

GOVERNMENT OF MEGHALAYA

PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT

CHAPTER – II

**EMPLOYMENT ON COMPASSIONATE GROUND**

**Employment on compassionate ground of the wife/husband/son/  
daughter/near relatives of Government servant who dies while in  
service**

No.PER(AR)  
154/78/147dt.  
11<sup>th</sup> Dec,1984

1. Government have decided to introduce a scheme for providing employment on compassionate ground to the next of kin who may be the wife/husband/son/daughter of a Government servant who dies while in service on the following principles:-

- (1) That employment on compassionate ground shall apply only to Class III or Class IV posts under the State Government.
- (2) Only the wife /husband/son/daughter of the Government servant (hereafter called relative) who is required to support the family of the deceased will be eligible to be considered for such employment.
- (3) The benefit of such employment will be available to one relative.
- (4) Employment on compassionate ground should be given only at the lowest rung of the ladder for which the applicant is educationally qualified.
- (5) In selecting the next of kin, the Heads of Departments may make an assessment as to who will be most satisfactory to provide succor to the family of the deceased.
- (6) This concession will be applicable only to such cases where the concerned Government servant has put in at least five years continuous service against a regular post.

- (7) There should be relaxation of age limit for recruitment upto the age of 50 years. If relaxation is required to be made even in the minimum age limit, such relaxation may be considered if it does not exceed a period of 1(one) year below the age limit prescribed in their recruitment rules for the post applied for.
- (8) No relaxation in educational qualification should be allowed in compassionate appointments.
- (9) If none of the relatives is eligible on grounds of age or educational qualification on the date of the death of the Government servant, an eligible relative who acquired the qualifications within five years from the date of premature death of the Government servant may be given such employment provided, that he/she is within the age limit prescribed for the post subject to relaxation mentioned in subparagraph (7) above.
- (10) Application in the standard forms in the Annexure, for such employment should be made to the Chief Secretary to the Government of Meghalaya through the Head of Department / Office in which the Government servant was last employed. The Head of Department / Office should send the application with his remarks to the concerned Administrative Department which will refer it to the Chief Secretary. The application must be submitted within one year from the date of premature death of the Government servant or from the date of acquiring the necessary educational qualification if none of the relatives is educationally qualified at the time of such death, as the case may be.
- (11) The appointments can be made only against such posts for which direct recruitment has been provided in the relevant recruitment rules.
- (12) The grant of such employment is not to be allowed as a matter of course. The financial circumstances of the family would be taken into consideration for eligibility.

- (13) Appointments to posts and services under this scheme shall be made by respective appointing authorities after approval of Administrative Department concerned with the approval of the Personnel and Administrative Reforms (B) Department.
- (14) Consultation with the Meghalaya Public Services Commission or District Selection Committees, as the case may be, is not required for appointment under this scheme.
- (15) Employment on compassionate ground should not affect adversely the employment policy of 40:40:5 in respect of Khasi-Jaintias, Garos and other Scheduled Castes/Scheduled Tribes. If the quota has been exhausted in a particular category, the appointment may be made immediately but adjustment against the next year's quota.
- (16) Every case of employment on compassionate ground will be considered on its own merit in the light of the principles enunciated in the preceding paragraphs.
- (17) The Appointing Authorities, the Heads of Department and the Administrative Departments concerned should each maintain a Register in which the name, designation and date of death of the Government servant as well as the name, relationship of the applicant and the post against which he is appointed should be entered so as to facilitate verification.

APPLICATION FORM FOR EMPLOYMENT ON COMPASSIONATE GROUND

|   |  |
|---|--|
| Name of Government Employee                 | Designation  |
| Date of birth                               | Total length of service in regular capacity                          |
| Whether Scheduled Castes / Scheduled Tribes | Name of the candidate for employment                                 |
| Relationship with Government Servant        | Name(s) of other relatives appointed on compassionate ground, if any |

Signature of the candidate

DECLARATION

I do hereby declare that the facts given by me as above are true to the best of my knowledge and correct. If any of the facts herein mentioned is found to be incorrect or false at a future date, my service may be terminated.

Signature of the candidate

## STANDARD FORM OF APPLICATION

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

I beg to apply for the post of \_\_\_\_\_ and furnish the facts as below.  
In case of any false statement, I am liable to any action Government may deem fit and proper. A  
Treasury Challan of Rs. \_\_\_\_\_ vide T.V. \_\_\_\_\_ is enclosed herewith.

\_\_\_\_\_  
Signature of applicant

1. Full name in capital letters with aliases, if any  
Surname first.(Please do not use any initials).

\_\_\_\_\_  
Surname

2. Date of birth

Year

Month

Date

3. Place of birth

Village/town

Police Station

District

Father's/Mother's/and husband's name (in case of married female) (Please do not use initials):

Personal Description:- (A) Height: (B) Colour of Eyes: (C) Colour of Hair: ?

-----M-----Cm

(D) Visible distinguishing marks (if any)

- 6.(a) Permanent Address in full

(a) Present Address in full

- C) If you have not resided at the above address continuously for the last four years, please give the other  
addresses where you have resided during the period:

FROM \_\_\_\_\_ TO \_\_\_\_\_ Address \_\_\_\_\_

**PARTICULARS OF ALL DEPENDENTS :**

| Sl No | Name | Relation-ship with Govt. servant | Date of birth | Marital status | Educational qualification | Occupation | Emolu-ments | Whether living together or separately |
|-------|------|----------------------------------|---------------|----------------|---------------------------|------------|-------------|---------------------------------------|
| 1     | 2    | 3                                | 4             | 5              | 6                         | 7          | 8           | 9                                     |
|       |      |                                  |               |                |                           |            |             |                                       |
|       |      |                                  |               |                |                           |            |             |                                       |

*No.PER(AR)  
/154/78/157,  
dt.30<sup>th</sup>Nov,  
1975*

2. In the Office Memorandum No. PER (AR)154/78/147, dt. 11.12.1984 it has been specifically provided that only the wife/husband/son/daughter of the Government servant who is required to support the family of the deceased Government servant will be eligible to be considered for employment on compassionate ground. It has come to the notice of the Government that there are instances in which brothers and sisters of deceased Government servants have applied for employment on compassionate ground as they are the only relative to provide succour to the families of the deceased Government servant. Their applications should not be entertained as they are not considered as relatives within the meaning enunciated in the aforementioned Office Memorandum. After careful consideration, it has therefore, been decided that an unmarried brother or sister, who is actually required to support the family of a deceased Government servant, will also be eligible to be considered for employment on compassionate ground provided that a certificate that the brother and / or sister is the only person to provide succour to the family of the deceased is furnished and attached by the Appointing Authority to the application as received from the deserving unmarried brother and / or sister, while recommending such a case to Personnel Department for obtaining the approval of Chief Secretary.

*No.PER(AR)  
27/87/60,dt  
30<sup>th</sup>Aug1988*

3. It has been observed that there have been a few cases where the Departments/Appointing Authorities take recourse to appointment on compassionate ground without the prior approval of Personnel and Administrative Reforms (B) Department, which is against the procedure laid down in sub para (13) of the Office Memorandum No. PER (A) 154/78/147, dt. 11.12.1984. It is impressed upon all Departments/Appointing Authorities to strictly follow the procedure laid down and to ensure that no compassionate appointment is made before the specific concurrence of this Department.

**Determination of seniority in respect of person appointed on  
compassionate ground.**

*No.PER(AR)  
45/91/1,dt.  
19<sup>th</sup> June,  
1991*

4. The matter regarding determination and fixation of seniority in respect of persons appointed on compassionate ground has been engaging the attention of the Government for some time past. After careful examination, Government have decided that seniority in all cases of appointment made on compassionate ground should be determined from the date of joining the post and the position of the incumbent should be next to junior-most in the cadre/post on that date .

**Employment on compassionate ground of son/daughter/near relatives of  
a Government servant who dies while in service- Submission of Income  
Certificate (Financial position) .**

*No.PER(AR)  
154/78/181,  
dt.9<sup>th</sup> July,  
1996*

5.1. While submitting application for employment on compassionate ground, applicants do not adhere to the requirements laid down in Department's O.M. No.PER (AR) 154/78/147 , dt. the 11<sup>th</sup> December, 1984. The Departments concerned in some cases have not scrutinised the applications to ensure that correct particulars have been furnished by the applicants. The applications are thus forwarded to the Department haphazardly and on which queries have to be raised thereby causing avoidable delay in processing the cases.

5.2 While submitting the particulars of dependents, it is also noticed that the applicants do not furnish the correct information/particulars which however

does come up during the course of enquiry of the District Magistrate or Magistrate for issuing of Certificates on the financial position. This particular statement should be correctly furnished to avoid unnecessary query at the time of processing the case and the recommending authority, i.e. , District Head / Head of Department should satisfy himself as to the correctness or otherwise of the statement before submission of the same to the Personnel and A.R. (B) Department.

5.3 Further, it has been found that the Certificate on financial position of the family of the deceased Government employee have been issued without causing proper enquiry, with the result that the certificates do not reflect the financial position including land or properties and immovable assets possessed by the family. In order to ensure that the Certificates/Reports contained all the above informations, it is necessary that henceforth proper enquiry should be conducted by a Magistrate and furnished in the prescribed form.

CERTIFICATE OF FINANCIAL POSITION OF THE FAMILY OF THE DECEASED GOVERNMENT EMPLOYEE FOR THE PURPOSE OF EMPLOYMENT ON COMPASSIONATE GROUND,.

- 1.(a) Name of the applicant :
- (b) Address :
- (c) Qualification :
  
2. Relation with the deceased Government servant :
  
3. Dependants / Family members who stay with the deceased and their occupation, if any :
  
4. Income, if any :
  
5. Land/Immovable properties and assets, if any (in details) :
  
6. Remarks / Findings of Enquiry Officer :

Signature and Designation of the  
Magistrate