

No.29/2/94-IH(7)/II-2025/ 7658
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Chandigarh Secretariat
Dated : 09 June, 2025

To

All the Administrative Secretaries/
Head of Departments/Offices/Institutions,
Chandigarh Administration

Subject: Scheme for Compassionate Appointment – Point Based Merit System – reg.

Sir/Madam

I am directed to address you on the subject noted above and to state that object of the Compassionate appointment Scheme is to grant appointment on compassionate ground 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. The word 'Dependent' is defined in Para No.2 of OM No.14014/1/2022-Estt.(D) dated 02.08.2022 issued by the Department of Personnel & Training, Govt. of India to grant appointment on compassionate ground.

2. In order to achieve the objective of the scheme of compassionate appointment, *centralization/grouping of 5% vacancies under direct recruitment quota under all the departments of the Chandigarh Administration against Group C will be carried out* which will enable the Administration to provide compassionate appointment to the needy applicants at the earliest possible against such vacancies. For such purpose, *centralization of all the cases of the dependents of the deceased employees of all the departments will also be carried out.*

3. *For achieving the aforesaid objective, three Sections are formed for its effective implementation i.e.*

(a) *Sub-Committee at the Department level, which will be called as 'Departmental Sub-Committee'. The Departments have already constituted Committees at their level as per the DOPT, Govt. of India guidelines for the compassionate appointment in the past. Such Committees may be considered as 'Departmental Sub-Committee';*

(b) A dedicated **Compassionate Cell** is constituted under the Personnel Department(Br.II); The existing set up at O/o REO will work as Compassionate Cell under the Personnel Department(Br.II).

(c) An **Apex Committee** is constituted under the Chairmanship of senior most IAS Officer below the Chief Secretary or any other senior IAS officer as decided by Chief Secretary in justified circumstances. The said Committee will be further comprising of Secretary Personnel, Special Secretary Finance, Legal Remembrancer, Joint/Additional Secretary Employment, Representative of Social Welfare Department as well as Police Department as members.

Role/functions of the Welfare Officer, Departmental Sub-Committee, Compassionate Cell and Apex Committee have been appended herewith as **Annexure-R**.

4. (a) If any spouse (either Husband or Wife of deceased govt. employee) in the family is in regular government service; then in that case, compassionate appointment shall not ordinarily be given to dependents(son or daughter) of deceased government employee by taking the principle that family has sources of financial support/assistance;

(b) Likewise, if any brother or sister of deceased unmarried govt. employee in the family is in regular government service; then in that case, compassionate appointment shall not ordinarily be given to dependents(other brother or sister) of deceased unmarried government employee by taking the principle that family has sources of financial support/assistance;

(c) However, in deserving cases, Para No.11 of the instructions with regard to compassionate appointment issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Govt. of India vide O.M. No.14014/1/2022-Estt.(D) dated 02.08.2022, may be referred to.

5. Transparency and objectivity are the foremost aspects of scheme for compassionate appointment. A holistic assessment of the financial condition of the family has to be made taking into consideration factors like presence of earning member(s), size of family and financial needs of family etc.

6. The Chandigarh Administration has decided that to achieve the objective of the scheme of compassionate appointment and to ensure transparency, this Administration has worked out a system of allocation of points for various attributes based on a hundred point scale so that merits of the cases can be conveniently decided by allocating points to the applicants based on various attributes. This Administration has devised a Point Based Merit System, which is detailed in the subsequent pages:

POINT BASED MERIT SYSTEM

Allocation of points to various attributes based on 100 Point Scale:-

- (i) Family Pension(Basic excluding DA and Allowances)/Monthly amount received under NPS

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

Note:- To be verified from service record and certified by DDO/HOD. While considering the case of the applicant, it must be certified by the DDO/HOD that family pension (as applicable) to the family has been revised subsequently upon the revision of pay scale (excluding DA and allowances) according to the prevalent instructions/guicelines.

- (ii) Terminal benefits i.e lump sum amount received by family on death/retirement on medical grounds of Govt. servant (i.e DCR Gratuity/GPF/PPF A/c balance/LIC/PLI/CGEGIS/Leave encashment etc)/ lumpsum amount under NPS etc

10 POINTS

For post 01.01.2016 death cases	For pre 01.01.2016 death cases	Points
Upto 10,00,000	Up to 4,50,000	10
10,00,001 – 12,00,000	4,50,001 – 5,25,000	09
12,00,001 – 14,00,000	5,25,001 – 6,00,000	08
14,00,001 – 16,00,000	6,00,001 – 6,75,000	07
16,00,001 – 18,00,000	6,75,001 – 7,50,000	06
18,00,001 – 20,00,000	7,50,001 – 8,25,000	05
20,00,001 – 22,00,000	8,25,001 – 9,00,000	04
22,00,001 – 24,00,000	9,00,001 – 9,75,000	03
24,00,001 – 26,00,000	9,75,001 – 10,50,000	02
26,00,001 & above	10,50,001 and above	01

Note:- To be verified from service record and certified by DDO/HOD. In respect of LIC, PPF A/c balance, PLI etc., an Undertaking/Self declaration in the form of notarized

affidavit must be furnished by the applicant. In case, the facts mentioned by the applicant in the said affidavit are found to be incorrect/false at future date, his/her services will be terminated after following due process.

- (iii) Immovable/Movable property held in the name of members of the family including Fixed Deposit/Bank Deposits/Investments etc. but excluding the lump sum amount as mentioned in terminal benefits (ii) above

10 POINTS

Sl. No.	Slab	Points
1.	Nil/-	10
2.	Up to 5,00,000/-	08
3.	5,00,001/- to 10,00,000/-	06
4.	10,00,001/- to 20,00,000/-	04
5.	20,00,001/- to 30,00,000/-	02
6.	Above 30,00,000/-	00

Note:- Undertaking/Self declaration in the form of notarized affidavit furnished by the applicant. In case, the facts mentioned by the applicant in the said affidavit are found to be incorrect/false at future date, his/her services will be terminated after following due process. The applicant will furnish detail in respect of immovable property in the said affidavit as per present collector rate applicable for the said location in the respective State/UT. Further, if terminal benefits were used as source to buy the said property, in that case, valuation of the property to that extent of value may be deducted. (for e.g. if the property of Rupees ten lakhs was purchased and the terminal benefits of Rupees five lakhs were used as source then case of the applicant will fall under the slab No.(2) i.e. upto 5 lakhs).

- (iv) 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

Note:- To be verified from service record and certified by DDO/HOD.

- (v) Dependent Unmarried, Unemployed Major Son (Upto 25 Years Of Age) and Dependent Unmarried/ Widowed/Divorced Daughters of Deceased Government Servant

10 POINTS

Sl. No.	No. of dependent unmarried, unemployed major son upto 25 years of age and dependent unmarried/widowed/divorced daughters of deceased Government Servant.	Weightage Points
1	01	05
2	02 & Above	10

Note:-To be verified from the documents/certificate issued by Revenue/Municipal Authorities produced by the applicant. If not available, then an undertaking/self declaration in the form of notarized affidavit to be furnished by the applicant. In case, the facts mentioned by the applicant in the said affidavit are found to be incorrect/false at future date, his/her services will be terminated after following due process. The age of major son at the time of submission of application shall be considered.

- (vi) Dependent minor children of Deceased Government Servant or Dependent sister(s)/brother(s) of an unmarried Deceased Government Servant

15 POINTS

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	
		In case of sister/brother	In case of minor children
1	01	05	10
2	02 & Above	10	15

Note:- To be verified from service record and certified by DDO/HOD.

(vii) 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

Note:- To be verified from service record and certified by DDO/HOD.

(viii) If one or more person(s) amongst the dependent family members is disable

10 POINTS

SI. NO.	PERCENTAGE DISABILITY	POINTS
1.	40% to 70%	05
2.	Above 70%	10

Note:- To be verified from the Unique Disability ID(UDID) Card issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India.

Declaration/Undertaking

- The declaration/undertaking will be furnished by the applicant to the effect that facts mentioned by him/her in his/her affidavit and proforma are true, correct and nothing has been concealed therein. In case, if any of the facts mentioned by the applicant in his/her affidavit and proforma are found to be incorrect/false at future date, his/her services will be terminated after following due process.
- Change in the status in any information(furnished by the applicant) has to be informed by the applicant to the department concerned immediately.

Bonus points

- 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 principle that the widow needs to be given preference for compassionate appointment.

Tie breaking

If two or more applicants score equal marks in the merit, the order of merit will be determined as mentioned below. In case, tie even remains there after applying the first factor, then the next factor can be applied and then next and so on:

- Date of death of deceased government employee be given first preference (e.g. applicant related to deceased government employee, whose date of death comes first, will be given preference over another applicant).
- Next, Applicant with higher age will get preference.
- Next, per dependent available income i.e total of first three financial parameters prescribed in SOP (Pension-annualised, total terminal benefits and immovable/movable property) divided by total number of dependants (spouse, parents, dependent unmarried major son below 25 years, dependent unmarried/widowed/divorced daughters, dependent minor children of deceased Government Servant OR dependent sister(s)/brother(s) of an unmarried deceased Government Servant & dependant disable family member). The lesser the per dependent available income, the higher the rank amongst the applicants whose scores had a tie.
- Next, left over service of deceased Government servant can be considered. Applicant related to deceased Govt. servant with higher leftover service would be considered over the one with lesser leftover service.
- Next, number of dependant disabled family members and unmarried/divorced daughter(s).

Crucial date of eligibility

- Crucial date for age limit and educational qualification shall be the date of application. In case, any applicant upgrades his/her educational qualification, he/she will be free to continue with old educational qualification or to withdraw old application and submit application afresh with revised educational qualification.

Procedure

- i. The Welfare Officer in each Department/Office or a senior officer may be deputed to meet the family members of the deceased Government Servant and apprise them the terminal benefits available to the family. This may be done at the earliest possible, preferably, within 30 days of death.
- ii. In case it is observed by the Welfare Officer/Senior Officer that the condition of the family of the deceased Government Servant is indigent, the family should also be apprised of the scheme for compassionate appointment.
- iii. An application has to be sent mandatorily by the department to the family of the deceased government employee within one month from the date of death, informing thereby in simple language to the family about the Scheme of compassionate appointment.
- iv. Further, in such cases, the Welfare Officer or any other Officer would assist the family member of the deceased Government servant in applying for appointment on compassionate grounds. The application should be made in the prescribed format. All assistance should be extended to enable such family member to fill the application form for compassionate appointment. The Applicant should be advised in person about the requirements and formalities to be completed by him. The Applicant should also be given detailed information of the posts to which they can apply. An undertaking may be taken from the applicant that he has been apprised of the compassionate appointment, its procedural requirements as well as time period stipulated for applying the same.
- v. The Departmental Sub-Committee shall satisfy itself regarding the correctness of the details entered in the Application form and family income and other details computed for processing the Application. During scrutiny, if any additional details or information having a bearing on the case emerge, the same should be added as supplementary Note to the Application.
- vi. Every application found to be in order, should be acknowledged by assigning a unique Registration number. All pending Applications should also be assigned unique registration number. This may be done within 2 to 3 weeks of time. Once a unique registration number has been assigned to an application, the Applicant, including those whose applications are pending, may be informed through email or other forms of communication (including digital modes of communication) of their Unique Application Registration Number.
- vii. While informing the Applicants of the registration number of their Application, they may also be informed of the likely number of vacancies likely to be available to be filled on compassionate grounds as well as be provided with a copy of the aforementioned Point Based Merit System.
- viii. The process for consideration of various applications and to recommend individual applicant for grant of compassionate appointment, will be carried out through Departmental sub-committee(at the department level), a dedicated Compassionate Cell and an Apex Committee.

- ix. The Apex Committee may preferably meet once in a year, to consider all fresh requests received in the last calendar year, in addition to pending applications. In case large number of applications are received at different times during the calendar year, the Committee may meet twice or more to consider the applications.
- x. Prior to every meeting of the Apex Committee, the applicants whose applications are being considered, should be informed, through email or other forms of communication (including digital modes of communication), of the number of vacancies in each grade for which they are being considered as also the date the Committee is due to meet to consider their Application. However, the Applicant(s) would not be required to have any personal interaction, either with the Administration or the Committee and that the Applicants may not be asked to be present during the meeting of the Committee.
- xi. Every valid application shall be assessed strictly on the basis of the aforementioned point based merit system devised by the Chandigarh Administration.
- xii. The Apex Committee shall make its recommendation for appointment on compassionate ground as per the total points obtained by each Applicant, under the aforementioned point based merit system.
- xiii. The minutes of each meeting of the Apex Committee including the merit points earned by each Applicant should also be placed, within a period of four weeks from the date of meeting of the Committee, in public domain on the website of the Chandigarh Administration for information of all concerned.
- xiv. The result of selection should be communicated to the Applicants. The points awarded against each parameter alongwith total merit points earned (as intimated by the Apex Committee), should be provided to the Applicants through email or other forms of communication, on the same date of putting minutes of final meeting of the Apex Committee on the public domain for raising objections, in any, within the stipulated period.
- xv. The objections will be called on the minutes of final meeting of the Apex Committee. The said objections will only be entertained by the Apex Committee, if the same are submitted by the Applicant within two weeks of the said minutes put on the public domain.
- xvi. The redressal of the aforesaid objections will be carried out within one month by the Apex Committee. After redressal of the said objections, final recommendations made by the Apex Committee will be put on the public domain for information of all concerned, which are acceptable to all as final recommendations. Further, no objections to these final recommendations will be entertainable.
- xvii. The final recommendations of the Apex Committee will be placed before W/Chief Secretary for consideration and approval.

- xviii. After acceptance of the recommendations made by the Apex Committee, the Compassionate Cell will nominate the recommended applicants to the concerned Department of the Chandigarh Administration, for making their appointment to the post recommended by the Apex Committee as per availability of vacancies in the Departments.

As such, Departments of the Chandigarh Administration shall not make appointment on compassionate ground, in future, at their own level.

Proforma

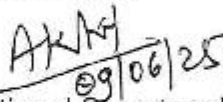
Keeping in view the administrative requirement in processing such applications for appointment on compassionate ground, the following proformas {at Annexures-Part A& B} may be considered:

Sr.No.	Proforma	Title
1.	Part A	Proforma regarding employment of dependents of employees who died while in service/retired on medical ground(To be filled by candidate/applicant for appointment)
2.	Part B	Proforma to be filled by the Office

The aforesaid proforma(Part A) is illustrative and the department may add up further particulars in the said proforma, as required by them, in order to process the case efficiently.

7. **The Point Based Merit System not only awards objectivity to the entire method but also ensures complete transparency and uniformity in the selection process. Henceforth, above detailed Point Based Merit System devised by this Administration alongwith instructions issued by the Department of Personnel & Training, Govt. of India from time to time will be strictly followed for assessing each application as well as comparative merit of the applicants and to provide them appointment on compassionate ground.**

Yours faithfully


09/06/25
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst No.29/2/94-IH(7)/II-2025/7659

Dated: 09/06/2025

A copy is forwarded to the Principal Secretary to the Governor Punjab and Administrator, U.T., Chandigarh for information of the Hon'ble Administrator, Union Territory, Chandigarh.

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09/06/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst No.29/2/94-IH(7)/II-2025/7660

Dated: 09/06/2025

A copy is forwarded to the Director Information Technology, U.T., Chandigarh for information and necessary action. It is requested to upload the said instructions on the website of the Chandigarh Administration.

AKM
09/06/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

COMPASSIONATE POLICY-POINT BASED MERIT SYSTEM

ROLE & FUNCTIONS

WELFARE OFFICER OF THE CONCERNED DEPARTMENT

- The Welfare Officer will meet the family of the deceased government servant and apprise them of the Terminal Benefits available to the family. This will be done at the earliest possible preferably within 30 days of the death. In case, it is observed by the Welfare Officer that condition of the family is indigent, the family should also be apprised of the scheme for appointment on compassionate ground.
- The Welfare Officer will assist the family member in applying for appointment on compassionate ground. The application should be made in the prescribed format. All assistance should be extended to enable such family member to fill the Application Form for compassionate appointment. The applicant should be advised in person about the requirements and formalities to be completed by him. This needs to be completed within six months of the death of the government servant.

DEPARTMENTAL SUB-COMMITTEE

- The Departmental Sub-Committee will check and ensure the application is completed in all respects duly supported by valid documents/affidavits etc.
- After completing the due process, the Departmental Sub-Committee will recommend the names of the applicants for the category of post according to the educational qualification(s), relevant experience and eligibility of the applicant for that particular post under the Chandigarh Administration to the dedicated Compassionate Cell.
- The Departmental Sub-Committee will attend to any other assistance/work as such allotted by the Compassionate Cell and Apex Committee.

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COMPASSIONATE CELL(PERSONNEL DEPARTMENT)

- Compassionate Cell will gather inputs concerning all the posts come under 5% quota against the direct recruitment under Group C as per the guidelines of the DOPT, Govt. of India, under all the departments of the Chandigarh Administration.
- Cell will check & ensure about all the formalities/requirements to be completed in respect of the applications received from all the departments before submitting them to the Apex Committee through Personnel Department(Br.II).
- Cell will inform applicant about the date of meeting(s) of the Apex Committee to be convened.
- Minutes of each meeting of the Apex Committee including the merit points earned by each Applicant should also be placed by the Cell, within a period of four weeks from the date of meeting of the Committee, in public domain on the website of the Chandigarh Administration for information of all concerned.
- Cell shall communicate the result of selection to the Applicants. The points awarded against each parameter alongwith total merit points earned(as intimated by the Apex Committee), shall be provided to the Applicants through email or other forms of communication, on the same date of putting minutes of final meeting of the Apex Committee on the public domain for raising objections, in any, within the stipulated period.
- After redressal of the said objections by the Apex Committee, Cell will put final recommendations made by the Apex Committee on the public domain for information of all concerned.
- After acceptance of the recommendations made by the Apex Committee by W/Chief Secretary, the Compassionate Cell will nominate the recommended applicants to the concerned Department of the Chandigarh Administration, for making their appointment to the post recommended by the Apex Committee as per availability of vacancies in the Departments.
- Cell will inform the applicants about their final nomination to the concerned department for appointment on compassionate ground on the basis of recommendations made by the Apex Committee and approved by the competent authority.
- Cell will attend to any other assistance/work as such allotted by the Apex Committee and Personnel Department.

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APEX COMMITTEE

- The Apex Committee may preferably meet once in a year, to consider all fresh requests received in the last calendar year, in addition to pending applications. In case large number of applications are received at different times during the calendar year, the Committee may meet twice or more to consider the applications.
- The Apex Committee shall make its recommendation for appointment on compassionate ground as per the total points obtained by each Applicant, under the said point based merit system.
- The objections will be called on the minutes of final meeting of the Apex Committee. The said objections will only be entertained by the Apex Committee, if the same are submitted by the Applicant within two weeks of the said minutes put on the public domain.
- The Apex Committee will carry out redressal of the said objections within one month.
- The Apex Committee will attend to any other work related to compassionate appointment as such allotted by the competent authority.

The aforementioned role and functions of the stakeholders involved in the process are illustrative and not exhaustive.

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PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS
DYING WHILE IN SERVICE/RETIRED ON MEDICAL GROUND

PART- A

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

- I. (a) Name of the Government servant (Deceased/retired on medical ground) _____
- (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/applicant 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 & annual income earned
therefrom by the family. _____
- (f) C.G.E. Insurance amount _____
- (g) Encashment of leave _____
- (h) Lumpsum amount under NPS _____

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(i) Any other assets _____

Total _____

IV. Brief particular of liabilities, if any. _____

V. Particulars of all 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.					

VI. Declaration/Undertaking :

1. I hereby declare that the facts furnished by me above and in the affidavit(s) are true, correct and nothing has been concealed therein. I am aware that in case, if any of the facts mentioned above and in the affidavit(s) are found to be incorrect/false at future date, my services will be terminated after following due process.
2. If there is any change in status in the aforementioned information, I shall inform the department/office immediately.
3. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant mentioned against 1(a) of Part-A of this form and I am aware that 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 will be terminated after following due process.

Date:

Signature of the Candidate/Applicant

Name _____

Address _____

Mobile No. _____

Email ID _____

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PART- B

(TO BE FILLED IN BY OFFICE)

- (I) (a) Name of the candidate/applicant for Appointment. _____
- (b) His/Her relationship with the Government Servant. _____
- (c) Age (date of birth), education qualification and experience, if any. _____
- (d) Post (Group C) for 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 relevant Recruitment Rules provide for direct recruitment. _____
- (g) Whether the candidate/applicant fulfils the requirements of the Recruitment Rules for the post. _____
- (h) Apart from waiver of Employment Exchange/Staff Selection Commission or other recruitment agency 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. _____
- (II) 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 Department/Office. _____
(With his signature and office Stamp/seal)

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