored by the candidate
1.	परिवार पेंशन/मासिक राशि (महंगाई भत्ते और अन्य भत्तों को छोड़कर)/Family Pension/ Monthly amount (Excluding DA & Allowances)	20	
2.	सेवांत हितलाभ (डीसीआरजी, ईपीएफ़, एलआईसी/पीएलआई, छुट्टी का नकदीकरण आदि) / ईपीएफ़/एनपीएस आदि के तहत एकमुश्त राशि Terminal Benefits (DCRG, EPF, LIC/PLI, Leave encashment, etc)/ Lump Sum amount under EPF/NPS etc	10	
3.	कमाने वाले सदस्यों की वार्षिक आय और संपत्ति से आय / Annual income of earning members and income from property	10	
4.	चल/अचल संपत्ति / Movable/ Immovable property	10	
5.	दिवंगत की शेष सेवा / Left over service of deceased	15	
6.	आश्रितों की संख्या अर्थात केवल माता या पिता, पति/पत्नी (गृहिणी) / Number of dependents i.e. Mother or Father, Spouse (House Wife) only	10	
7.	अविवाहित आश्रित पुत्रियां / Dependent unmarried daughters	10	
8.	अवयस्क आश्रित बच्चे /Dependent minor children	10	
9.	अविवाहित वयस्क पुत्र (25 वर्ष की आयु तक) और वयस्क आश्रित पुत्र, अर्थात शारीरिक और मानसिक रूप से दिव्याङ्ग (बिना आयु सीमा के) / Un-married major son (upto 25 years of age) and Dependent major son, i.e. physically & mentally challenged (without age limit)	05	
	कुल /TOTAL	100	

नोट/Note:- ऊपर बताए गए मामलों में, जहां दिवंगत कर्मचारी की विधवा/चिकित्सीय आधार पर सेवानिवृत्त हुए कर्मचारी की पत्नी ने अपने लिए अनुकंपा नियुक्ति के लिए आवेदन किया है, उसे अनुग्रह अंक के तौर पर **15 अतिरिक्त** अंक मिलेंगे। यह इस सामान्य सिद्धांत के अनुरूप होगा कि अनुकंपा नियुक्ति के लिए विधवा/पत्नी को प्राथमिकता दी जानी चाहिए।

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.

(Signatures of the Committee Members)

घोषणा पत्र / UNDERTAKING

(इसे 50/- रुपये के गैर न्यायिक स्टाम्प पेपर पर बनवाया जाए और नोटरी पब्लिक या ओथ कमिश्नर द्वारा सत्यापित करवाया जाए/ To be executed on a Non-Judicial Stamp Paper of Rs.50/- and to be attested by a Notary Public or an Oath Commissioner)

मैं, _____, श्री/श्रीमती _____ का पुत्र/पुत्री/पत्नी, निवासी _____ एतद्द्वारा पूरी ईमानदारी से पुष्टि करता/करती हूं, घोषणा करता/करती हूं और वचन देता/देती हूं कि:-

I, _____, wife/ son/ daughter of Shri / Smt. _____, Resident of _____ do hereby solemnly affirm, declare and undertake as under:-

(1) मैं स्वर्गीय श्री/श्रीमती _____ का पुत्र/पुत्री/कानूनी रूप से विवाहित पत्नी हूं, जो भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में _____ के पद पर कार्यरत थे, और _____ में नियुक्त थे और _____ को उनका निधन हो गया है और वे अपने पीछे निम्नलिखित कानूनी वारिस/परिवार के सदस्य छोड़ गए हैं:-

That I am the son/ daughter/ legally wedded wife of Late Shri/ Smt. _____, who was working in National Highways Authority of India (NHAI) as _____ , posted at _____and has expired on _____ has left behind the following legal heirs/ family members:-

क्र. सं./ Sl. No.	नाम / Name	जन्म तिथि / Date of birth	मृतक से संबंध / Relationship with deceased	वैवाहिक स्थिति / Marital status	क्या शारीरिक रूप से दिव्याङ्ग हैं या नहीं / Whether physically disabled or not.	नियोजित या बेरोजगार। यदि नियोजित हैं, तो कृपया कार्यालय का नाम और मासिक परिलब्धियों का ब्यौरा दें / Employed or Unemployed. If employed, please indicate name of office and monthly emoluments drawn	शैक्षणिक योग्यता / Educational qualification	पता / Address

(2) कि ऊपर के पैराग्राफ में बताए गए सदस्यों के अलावा परिवार में कोई अन्य कानूनी वारिस नहीं है।

That there is no other legal heirs in the family members, except the members indicated in above paragraph.

(3) कि ऊपर बताए गए परिवार के सदस्यों में से, जिसमें मैं भी शामिल हूँ, कोई भी किसी सरकारी/अर्ध-सरकारी/निजी सेवा/व्यवसाय में कार्यरत नहीं है।

That none of the family member, including myself as mentioned above is in employment of any Government/ Semi-Government/ Private Service/ Business.

या / or

कि ऊपर क्रमांक _____ पर बताए गए कानूनी वारिस _____ (संगठन का नाम और पता) में _____ (पदनाम) के रूप में कार्यरत हैं।

That the legal heir(s) mentioned at Sl. No._____ above is/ are employed / working in _____ (Name and address of the organization) as _____ (Designation).

(4) कि मैंने अपने पति की मृत्यु के बाद पुनर्विवाह नहीं किया है (केवल तभी, जब आवेदक मृतक भाराराप्रा कर्मचारी की विधवा हो)।

That I have not re-married after death of my husband (only in case, the applicant is the widow of deceased NHAI employee).

(5) कि मैं अपने पति/पिता/माता स्वर्गीय श्री/श्रीमती _____ की मृत्यु या चिकित्सीय कारणों से सेवानिवृत्ति के बाद अनुकंपा के आधार पर नियुक्ति के लिए आवेदन कर रही हूँ और अन्य कानूनी वारिसों ने भी मेरे पक्ष में अनापत्ति प्रमाण पत्र दिया है।

That I am applying for appointment on compassionate ground after the death or retirement medical grounds of my husband/ father/ mother Late Shri / Smt. _____ and other legal heirs have also given their No Objection Certificate (NOC) in my favour.

(6) कि मैं इसके द्वारा यह वचन देता/देती हूँ कि मैं अपने पिता/माता/पति स्वर्गीय श्री/श्रीमती _____ पर आश्रित परिवार के अन्य सदस्यों का ठीक से भरण-पोषण करूंगा/करूंगी और यदि किसी भी समय या चरण में यह साबित हो जाता है कि उक्त परिवार के सदस्यों की मेरे द्वारा उपेक्षा की जा रही है या उनका ठीक से भरण-पोषण नहीं किया जा रहा है, तो भाराराप्रा मेरी नियुक्ति समाप्त कर सकता है।

That I hereby undertake that I shall maintain properly the other family members who were dependent on my father/ mother / husband Late Shri/ Smt. _____ and in case it is proved at any time or stage that the said family members are being neglected or not being maintained properly by me, my appointment may be terminated by NHAI.

(7) कि इस वचन पत्र की सामग्री मेरे ज्ञान और विश्वास के अनुसार सत्य और सही है और इसमें से कुछ भी महत्वपूर्ण छिपाया नहीं गया है। यदि किसी भी चरण में, यह पाया जाता है कि मेरे द्वारा दी गई कोई भी जानकारी गलत/झूठी/गलत तरीके से प्रस्तुत/छिपाई गई है, तो भाराराप्रा उचित कार्रवाई कर सकता है, जिसमें मेरी नियुक्ति समाप्त करना भी शामिल है।

That the contents of this undertaking are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. If at any stage, it is found that any information furnished by me is found to be incorrect/ false / mis-represented/ concealed, NHAI may take appropriate action, including termination of my appointment.

निष्पादक / Executant

अनुलग्नक-IV / Annexure-IV

शपथ पत्र/ अनापत्ति प्रमाण पत्र / AFFIDAVIT/ NO OBJECTION CERTIFICATE

[इसे 10/- रुपये के गैर न्यायिक स्टाम्प पेपर पर बनवाया जाएगा और प्रत्येक कानूनी वारिस (जो वयस्क हो - जिसकी उम्र 18 वर्ष या उससे ज़्यादा हो) द्वारा अलग-अलग नोटरी पब्लिक या ओथ कमिश्नर से सत्यापित करवाया जाएगा/

To be executed on a Non-Judicial Stamp Paper of Rs.10/- and to be attested by a Notary Public or an Oath Commissioner by each legal heir (major - who has attained the age of 18 years or more) separately]

मैं, _____, श्री/श्रीमती _____ की पत्नी/पुत्र/पुत्री, निवासी _____ एतद्द्वारा पूरी ईमानदारी से पुष्टि करता/करती हूँ और घोषणा करता/करती हूँ कि:-

I, _____, wife/ son/ daughter of Shri / Smt. _____, Resident of _____ do hereby solemnly affirm and declare as under:-

(1) कि मैं स्वर्गीय श्री/श्रीमती _____ का पुत्र/पुत्री/कानूनी रूप से विवाहित पत्नी हूँ, जो भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में _____ के पद पर कार्यरत थे, जिनकी नियुक्ति _____ पर थी और जिनका निधन _____ को हो गया है और वे अपने पीछे निम्नलिखित कानूनी वारिस/परिवार के सदस्य छोड़ गए हैं:-

That I am the son/ daughter/ legally wedded wife of Late Shri/ Smt. _____, who was working in National Highways Authority of India (NHAI) as _____ , posted at _____and has expired on _____ has left behind the following legal heirs/ family members:-

क्र. सं./ Sl. No.	नाम / Name	जन्म तिथि / Date of birth	मृतक से संबंध / Relationship with deceased	वैवाहिक स्थिति / Marital status	क्या शारीरिक रूप से दिव्यांग हैं या नहीं / Whether physically disabled or not.	नियोजित या बेरोजगार। यदि नियोजित हैं, तो कृपया कार्यालय का नाम और मासिक परिलब्धियों का ब्यौरा दें / Employed or Unemployed. If employed, please indicate name of office and monthly emoluments drawn	शैक्षणिक योग्यता / Educational qualification	पता / Address

(2) कि ऊपर के पैराग्राफ में बताए गए सदस्यों के अलावा परिवार में कोई अन्य कानूनी वारिस नहीं है।

That there is no other legal heirs in the family members, except the members indicated in above paragraph.

(3) कि ऊपर बताए गए परिवार के सदस्यों में से, जिसमें मैं भी शामिल हूँ, कोई भी किसी सरकारी/अर्ध-सरकारी/निजी सेवा/व्यवसाय में कार्यरत नहीं है।

That none of the family member, including myself as mentioned above is in employment of any Government/ Semi-Government/ Private Service/ Business.

या / or

कि ऊपर क्रमांक _____ पर बताए गए कानूनी वारिस _____ (संगठन का नाम और पता) में _____ (पदनाम) के रूप में कार्यरत हैं।

That the legal heir(s) mentioned at Sl. No._____ above is/ are employed / working in _____ (Name and address of the organization) as _____ (Designation).

(4) कि मैंने अपने पति की मृत्यु के बाद पुनर्विवाह नहीं किया है (केवल मृतक भाराराप्रा कर्मचारी की विधवा के मामले में)।

That I have not re-married after death of my husband (only in case of widow of deceased NHAI employee).

(5) कि मुझे कोई आपत्ति नहीं है यदि भाराराप्रा द्वारा श्री/श्रीमती/कुमारी _____, स्वर्गीय श्री/श्रीमती _____ के पुत्र/पुत्री/पत्नी को अनुकंपा के आधार पर नियुक्ति दी जाती है और मैं बाद में भाराराप्रा से अनुकंपा के आधार पर नियुक्ति का दावा नहीं करूंगा/करूंगी और मैं अनुकंपा नियुक्ति के लिए अपना अधिकार (अपने लिए और ऊपर बताए गए अवयस्क बच्चों की ओर से) श्री/श्रीमती/कुमारी _____ के पक्ष में छोड़ता/छोड़ती हूँ, जो स्वर्गीय श्री/श्रीमती _____ के पुत्र/पुत्री/पत्नी/पति हैं।

That I have no objection if an appointment on compassionate grounds is offered by NHAI to Shri / Smt./ Kum. _____, son/ daughter/ wife of Late Shri / Smt. _____ and I will not claim appointment on compassionate grounds from NHAI at a later date and I relinquish my right (for self and on behalf of minor children indicated above) for compassionate appointment in favour of Shri / Smt./ Kum. _____, who is son/ daughter/ wife/ husband of late Shri/ Smt. _____.

शपथकर्ता / Deponent

सत्यापन/Verification

आज _____ तारीख _____20____ को _____ पर सत्यापित किया गया कि इस शपथ पत्र की सामग्री मेरे ज्ञान और विश्वास के अनुसार सत्य और सही है और इसमें से कुछ भी छिपाया नहीं गया है।

Verified at _____ on this _____ day of _____20____ that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

शपथकर्ता / Deponent

अनुलग्नक-V / Annexure-V

शपथ पत्र / AFFIDAVIT

[इसे 10/- रुपये के गैर- न्यायिक स्टाम्प पेपर पर बनवाया जाएगा और प्रत्येक कानूनी वारिस (जो वयस्क हो - जिसकी उम्र 18 वर्ष या उससे ज़्यादा हो) द्वारा अलग-अलग नोटरी पब्लिक या ओथ कमिश्नर से सत्यापित करवाया जाएगा /

To be executed on a Non-Judicial Stamp Paper of Rs.10/- and to be attested by a Notary Public or an Oath Commissioner by each legal heir (major - who has attained the age of 18 years or more) separately]

मैं, _____, श्री/श्रीमती _____ की पत्नी/पुत्र/पुत्री, निवासी _____ एतद्द्वारा पूरी ईमानदारी से पुष्टि और घोषणा करता/करती हूँ कि:-

I, _____, wife/ son/ daughter of Shri / Smt. _____, Resident of _____ do hereby solemnly affirm and declare as under:-

(1) कि मैं स्वर्गीय श्री/श्रीमती _____ का पुत्र/पुत्री/कानूनी रूप से विवाहित पत्नी हूँ, जो भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में _____ के पद पर कार्यरत थे, और _____ पर नियुक्त थे और _____ को उनका निधन हो गया है और वे अपने पीछे निम्नलिखित कानूनी वारिस/परिवार के सदस्य छोड़ गए हैं:-

That I am the son/ daughter/ legally wedded wife of Late Shri/ Smt. _____, who was working in National Highways Authority of India (NHAI) as _____ , posted at _____and has expired on _____ has left behind the following legal heirs/ family members:-

क्र. सं./ Sl. No.	नाम / Name	जन्म तिथि / Date of birth	मृतक से संबंध / Relationship with deceased	वैवाहिक स्थिति / Marital status	क्या शारीरिक रूप से दिव्यांग हैं या नहीं / Whether physically disabled or not.	नियोजित या बेरोजगार। यदि नियोजित हैं, तो कृपया कार्यालय का नाम और मासिक परिलब्धियों का ब्यौरा दें / Employed or Unemployed. If employed, please indicate name of office and monthly emoluments drawn	शैक्षणिक योग्यता / Educational qualification	पता / Address

(2) कि मेरे पति/पत्नी/माता-पिता/भाई/बहन और परिवार के सदस्यों के पास उनकी मृत्यु के समय निम्नलिखित संपत्ति/चल/अचल संपत्ति थी:-

That the following assets/ movable/ immovable property was with my spouse/ parents/ brother/ sister and with the members of family at the time of his/ her death:-

(क /a) बैंक/डाकघर/अन्य संस्थानों में जमा राशि का विवरण /Details of amount deposited in Bank/ Post Office/ other institutions: _____.

(ख /b) जीवन बीमा की राशि और अन्य निवेशों से आय /Amount of Life Insurance and income from other investments: _____.

(ग /c) नकद /Cash : _____.

(घ/d) आभूषण /Jewellery : _____.

(e) अचल संपत्ति का विवरण, जिसमें उसका वर्तमान अनुमानित मूल्य और यदि कोई हो, तो उक्त संपत्ति से वार्षिक आय शामिल है / Details of immovable property, including its present approximate value and annual income, if any, from the said property : _____.

(f) चल संपत्ति का विवरण, जिसमें उसका वर्तमान अनुमानित मूल्य और यदि कोई हो, तो उक्त संपत्ति से वार्षिक आय शामिल है /Details of movable property, including its present approximate value and annual income, if any, from the said property: _____.

(e) आय का कोई अन्य स्रोत / Any other source of income: _____.

(3) मैं भाराराप्रा के दिवंगत /चिकित्सीय कारणों से सेवानिवृत्त कर्मचारी पर पूरी तरह से निर्भर था/थी। / I was fully dependent on the deceased employee of NHAI/ retired on medical grounds.

शपथकर्ता / Deponent

सत्यापन /Verification

आज _____ तारीख _____20____ को _____ पर सत्यापित किया गया कि इस शपथ पत्र की सामग्री मेरे ज्ञान और विश्वास के अनुसार सत्य और सही है और इसमें से कुछ भी छिपाया नहीं गया है।

Verified at _____ on this _____ day of _____20____ that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

शपथकर्ता / Deponent