

EASTERN RAILWAY

No. CPO/SC/SA/Pol/Pt.X

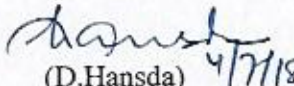
Kolkata, dated, 04th July'2018

All Concerned

Sub: Procedure for dealing compassionate grounds appointment cases.

The following modifications / additions to the existing procedure for processing compassionate ground appointment cases in this Railway are enclosed herewith for guidance, compliance, information and necessary action.

DA: As above.


(D.Hansda) 4/7/18
Sr. Personnel Officer (RP)
for Principal Chief Personnel Officer

PROCEDURE FOR COMPASSIONATE GROUND APPOINTMENT

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The following modifications/additions to the existing procedure for processing Compassionate Ground appointment in this Railway are issued for guidelines/compliance.

1. **Transfer of cases to other Divisions/Railways.**

- i) The genuineness of the Compassionate Ground Appointment claims, and Educational Certificates and Verification of medical fitness etc. shall be done complete in all respects by the concerned Division/Unit where the ex-employee was working and after due approval by DRM/CWM, the cases may be sent to Headquarters for approval to transfer to the other Division/Unit as requested, again with the specific approval of DRM/CWM.
- ii) In terms of Board's letter No.(NG)II-84/RCI/25 dated 07.3.94 the suitability for the post will be adjudged by the Division/Unit to which Compassionate Ground request has been forwarded after it has been in principle accepted for consideration at their end. In the event of not being found suitable for any post by the new Division/Unit, the paper would be returned to the parent unit as ineligible case and in any case the final status should be advised to the parent unit.

2) **Compassionate Ground Appointment of Hd.qrs. cases.**

- i) Hd.qrs. cases will be decided at CPO(A)(HOD) level in terms of RBE No.3/2009.
- ii) For Hqrs cases(including of Accounts Department), the process of conducting the suitability test for Group 'C' (Other than SSE/JE categories) would be done by the concerned Division/Unit to whom these cases are proposed to be allotted. The Division/Unit will include these cases along with their existing cases for which they conduct suitability test regularly. Further any request for additional chance in such cases may also be suitably dealt at the concerned Division/Unit level and final status of all such cases should be advised to Headquarters. However 3rd chance/4th chance to widow requests if any will require the personal approval of the GM.

3) **Minor Candidates attained Majority.**

- i) Divisions/Units should ensure that before three months of their attaining majority, Minors registered for Compassionate Ground Appointment should be advised and again reminded to renew their claim, to avoid subsequent cases of belated application of Minors attaining majority.
- ii) In the event of any case required to be referred for GM's approval beyond 2 years of having attained majority, it should be carefully scrutinized and thoroughly verified and eligibility should be clearly certified and recommended by the DRM/CWM before forwarding the case to Hd.qrs. for GM's in principle approval.

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- iii) In terms of RBE No.88/2007, in supersession of previous instructions in the matter, only the educational qualification possessed by the Ward/Spouse of the ex.employee at the time of submission of application for CGA can be considered provided the same is within the prescribed period as laid down in the extant instructions.

4) **Cases referred to HQrs. where GM is the Competent Authority to decide CG Appointment**

- i) In terms of RBE No.70/2014, it is the prerogative of the family concerned to request for job to either Spouse or any child [son or daughter,(unmarried/married/divorced/widowed)] subject to the condition that the concerned child will be the bread winner of the family concerned and in terms of RBE No.224/2001, the dependent/divorced/widowed daughter should have been wholly dependent on the ex.employee at the time of death/medical invalidation of the latter.
- ii) In all such cases where approval of General Manager is required, it should be ensured that the case is forwarded after a thorough and complete enquiry report with due verification of all particulars with the specific recommendation of the DRM/CWM for further consideration at General Manager's level.
- iii) In this connection, all Board's extant guidelines should be kept in mind and both the Recommending and the Competent Approving Authority have to satisfy himself/herself on the basis of balanced and objective assessment of the financial condition of the family with regard to the assets and liabilities & income and liabilities of any member of the family/and number dependents etc. so that facility of such appointment (which is not a matter of right), is not circumvented or misused(RBE 3/2009)

5) **Compassionate Ground Appointment of Diploma/Degree Holders.**

- i) CGA candidates possessing the educational qualification of 4 years Engineering Bachelors Degree in First Class are eligible to be considered for suitability to the post of Sr.Section Engineer subject to the approval of General Manager in terms of RBE No. 77/2011. The candidate possessing educational qualification of Engineering Bachelors Degree in Second Class/Diploma Holder are eligible to be considered for suitability to the post of Jr.Engineer subject to the General Manager's approval.
- ii) Candidates failing in the Sr.Section Engineer's suitability test, will not be given a second chance but may be considered in Jr.Engineer suitability test with one more chance to be considered for Jr.Engineer suitability in the event of failing in the first time. However, this second chance for suitability to the post of Jr.Engineer would also be considered on the merits of each individual case with the approval of General Manager in terms of RBE No.84/99. If they do not come out successful in the test, they will be considered for suitability for post as found suitable at the Divisional/Unit level.

- iii) Division/Unit should ensure that cases falling in this category for consideration of GM to the post of SSE/JE should be thoroughly verified/enquired into including the educational qualification at the time of application and the eligibility for Compassionate Ground Appointment for the post of SSE/JE should be clearly certified and recommended with the approval of DRM/CWM and sent to Hd.qrs. only for GM's in principle approval for subjecting to suitability test for SSE/JE as per the eligibility verified and certified by the Division/Unit.
- iv) Hd.Qrs. will call for the Division/Unit wise SSE/JE DR SAV position for all Departments as on 1st of April and 1st of October which should be furnished in time. Accordingly, the eligibility of the candidates due for the SSE/JE suitability test in each half of the year will be mapped according to their qualification and available vacancies on the Railway (not only in the concerned Division/Unit) and a single proposal put up to GM for his consideration/approval duly ensuring that GM's approval is obtained within April/October and the candidates are advised at least 21 days ahead of the date of suitability to be conducted in May/November of that year.
- v) The suitability test for the post of Sr.Section Engineer/Jr.Engineer would be conducted twice a year in the third week of May/November at Hd.qrs. by the duly constituted Committees (for each department). The duration of the examination is at present 3 hours for a total 100 marks with 50 questions consisting of General Awareness & G.K.-20 marks, Arithmetic-20 marks, General Intelligence & Reasoning - 10 marks & Technical Ability - 50 marks. The minimum prescribed qualifying marks would uniformly be 40% with no negative marking.
- vi) The evaluation of the papers should be done promptly and all efforts made that the results are declared latest within June/December respectively.

6) **Group 'C' suitability at Divisional/Unit Level.**

At Divisional/Unit level also Group-'C' suitability test should be conducted in a similar manner at least every 2 months as per a fixed schedule and evaluation should be done promptly as far as possible on the same day(RBE No.102/91).

All other extant rules and instructions on the subject would hold good.

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