



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्यकार्यालय/ HEAD OFFICE



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Website: www.epfindia.gov.in, www.epfindia.nic.in

HRD-I/67/2024/CompassionateAppointmentPolicy

Date: 23.01.2025

To,

All ACC (HQ)/ ACC Zones & Head Office/
Director (PDNASS)/
All RPFCs-in-charge of Regional Offices/
Zonal Training Institutes

Sub: Policy for Compassionate Appointment in EPFO, 2024- reg.

Ma'am/Sir,

The Policy for Compassionate Appointment in EPFO, 2024 as approved by Central Board of Trustees in its 236th Meeting held on 30.11.2024 is enclosed herewith for necessary action.

Yours faithfully,

(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

Copy to:-

1. RPFC, NDC for web circulation

(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

POLICY FOR COMPASSIONATE APPOINTMENT IN EPFO, 2024

1. INTRODUCTION

The detailed guidelines for consideration of appointment on compassionate basis were issued vide letter No. HRM-V/11(07)CompassionateAppointment/PolicyMatter/Vol-III/I/478/2020 dated 23.07.2020 to all Addl. CPFC/ Addl. CPFC(Zones), Director(PDNASS)/ Addl. CPFC(ASD) and all Regional P.F. Commissioners/ OIC of Regional Offices Employees' Provident Fund Organisation to be followed scrupulously so as to ensure uniformity and transparency. Further, vide circular dated 25.10.2021, '100 point relative point scale' was introduced and some guidelines on procedure were also modified.

In the meantime DoP&T vide O.M dated 02.08.2022 has issued fresh guidelines for compassionate appointment in which some additional features have been introduced. Keeping in view the fresh guidelines issued by DoP&T, it has been considered necessary to issue consolidated guidelines/instructions to be followed up in EPFO for making appointments on compassionate ground. These guidelines will be called EPFO compassionate appointment policy, 2024.

2. OBJECT

The object of the Compassionate Appointment Policy, 2024 is to make appointments on compassionate grounds to a dependent family member of an employee of EPFO dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the employee concerned from financial destitution and to help get over the emergency.

3. TO WHOM APPLICABLE

3.1. To a dependent family member of an employee who: -

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Employee); or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Employee); or

3.2. Provides they are otherwise eligible as per remaining provisions of this Policy.

Note I "Dependent Family Member" means:

- (a) spouse; or
- (b) son(including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried employee or

- (e) The parents who were wholly dependent on the employee (subject to maximum 50 years of age at the time of application) and the deceased Employee is not survived by a widow or an eligible child or brother or sister.
-- who was wholly dependent on the Employee at the time of his death in harness or retirement on medical grounds, as the case may be.

Note II "Employee" for the purpose of these instructions means an EPFO employee appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

Note III "Service" includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

Note IV "Re-employment" does not include employment of ex-serviceman before the normal age of retirement in a civil post.

4. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

The CBT, EPF (in its 226th meeting held on 05.03.2020 delegated the power of appointment on compassionate grounds to CPFC and the ACC (Zone). With a view to consider for applications against compassionate appointments at EPFO Head Quarters to bring about wider uniformity and transparency, it has been decided that henceforth all compassionate appointments in EPFO will be made with the approval of Central P.F. Commissioner.

5. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE

Group 'C' posts against the direct recruitment quota.

6. ELIGIBILITY

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible qualifications and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

7. EXEMPTIONS AND RELAXATIONS :-

7.1. Exemptions

Compassionate appointments are exempted from observance of the following requirements:-

- (a) Recruitment procedure followed by engaging outside agency for open recruitment
- (b) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

7.2. Relaxations

7.2.1. Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

Note I - Age eligibility shall be determined with reference to the date of application and not the date of appointment;

Note II - CPFC shall be competent authority to grant relaxation of upper age limit for making such appointment.

7.2.2. In exceptional circumstances, Central Board may consider recruiting persons not immediately meeting the minimum educational standards. Central Board may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the department as employees, will be equal to the lowest/first cell (minimum) of Pay Level-1. In addition, they will be granted all applicable Allowance, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The period spent in Pay Level-1 by the future recruits will not be counted as service for any purpose as their regular service will start only after they are appointed in the Group 'C' post after acquiring minimum educational qualifications. The same to be resorted to only if there is no vacancy / does not meet minimum educational standards and the family is in penury to the extent that the points scored by the family is not less than 80 points which would warrant such action by the department.

7.2.3. In the matter of exemption from the requirement of passing the skill test those appointed on compassionate grounds will be governed by the orders issued in this regard by *Central Government*.

7.2.4. In the case of appointment of a widow not fulfilling the requirement of educational qualification, she will be placed in the lowest/first cell (minimum) of Pay Level-1 directly without insisting on fulfilment of educational qualification norms, provided the Authority to make compassionate appointment is satisfied that the duties of the post against which she is being appointed can be performed with help of some on the job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULTI TASKING STAFF only.

8. DETERMINATION / AVAILABILITY OF VACANCIES

- 8.1 Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- 8.2 Appointment shall be made against SSA and MTS cadres. Following methods shall be followed.

8.3 SSA cadre

- (i) Vacancies arising in previous calendar /vacancy year due to promotion, retirement, death, resignation, reversion and new creation in the DR Quota to be compiled and 5% vacancies to be calculated thereon.
- (ii) Vacancies to be calculated as per provisions of the RRs.
- (iii) DR vacancies to be finalized and 5% of DR vacancies to be filled through Compassionate Appointment.
- (iv) For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.
- (v) It is clarified that only new vacancies arising in an year in DR quota shall be taken into account for calculating 5% compassionate appointment vacancies. Any unfilled vacancy which was earmarked for DR, after allocating the vacancies for compassionate appointments, shall not again be taken into account for calculating the compassionate appointment vacancies in a subsequent year.

8.4 MTS cadre*

- (i) Vacancies arising in previous calendar /vacancy year due to promotion, retirement, death, resignation and new creation to be compiled.
 - (ii) Total vacancies to be finalized among which 5 vacancies shall be filled every year through Compassionate Appointment on the basis of higher degree of “penury” to be determined based on the criteria given in Annexure I.
- 8.5 The ceiling as specified above for making compassionate appointment should not be exceeded by utilizing any other vacancy e.g. sports quota vacancy.
- 8.6 While the ceiling as specified above—for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of an employee on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments
- 8.7 The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year, that too within the ceiling as specified above.
- 8.8 Instead of state wise vacancies, the vacancies will be centrally pooled and the recommendations of Central Recommendation Committee will be decided in the order of merit.
- 8.9 The station of posting to the Compassionate Appointee shall be as far as possible at the station requested for or nearby station in accordance with preferences called from the appointee.

9 TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT:

Subject to availability of vacancy and instructions on the topic issued from time to time, any application for compassionate appointment for the death cases/ cases of employees retired on medical grounds arising on or after 01.01.2020 shall be considered as per the provisions

of this policy and decision shall be taken on merit in each case. A time bound list of activities to be done is elaborated in para no.15.

10 BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT

- 10.1 While considering the belated requests where the death or retirement on medical grounds of an employee took place long back, say five years or so, it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the employee in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection.
- 10.2 In all such cases the Central Recommendation Committee (CRC) shall examine the reason for delay, the present circumstances of the family and how the family could survive in the interregnum. Based on its examination the Central Recommendation Committee shall make a report to the CPFC stating the reason why the compassionate appointment should be granted or denied.
 - 10.2.1 Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of an Employee and not the age of the applicant at the time of consideration.
- 10.3 The decision to make appointment after the receipt of the report of the CRC on compassionate grounds in such cases shall be taken by CPFC.
- 10.4 The onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment.

11 WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

12 WHERE THERE IS AN EARNING MEMBER

- 12.1 In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the CPFC who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Employee and whether he should not be a source of support to other members of the family.
- 12.2 In cases where any member of the family of the deceased or medically retired employee is already in employment and is not supporting the other members of the family of the employee, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the employee so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

13 MISSING EMPLOYEE -Cases of missing employees are covered subject to the following conditions:-

- 13.1 A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the employee has been missing, provided that:
- (i) an FIR to this effect has been lodged with the Police,
 - (ii) the missing person is not traceable, and
 - (iii) the Competent Authority feels that the case is genuine;
- 13.2 This benefit will not be applicable to the case of an employee:-
- (i) who had less than two years to retire on the date from which he has been missing; or
 - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.
- 13.3 Compassionate appointment in the case of a missing employee also wouldnot be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the policy;
- 13.4 While considering such a request, the results of the police investigation should also be taken into account; and
- 13.5 A decision on any such request for compassionate appointment shall be taken only at the level of Central Provident Fund Commissioner.

14 PROCEDURE:

- 14.1 The Welfare Officer or a senior officer may be deputed to meet the family members of the deceased employee and apprise them of the terminal benefits available to the family. This may be done at the earliest possible, preferably, within 30 days of death.
- 14.2 In case it is observed by the Welfare Officer that the condition of the family of the deceased employee is indigent, the family should also be apprised of the scheme for compassionate appointment
- 14.3 The Welfare Officer or any other officer shall assist the family member of the deceased employee in applying for appointment on compassionate grounds. The application should be made in the format prescribed (**Annexure-II**). 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.
- 14.4 Online applications will be called from the applicants against specific cadre with self-assessment reports at the earliest possible, preferably within 30 days of death of the employee. 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. A separate online portal shall be made for making applications. However, till such portal is made the concerned RO shall maintain a separate register

indicating date of death, date of visit of Welfare Officer and date of receipt of the application.

- 14.5 A provision for uploading the documents for future reference shall be done within 2 to 3 weeks of time.
- 14.6 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.
- 14.7 Concerned RO shall verify self-assessment mark against laid down guidelines within 15 days and changes, if required, shall be intimated to the applicant for correction and re-submission within one month.
- 14.8 The Administration 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. Welfare Officer should furnish his comprehensive report along with the relevant documents/records/materials substantiating the claim of the applicant as prescribed by the Head Office from time to time.
- 14.9 Every valid application shall be assessed strictly on the basis of the point-based merit system as per **Annexure-I** and the minimum cut-off points for consideration shall be 35.
- 14.9.1 However, it is clarified that no rescreening of cases that were previously rejected based on the earlier cut-off will be conducted.
- 14.9.2 Marks awarded in earlier screenings will be considered as of today's date, and those meeting the revised cut-off of 35 marks will be eligible for further consideration, without the need for rescreening.
- 14.10 A Central Recommendation Committee shall be constituted by the CPFC, chaired by ACC (HQ), and two members of the rank of ACC /RPFC-I and RPFC-I (Recruitment Cell) shall be Member Convener of the Committee.
- 14.11 The Central Recommendation Committee shall make its recommendation for appointment on compassionate ground as per the total points obtained by each Applicant, under the applicable point-based merit system to the CPFC by 15th June.
- Note: -** The point-based merit system shall factor-in the pensionary benefits / terminal benefits that are received by the family. Instead the pensionary benefits duly revised due to Pay Commission arrear/ or DA arrear may be considered for point system.
- 14.12 Recommendations of the Central Recommendation Committee shall be submitted before CPFC for approval.
- 14.13 After approval by the CPFC, recommendations of the Central Recommendation Committee shall be uploaded on the EPFO portal and Appointing Authority shall issue

offer of appointments within 15 days from the uploading of duly approved recommendations of the Central Recommendation Committee.

15 CALENDAR FOR CONSIDERATION OF APPLICATIONS FOR COMPASSIONATE APPOINTMENT

Sl. No.	Activity	Time Limit
1.	Online applications to be called from the eligible applicants along with self-assessment report	Within 30 days from the death of the employee.
2.	Assigning of Unique Registration Number to application after due scrutiny	Within 2 to 3 weeks from the date of receipt of application.
3	Zonal Offices to assess the Vacancies and to be communicated to ACC (Recruitment Cell)	15th January
4.	Assessment of vacancies for MTS and SSA cadre for Compassionate appointment received from Zones to be compiled and published on EPFO website by the Head Office.	31 st January
5.	Verification by concerned RO of self-assessment marks as per laid down guidelines / policy	Within 15 days
5.	Changes/corrections required to be intimated to the applicant for correction and re-submission	Within 15 days
6.	Final assessment report and submission of applications by RO to the ACC (Recruitment Cell) through Zonal Office	30 th April
7.	Consideration by the Central Recommendation Committee/Central Screening Committee and submission of its report.	31 st May
8.	Approval of CPFC on recommendation of the Central Recommendation Committee/Central Screening Committee.	30 th June
9.	Uploading of duly approved recommendations of the Central Recommendation Committee/Central Screening Committee on EPFO website. Options for posting shall be called online from the selected applicants based on the vacancies available.	10 th July
10.	Issuance of offer of appointment	14 th August

16 UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE

A person appointed on compassionate grounds shall give an undertaking in writing (as in **Annexure II**) that he/she will maintain properly the other family members who were dependent on the employee in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment

may be terminated forthwith. It should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds.

17 REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, --

- (a) He/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on consideration of compassion should invariably be rejected.
- (b) An appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

18 SENIORITY

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.

19 TERMINATION OF SERVICE

The compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment.

20 GENERAL INSTRUCTIONS :

- 20.1 Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- 20.2 The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial- position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes

mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.

20.3 Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the EPFO. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.

20.4 Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status,

RELATIVE MERIT POINTS

(To be revised when there is a change in Pay Structure)

(a) Monthly Family Pension/ amount received under CCS (Pension) Rules/ National Pension Scheme (Excluding DA & Allowances) on the date of submission of application:**(Points Allocated: 20)**

S No.	Range of benefits	Points to be allotted
	For post 01.01.2016 death cases	
1	Up to Rs. 11,000	20
2	Rs. 11,001 – 14,000	18
3	Rs. 14,001 - 17,000	16
4	Rs. 17,001 – 20,000	14
5	Rs. 20,001 – 23,000	12
6	Rs. 23,00*1 – 26,000	10
7	Rs. 26,001 – 29,000	08
8	Rs. 29,001 – 32,000	06
9	Rs. 32,001 – 35,000	04
10	Rs. 35,001 – 38,000	02
11	Rs. 38,001 and above	00

(b) Terminal Benefits, i.e., Lump Sum amount received by the family on death of employee (i.e., DCRG, SPF/GPF Account Balance, DRF, LIC/PLI/GIS. Leave encashment, pension commutation/Lump Sum amount under NPS etc.):**(Points Allocated: 10)**

S No.	Range of benefits		Points to be allotted
	For Pre 01.01.2016 death cases	For Post 01.01.2016 death cases	
1	Up to Rs. 4,50,000	Up to Rs. 12,00,000	10
2	Rs. 4,50,001 - Rs. 5,25,000	Rs. 12,00,001 – 15,00,000	09
3	Rs. 5,25,001 - Rs. 6,00,000	Rs. 15,00,001 – 18,00,000	08
4	Rs. 6,00,001 - Rs. 6,75,000	Rs. 18,00,001 – 21,00,000	07
5	Rs. 6,75,001 - Rs. 7,50,000	Rs. 21,00,001 – 24,00,000	06
6	Rs. 7,50,001 - Rs. 8,25,000	Rs. 24,00,001 – 27,00,000	05
7	Rs. 8,25,001 - Rs. 9,00,000	Rs. 27,00,001 – 30,00,000	04
8	Rs. 9,00,001 - Rs. 9,75,000	Rs. 30,00,001 – 33,00,000	03
9	Rs. 9,75,001 - Rs. 10,50,000	Rs. 33,00,001 – 36,00,000	02
10	Rs. 10,50,001 - Rs. 11,25,000	Rs. 36,00,001 – 39,00,000	01
11	Rs. 11,25,001 and above	Rs. 39,00,001 and above	00

***The current pension may be taken into account while giving points to bring at par with current cases.**

(c) Monthly Income of the family including Pension (DA and FMA included), Income of earning member (s) of the family and Income from movable/immovable Property:

(Points Allocated:10)

S No.	Monthly income of the family from all sources including (monthly pension with DA & FMA and income of earning members)	Points to be allotted
1	If less than or equal to 60% of the last pay drawn by the employee	10
2	If more than 60% but less than 70% of the last pay drawn by the employee	08
3	If more than 70% but less than 80% of the last pay drawn by the employee	06
4	If more than 80% but less than 90% of the last pay drawn by the employee	04
5	If more than 90% but less than last pay drawn by the employee	02
6	If more than or equal to the last pay drawn by the employee	00

(d) Moveable/ Immovable property of family (latest market value) including fixed deposit, Bank Balance etc., but excluding the terminal benefits amount received as mentioned in (b) above and self-occupied house fetching no rental income and reducing the liability towards outstanding home loan, medical bills and education loan:

(Points Allocated:10)

SNo.	Value of property (in Rs.)	Points to be allotted
1	NIL	10
2	Up to 10,00,000	08
3	10,00,001 – 15,00,000	06
4	15,00,001 – 20,00,000	04
5	20,00,001 – 25,00,000	02
6	25,00,001 and above	00

Note: The Welfare Officer shall obtain from the Registration Department of the State Government the guidelines for evaluation of such immovable property(ies), if no declaration is available in Annual Immovable Property Returns.

(e) Number of dependents:

(Points Allocated: 10)

SNo.	No. of dependents	Points to be allotted
1	01	05
2	02 and above	10

(f) Number of unmarried daughters:

(Points Allocated:10)

SNo.	No. of unmarried daughters	Points to be allotted
1	None	00
2	01	05
3	02 and above	10

(g) Number of minor children:

(Points Allocated:10)

Sl. No.	No. of minor children	Points to be allotted
1	None	00
2	01	05
3	02 and above	10

(h) Number of years of leftover service of the deceased employee:

(Points Allocated:10)

Sl. No.	Years of leftover service of the deceased employee	Points to be allotted
1	0 - 5 years	02
2	Over 5 & up to 10 years	04
3	Over 10 & up to 15 years	06
4	Over 15 & up to 20 years	08
5	Over 20 years	10

(i) If the applicant is widow of the deceased/ missing/ medically retired employee:

(Points Allocated:10)

Sl. No	Relationship with the deceased/ missing/ medically retired employee	Points to be allotted
1	Widow/ Wife	10

Note:

If there is a dependent family person with Benchmark disability, additional 10 bonus points may be allocated.

**PROFORMA REGARDING EMPLOYMENT OF DEPENDENT FAMILY
MEMBER OF EMPLOYEE WHO DIED WHILE IN SERVICE/
RETIRED ON INVALID PENSION/MISSING**

(To be filled by Applicant for Compassionate Appointment)

[ALL COLUMNS TO BE FILLED BY THE APPLICANT]

I- Particulars of Deceased Employee/Employee retired on medical grounds/missing employee		
a	Name of the EPF Employee	
b	Designation of the Employee	
c	Office in which employee was posted at the time of death/retirement on medical grounds/missing date	
d	Date of Birth of the Employee (DD/MM/YYYY)	
e	Date of Death/Retirement on medical grounds/Missing (DD/MM/YYYY)	
f	Total Length of service rendered by the employee (YY-MM-DD)	
g	Length of service remaining on date of Death/Retirement on Medical Grounds (YY-MM-DD)	
h	Whether permanent or temporary (on date of death / retirement on medical grounds/missing)	
i	Category to which employee belonged (UR/SC/ST/OBC)	

II- Particulars of Applicant for Compassionate Appointment		
a	Name of the Applicant	
b	His/Her relationship with Employee	
c	Date of birth of the Applicant	
d	Educational Qualification of the applicant	
e	Whether the applicant is already in service of the Central Government/ State Government /PSU or any other Organisation owned/controlled by Central/State Government. If yes, then details to be provided	
III- Particulars of Total Assets and Financial Position		
(a)	Monthly Income	(Rs.)
(i)	Family Pension Amount (Basic excluding DA & Allowances)	
(ii)	Monthly Income of Earning Member(s)	
(iii)	Monthly Income from Property	
	Total Monthly Income of Family	
(b)	Terminal Benefits of Employee	(Rs.)
(i)	D.C.R. Gratuity	
(ii)	S.P.F. Balance	
(iii)	C.G.E. Insurance amount	
(iv)	Leave Encashment	
(v)	Life Insurance Policies	
	Total Terminal Benefits Received	
(c)	Properties with Family members	(Rs.)
(i)	Total Value of Movable and Immovable Properties	
(ii)	Any other assets	
	Total Value of Property	
IV- Brief Particulars of Liabilities, if any (Rs)		
(a)		
(b)		
(c)		
	Total Liabilities	

V-Particulars of all Dependent Family Members of Employee (including Applicant)							
No.	Name	Relationship with Employee	Relationship with Employee	Date of Birth/Age	Whether living together	Address	Marital Status
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

VI-DECLARATION/UNDERTAKING

1. I hereby declare that the facts given by me as 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 I(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 Applicant)

Address:

Name (In Block Letters)

PROFORMA TO BE FILLED BY THE REGIONAL PF COMMISSIONER-I/OIC
[ALL COLUMNS ARE MANDATORY]

1	DETAILS OF THE APPLICANT	
(a)	Name of the Applicant	
(b)	His/Her relationship with the deceased Employee	
(c)	Date of birth of the Applicant (DD/MM/YYYY)	
(d)	Educational Qualification and experience, if any	
(e)	Date of Application for Compassionate Appointment	
(f)	If applied after 1 year of death, reasons for delay	
2	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment in the Region as per RRs of the Post applied for	YES/NO
(a)	No of Vacancies in MTS Cadre	
(b)	No. of Vacancies in SSA Cadre	
3	Whether application is in prescribed Performa duly complete in all respects and particulars/facts duly verified by RPF, in-charge of the Region	
4	Whether the information in each column is complete in all respects giving all details. If not, pl specify the deficiencies.	
5	Whether suitability for appointment has been judged by RPF through an interview and/or skill test (Pl furnish the report)	
6	Whether report of Welfare Officer has been furnished	
7	Whether financial status of the family of the deceased is furnished	
8	Whether details of all family members of the deceased employee and marital status furnished	
9	Whether supporting documents duly verified relating to the following information has been submitted by Regional Office	
(a)	Copy of Birth Certificate of candidate and Death/Missing certificate of employee	
(b)	Copy of Educational Qualification viz., Certificate / Degree along with Mark- Sheet (Matriculate onwards) of the applicant	
(c)	Undertaking submitted by the applicant in the prescribed Performa that he will take care of all their family members	
(d)	NOC by the other family members in favour of the applicant	
10	Whether applicant fulfil the essential eligibility criteria as per RRs of the Post applied for	
11	Whether relaxation proposed? If so, whether the same is forwarded under the rules and the designation of Competent Authority to relax?	
12	Whether any option is given for posting to other Regions	
13	If widow has not applied, the reasons thereof	

14	Whether the following information in prescribed format is furnished by Regional Office for assessing the suitability of the applicant for compassionate appointment:	
(a)	Total amount of terminal benefits (DCRG, CPF, CGEGIS, Leave Encashment and Pension Commutation) paid to the family of deceased official	
(b)	Monthly income of earning members and income from property	
(c)	Value of property (moveable & immovable)	
(d)	No. of dependents	
(e)	No. of unmarried daughters	
(f)	Left over service at the time of death	
(g)	Whether widow has applied	YES/NO
(h)	Family pension (basic excluding DA plus Allowances)	
(i)	Earning members in the family	
(j)	Liability of family	
(k)	Remarks about current financial condition of family	
15	Specific recommendation of RPFC-I/OIC in light of the vacancy position in Group 'C' Cadre of the Regional Office.	

(Seal & Signature of RPFC-I/OIC)

**RELATIVE MERIT POINTS ASSESSMENT ON A 100 POINT SCALE
FOR COMPASSIONATE APPOINTMENT**

SL. No.	PARAMETER	POINTS ALLOTTED TO THE PARAMETER	POINTS SCORED BY THE APPLICANT
1	Family Pension/Monthly amount received under National Pension System	20	
2	Terminal Benefits (DCRG, CPF, CGEGIS, Leave Encashment and Pension Commutation)	10	
3	Annual income of earning members and income from property	10	
4	Movable/Immovable property of family (including Fixed Deposit, Bank balance, etc. but excluding the terminal benefits amount received)	10	
5	Number of dependent(s)	10	
6	Number of unmarried daughter(s)	10	
7	Number of minor children	10	
8	Left over service of the deceased employee	10	
9	Widow/Wife of the deceased /missing/medically retired employee	10	
	TOTAL	100	

Note: If there is a dependent family person with Benchmark disability, additional 10 bonus points may be allocated.

(Seal & Signature of Regional PF Commissioner -I/OIC)

Date:

PART-D

**PROFORMA TO BE FORWARDED BY THE OFFICE OF THE
ACC (ZONAL OFFICE)/DIRECTOR (PDNASS)/ACC (ASD)**

1	Whether there is a vacancy in the ZONE in Group 'C' for compassionate appointment within the prescribed ceiling of 5% as specified under the scheme of compassionate appointment.	YES/NO
(i)	If 'Yes' then indicate the number of vacancies	
(ii)	If 'No' then specify the reasons for forwarding the proposal to the Head Office	
2	Details of Vacancy position in Group 'C' cadre (Zonal Office wise)	
(i)	No of Vacancy in MTS Cadre	
(ii)	No of Vacancy in SSA Cadre	

This is to certify that the entire proposal has been scrutinized and examined critically, especially the Part-C and the Welfare Officer's report.

(Seal & Signature of ACC (HQ)/ACC of the Zone/Director (PDNASS)/ACC (ASD)