

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata - 700 001

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

Kolkata, Dated: 13/09/2018

Divisional Railway Managers
HWH/SDAH/ASN/MLDT
Eastern Railway

Chief Works Managers
KPA/JMP/LLH
Eastern Railway

[Attention: Sr. DPOs/WPOs]

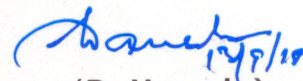
Sub: Appointment on Compassionate Grounds – Checklist.

The matter regarding issuance of the Checklist pertaining to Compassionate Appointment has been under consideration of this office. After detailed deliberations and with the approval of the competent authority, a checklist of 15 items for cases of appointment on compassionate grounds has been finalised which is enclosed for implementation. It may be ensured that item-wise information on all the points listed out in the checklist, along-with the copies of relevant documents, are made available in the file while processing the cases of appointment on compassionate grounds.

Further, efforts have been made to prepare the checklist as comprehensive one, incorporating all relevant points on the subject. Nonetheless, this only a guideline and in each case the Unit has to check all relevant aspects and may modify/add to this checklist, under intimation to this office.

Any feed back in this regard will be appreciated.

DA: As above.


(D. Hansda)

Sr. Personnel Officer/RP
For Pr. Chief Personnel Officer

CHECK LIST FOR CASES OF APPOINTMENT ON COMPASSIONATE GROUNDS

Nature of Compassionate Appointment. (Tick relevant category/priority)	Died while in service/Retired on medical grounds/Missing Railway employee/Unmarried Railway employee died in harness.	Priority of the case, viz.-(I)/(II)/(III)
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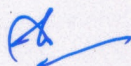
Sl. No	List of Documents	Page No.
1.	Part-A (Background)	
(i)	Name of the ex-Railway employee with Designation, employment/PRAN number & place of posting.	
(ii)	Date of Birth and date of normal superannuation of the ex-employee.	
(iii)	Date of Death/retirement on medical grounds/missing, as the case may be.	
(iv)	Total length of Service rendered by the ex-employee	
(v)	Death certificate of ex-employee/Medical certificate of ex-employee retired on medical grounds	
(vi)	Termination Order from service due to death or retirement on medical grounds	
(vii)	Whether belonging to SC/ST/OBC	
2.	Part-B (Settlement Details)	
(i)	Whether or not all settlement dues are paid. If paid, details of such payment such as date of payment, the recipients etc.	
(ii)	Nomination of ex-employee	
(iii)	Copy of Pass declaration or certificate from the concerned subordinate/officer certifying the family composition as per pass declaration.	
(iv)	Copy of Medical Identity Card	
(v)	Any other related documents/sources, indicating family composition such as Bank details, Ration card, etc.	
3.	Part-C (Details of compassionate application)	
(i)	Name of the candidate for appointment on compassionate grounds & his/her relationship with the ex-Railway employee, including photo identity.	
(ii)	Application for CG appointment along with the undertaking as mentioned in PCPO's Sl. No. 62(05)/2002, duly endorsed by the Controlling Officer of ex-employee.	
(iii)	Priority registration number, if any.	
(iv)	(a) Attested certificate in support of date of birth as well as education qualification of the candidate or affidavit in case of illiterate widow in support of date of birth. (b) Educational qualification acquired at the time of initial application to be considered.	
(v)	Whether any other dependent family member has been appointed on compassionate grounds	
(vi)	Copy of adoption deed, if the employment assistance has been sought for adopted son/daughter	
(vii)	Caste Certificate in case of SC/ST/OBC, duly issued by the Civil Authority	
(viii)	Non-remarriage certification of widow.	
4.	Part-D (S&WIs' factual assessment)	
(i)	S&WI's detail investigation report, including checking identity and all bio-data details of candidate.	
(ii)	(a) Report detailing particulars of total assets left, including settlement details of (a) Pension/Family Pension, (b) DCRG/Retirement Gratuity, (c) SRPF, (d) Leave Encashment & (f) GIS as per G.114 (b) Details on moveable and Immovable properties & annual income earned therefrom by the family. (c) Brief particular of liabilities, if any.	
(iii)	Particulars of all dependent family members of the Government servant (if Some are employed their income and whether they are living together or separately).	
	Part-E (other related information)	
5.	Post for which employment is proposed.	
6.	Vacancy position of the post for which employment is proposed.	
7.	Whether relaxation of upper age limit of the candidate is required, if yes, proposal thereof.	
8.	Authority competent to approve compassionate appointment.	
9.	Relevant circular(s).	

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From pre-page.

Part-F (Special Cases)

Sl. No.	Nature of Cases	List of Document(s)	Page No.
10.	Compassionate appointment in case of minor.	a) Date of initial Registration. b) Date of attaining majority. c) Date of renewal. d) Reasons, if belated, i.e. beyond 2 years, for which competent authority is the GM.	
11.	Compassionate Appointment of wife/ward/dependent of medically unfit Railway employee opted for retirement on medical grounds.	a) Details of unconditional VR. b) Declaration of the concerned medically decategorised or totally incapacitated Railway employee, as the case may be, in respect of his/her preference for appointment on compassionate ground as per RBE No. 22/2014. c) Certification from the controlling officer that the concerned medically unfit staff in whose case compassionate appointment of wife/ward/dependents is under consideration, have 5 (five) years or more service left at the time of his being declared partially decategorised. d) In the event of death of the medically unfit employee without making clear his wishes, declaration of the family of the ex-employee that the candidate proposed for appointment is the bread-winner of the family concerned.	
12.	Compassionate appointment of married/widow/divorced daughter of ex-employee.	a) Declaration of the family of the ex-employee that the candidate proposed for appointment is the bread-winner of the family concerned. b) In case of divorced, daughter should also have been dependent of the late employee. c) Divorce should have been finalized before death of employee's death.	
13.	Compassionate Appointment of the dependent of unmarried Railway employees dying in harness/retiring on medical grounds.	a) Dependency certificate on the basis of document such as inclusion/declaration of names in the Pass or in Ration Card etc. b) In the absence of such documentary proof, S&WI's detail reports, certifying the dependency on the basis of the factual position & circumstance.	
14.	Compassionate appointment of spouse/ward of missing person.	a) The benefit of compassionate appointment can be considered after a lapse of two years from the date from which the Railway employee has been missing provided that an FIR has been lodged and the missing person is not traceable and the competent authority feels that the case is genuine. b) This benefit will not be applicable to the case of a railway employee who had less than two years to retire on the date from which he has been missing and who is suspected to have committed fraud or suspected to have joined any terrorist organization or gone abroad. c) Police investigation report in respect of the missing employee and affidavit in prescribed Proforma affirming that the service of the wards/widow will be terminated in case the missing railway employee becomes available subsequently. d) The compassionate appointment may be delinked from the payment of settlement dues.	
15.	Any other relevant/specific rule/detail in each case.		



Signature of Dealing Assistant