



**PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF EMPLOYEE OF THE
INSTITUTE DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION**

PART-A

(To be filled by the candidate / Applicant for Appointment)

(I): Particulars of the Employee died while in service / retired on invalid pension:

- (a) Name of the Employee
(Deceased/retired on medical grounds). _____
- (b) Designation of the Employee _____
- (c) Whether it is MTS (erstwhile Group 'D') or
not? _____
- (d) Date of birth of the Employee _____
- (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 Employee. _____
- (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 | Rs _____ |
| (b) D.C.R. Gratuity | Rs _____ |
| (c) G.P.F. Balance | Rs _____ |
| (d) Life Insurance Policies (including Postal Life Insurance) | Rs _____ |
| | _____ |
| (e) Moveable and Immovable properties and annual income earned there from by the family | _____ |
| | _____ |
| (f) C.G.E. Insurance amount | Rs _____ |
| (g) Encashment of leave | Rs _____ |
| | _____ |
| (h) Movable and Immovable property (Latest Market Value) of the family | _____ |
| | _____ |
| | _____ |
| (i) Any other assets (i.e. Movable and Immovable property (Latest Market Value) of the family including fixed deposit / Bank Balance) | _____ |
| | _____ |

(IV): Brief particular of liabilities if any : _____

(V): Particulars of all dependent family Members of the Employee (if some are employed, their income and whether they are living together or separately)

S. No.	Name	Relationship with the employee	Age	Address	Employed or not, If employed Particulars of employment and emoluments	Married / unmarried
1						
2						
3						
4						
5						

Date:

Signature of the candidate

Name: _____

Address: _____

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 employee 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: _____



Relative Point Based Merit System for Allocation of Points for Compassionate Appointment at Sardar Vallabhbhai National Institute of Technology, Surat based on 100 Point Scale

1. Family Pension (Basic excluding DA & Allowance)

(20 Points)

S. No.	Slabs	Weightage Points
1	Up to 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

2. Terminal benefits i.e. Lump sum amount received by the family on death of Government servant (i.e DCR Gratuity, GPF/PPF A/c balance, LIC/PLI, CGEGIS, Leave encashment etc.) / Lump sum amount under NPS,

(10 Points)

Terminal Benefits			
For post 01.01.2016 death cases	For death cases between 01.01.2006 to 31.12.2015	For pre 01.01.2006 death cases	Weightage Points
Upto 10,00,000	Upto 4,50,000	Upto 1,00,000	10
10,00,001-11,87,500	4,50,001-5,25,000	1,00,001-1,20,000	09
11,87,501-13,75,000	5,25,001-6,00,000	1,20,001-1,40,000	08
13,75,001-15,62,500	6,00,001-6,75,000	1,40,001-1,60,000	07
15,62,501-17,50,000	6,75,001-7,50,000	1,60,001-1,80,000	06
17,50,001-19,37,500	7,50,001-8,25,000	1,80,001-2,00,000	05
19,37,501-21,25,000	8,25,001-9,00,000	2,00,001-2,20,000	04
21,25,001-23,12,500	9,00,001-9,75,000	2,20,001-2,40,000	03
23,12,501-25,00,000	9,75,001-10,50,000	2,40,001-2,60,000	02
25,00,001-26,87,500	10,50,001-11,25,000	2,60,001-3,00,000	01
26,87,501 & Above	11,25,001 & Above	3,00,001 & Above	00

3. Annual income of earning members & Income from property**(10 Points)**

S. No.	Annual Income	Weightage Points
1.	Nil	10
2.	1 - 1,05,000	08
3.	1,05,001 - 1,35,000	06
4.	1,35,000 - 1,65,000	04
5.	1,65,001 - 1,95,000	02
6.	1,95,001 & Above	00

4. Movable/Immovable Property.**(10 Points)**

S. No.	Slab	Weightage Points
1.	Nil	10
2.	Up to 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

5. Left over service of deceased.**(15 Points)**

Left over service of deceased	Weightage Points	Left over service of deceased	Weightage Points	Left over service of deceased	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

6. Dependents i.e., Mother or Father, Spouse(House Wife) (Only) (10 Points)

Sl. No.	No. of Dependents	Weightage Points
1.	Single or Both Parents	05
2.	Wife (House Wife) only	05

7. Unmarried Daughter(s)**(10 Points)**

Sl. No.	No. of unmarried daughters	Weightage Points
1.	01	05
2.	02 & Above	10

8. Dependent Minor children**(10 Points)**

Sl. No.	No. of minor children OR sister(s)/ brother(s) of unmarried deceased Government servant	Weightage Points
1.	01	05
2.	02 & Above	10

9. Unmarried major son (up to 25 years of age) and Dependent major son i.e. physically and mentally challenged (without age limit)**(5 Points)**

Sl. No.	No. of Unmarried MajorSon / dependent Major son	Weightage Points
1.	01	03
2.	02 & Above	05

- * In addition to the above, cases where the wife of deceased official has applied for compassionate appointment for herself, she shall get 15 additional points as grace points. She will be in line with the general principal that the widow needs to be given preference for compassionate appointment.
- ** The cases already considered by the Institute constituted for considering the request for compassionate appointment as per the previous practices followed need not to be opened.
- *** While applying 100 points scale parameters, some candidates may have equal marks in merit and authority may not decide the merit of such candidates in case of tie of marks secured by some candidates. In such instance, the tie breaking factor will be applicable as mentioned in Para 3 of letter No. A.12012/8/2020-Ad.III.B dated 18-11-2020 of CBIC, Department of Revenue, Ministry of Finance. The tie breaking factor will be per dependent on available income, i.e. total of first three financial parameters prescribed in SoP (Pension annualized, total terminal benefits and Annual Income of Earning members and Income from property) divided by total number of dependents. The lesser the per dependent available income, the higher the rank amongst the applicants whose scores had a tie.



PART-B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

(I)	Name of the candidate for Appointment.	
(a)	His/Her relationship with the Employee.	
(b)	Age (date of birth), educational qualifications and experience, If any.	
(c)	Post (Group C) which employment is Proposed	
(d)	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment.	
(e)	Whether the post to be filled is included in the Central Secretariat / Clerical Service or not.	
(f)	Whether the relevant Recruitment Rules provide for direct recruitment.	
(g)	Whether the candidate fulfils the requirements of the Recruitment Rules for the post.	
(h)	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 Employee 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 Office. (With his signature and office Stamp/seal)	

Dealing Assistant

Deputy Registrar (Estt.)

Registrar



PART-C

**(RELATIVE MERIT POINT ASSESMENT ON A 100 POINT SCALE FOR
COMPASSIONATE APPOINTMENT)**

Sl. No.	Parameter	Points Allotted to the Parameter	Points Scored by the Candidate
1	Basic Family pension / Monthly Amount received under the National Pension System	20	
2	Lump Sum amount received by the family on the death of Employee of the Institute (i.e. DCR Gratuity, GPF/PPF Account Balance, Leave Encashment, CGEGIS, LIC/PLI etc.) / Lump Sum amount received under NPS	10	
3	Annual Income of the earning members and Income from Property	10	
4	Movable / Immovable property	10	
5	Left over service of the deceased	15	
6	Number of dependents, i.e. Mother, Father, Spouse only	10	
7	Dependent unmarried daughters	10	
8	Dependent Minor Children	10	
9	Unmarried Major son (Upto 25 years of Age) and dependent major son, i.e. Physically and mentally challenged (Without age limit)	05	
	Total	100	

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

Undertaking

I, _____ Son / Daughter / Wife of late
Shri / Smt _____ resident of _____
_____ (Full address),
hereby undertakes that:

i) I am married since (Date of marriage _____), and names of my spouse and
Children are as follows:

- a)
- b)
- c)
- d)

ii) I am Unmarried

**** Please strike off either (i) or (ii) whichever is not applicable**

Place

Signature

Date

Name

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

AFFIDAVIT

(TO BE SUBMITTED ON NON JUDICIAL PAPER WORTH RS 2)

I, _____ Son / Daughter /
Wife of (late) Shri/Smt. _____;
resident of _____ have made an application
for grant of appointment on compassionate grounds to a dependent family member of
employee (dying in harness) or who is retired on medical grounds, vide my application dated
_____.

I, hereby solemnly affirm and declare as follows:

1. That the information provided in the proforma dated _____ regarding
employment on compassionate grounds is actually correct and nothing has been
concealed.
2. That I fully understand that in the event of information provided by me proves to be
incorrect, my services, if I am employed on compassionate ground, are liable to be
terminated.

I also hereby undertake to look after the family and the dependents of the deceased in
case of my employment on compassionate grounds.

VERIFICATION

I, _____ Son/Daughter/Wife of
Late Shri/Smt _____ do hereby verify
that the contents of the above affidavit are correct to the best of my knowledge and nothing
has been concealed.

Verified on this day of _____.

DEPONENT

* Strike out which is not applicable.

NOTE: The affidavit should be attested by a judicial authority.

Consent Letter

from other dependent family members of Late Shri/Smt _____
Designation: _____ Department _____

Subject: Application for appointment under the compassionate category
Reference: Application dated from

Shri/Smt. _____, Son /
Daughter/Wife of Late Shri / Smt. _____ (deceased
employee) has applied for grant of appointment on compassionate grounds to the dependent
family members of the employee dying in harness.

2. We, the other dependent family members of the deceased employee Shri / Smt. _____
_____, have no objection if the said appointment is given
to the applicant Shri / Smt. _____ and hereby give
our consent for the same.

**Name, Address and dated signatures of all the adult dependent family members of the
deceased employee (other than the applicant)**

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____