F.No.A.12012/52/2018-Ad.III.B
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
*****

Gr. Floor, Hudco Vishal Building,
Bhikaji Cama Place, RK Puram, New Delhi-66,
Dated the 15th May, 2019

To

All the Cadre Controlling Authorities
under Central Board of Indirect Taxes & Customs

Subject: - Scheme for compassionate appointment- Relative merit point & revised procedure for selection- reg.

Sir/Madam,

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

2. Keeping in view the objective of the Scheme, the existing instructions of DOPT relating to compassionate appointment have time and again been reviewed/modified/simplified so that the system finally derived at shall be more transparent, efficient and uniform in nature.

3. The existing position has been reviewed and it has been decided by the competent authority that 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 DoP&T from time to time. Accordingly, the Board has worked out a system of allocation of points for various attributes based on a hundred point scale.

4. Keeping in view the administrative requirement in processing such applications for appointment on compassionate ground the following proforma has been made which are enclosed herewith.

Sl.No.	Proforma	Title
1	Part A	Proforma regarding employment of dependents of employees who died while in service/retired on invalid pension (To be filled by candidate/applicant for appointment)
2	Part B	Proforma to be filled by the Office in which employment is proposed
3	Part C	Relative Merit Points Assessment on a 100-point scale for compassionate appointment

5. The system of weightage not only awards objectivity to the entire method but also ensures complete transparency and uniformity in the selection process. Henceforth, all the concerned are advised **to strictly follow this weightage points system** keeping in view the instructions issued by the DoP&T from time to time for assessing comparative merit of the applicants for compassionate appointment.

This issues with the approval of Chairman (IC).

Yours faithfully,

Encl: A/9

15.5.19

(Mohammad Ashif)
Under Secretary to the Govt. of India
☎: 011 26162674

Table for allocation of points to various attributes based on a 100 point-scale for Proforma 'C'

1. **Family Pension (Basic excluding DA & Allowances)**

(20 points)

Sl.No.	Proposed slab	Points
1	Upto 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 by the family on death of Govt. Servant (i.e DCR Gratuity, GPF/PPF A/c Balance, LIC/PLI, CGEIGS, Leave encashment Etc)/ Lump sum amount under NPS etc.**

(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)

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

4. **Movable/Immovable Property**

(10 points)

Sl.No.	Proposed slab	Weightage Points
1	Nill	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

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	05

7. **Unmarried Daughters**

(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	Weightage Points
1	01	05
2	02 & Above	10

9. **Unmarried Major Son (upto 25 years of age) and Dependent major son i.e. Physically and mentally challenged (without age limit)**

(05 points)

Sl.No.	No. of Unmarried Major Son/ 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 Ministries/Departments/Offices constituted for considering the requests for compassionate appointment as per the previous practices followed need not to be open.**

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

PART- A

(TO BE FILLED BY THE CANDIDATE/APPLICANT FOR APPOINTMENT)

I. (a) Name of the Government servant (Deceased/retired on medical grounds). _____

(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 and 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).

S.No.	Name(s)	Relationship with Govt. servant	Age	Address	Employed or not (if employed particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

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: _____

_____

Shri/Smt/Kum_____is known to and the facts mentioned by him/her are correct.

Date:

Signature of permanent Government servant.

Name: _____

Address: _____

_____

I have verified that the facts mentioned above by the candidate are correct.

Date:

Signature of permanent Government servant.

Name: _____

Address: _____

_____

PART-B

(TO BE FILLED IN 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), educational qualifications 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) _____

RELATIVE MERIT POINTS ASSESSTMENT ON A 100 POINT SCALE FOR COMPASSIONATE APPOINTMENT

PART – C

Sl.No.	PARAMETER	POINTS ALLOTTED TO THE PARAMETER	POINTS SCORED BY THE CANDIDATE
1	Family Pension/Monthly amount (Excluding DA & Allowance)	20	
2	Terminal Benefits (DCRG, GPF/PPF, LIC/PLI, Leave encasement, etc)/Lump sum amount under NPS etc.	10	
3	Annual income of earning Members and income from property	10	
4	Movable/Immovable property	10	
5	Left over service of deceased	15	
6	Number of Dependents i.e. Mother or Father, Spouse (Wife) only	10	
7	Dependent unmarried daughters	10	
8	Dependent minor children	10	
9	Unmarried major son (up to 25 years of age) and Dependent major son i.e. physically & mentally challenged (without age limit)	05	
	TOTAL	**100**	

F.No.A.12012/8/2020-Ad.III.B
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
*****

Gr. Floor, Hudco Vishal Building,
Bhikaji Cama Place, RK Puram, New Delhi-66,
Dated 14 .12.2020

To

The All Cadre Controlling Authorities
Under CBIC (through CBIC's website)

Subject: - Scheme for compassionate appointment-Relative merit point & revised procedure for selection/Tie breaking formula -reg.

Sir/Madam,

Please refer to Board's letter F.No.A.12012/52/2018-Ad.IIIB dated 15th May, 2019 wherein a standard operating procedure based on a 100-point scale was circulated for compassionate appointment to ensure transparency and maintain uniformity and to avoid litigation in the selection process.

2. It has been reported to the Board by one CCA that while applying 100 points scale parameters, as mentioned in SOP, some candidates have equal marks in merit and Cadre Controlling Authority is unable to decide the merit of such candidates. The matter of tie of marks secured by some candidates has been deliberated in the Board to resolve such situation.

3. After examination the issue in detail, it has been decided that the tie breaking factor can be ***per dependent available income*** i.e. total of first three financial parameters prescribed in SOP (Pension-annualised, total terminal benefits and annual income of earning members and income from property) divided by total number of dependants (spouse, parents, dependent married/ unmarried/ widowed/divorced daughters, dependent minor children of deceased Government Servant OR dependent sister(s)/brother(s) of an unmarried deceased Government Servant, unmarried major son below 25 years & dependant major sons who are physically/mentally challenged). The lesser the ***per dependent available income, the higher the rank amongst the applicants whose scores had a tie.***

14.12.2020

4. In case of tie even after applying the factor of per dependent available income, then the left-over service of Government Servant can 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 Government servant 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 No. of physically/mentally challenged dependents & unmarried/divorced daughter(s). In case of tie even then, the next factor can be age of the applicant, with elder applicants given preference.

5. 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. All the above details are already included in the SOP and hence would be readily available with CCAs in case of a tie.

6. Apart from this while deciding the tie breaking factors as mentioned in the preceding paras, based on suggestions received from some Cadre Controlling Authorities, the entries made at point No. 7 & 8 in 100-point scale of SOP issued vide letter No. A.12012/52/2018-Ad.IIIB dated 15.09.2019 shall be substituted by the following entries;

(7) "Dependent married/unmarried/widowed/divorced daughters of deceased Government Servant"

Sl.No.	No. of dependent married / unmarried / widowed /divorced daughters of deceased Government Servant	Weightage points
1	01	05
2	02 & Above	10

(8) "Dependent minor children of deceased Government Servant **OR** dependent sister(s) / brother(s) of an unmarried deceased Government Servant"

Sl.No.	No. of dependent minor children of deceased Government Servant **OR** dependent sister(s) / brother(s) of an unmarried deceased Government Servant	Weightage points
1	01	05
2	02 & Above	10

14.12.2020

7. The other contents mentioned in original SOP issued vide letter No.A.12012/52/2018-Ad.IIIB dated 15.05.2019 will remain unchanged. Henceforth, all the concerned are advised to strictly follow weightage points system keeping in view instructions of DoPT & Board issued from time to time.

8. This issued with the approval of Chairman (CBIC).

Yours faithfully,

14.12.2020

(Mohammad Ashif)
Under Secretary to the Govt. of India
☎: 011-26162780