

I/185943/2022

Frequently Asked Question (FAQ)			
Sl No	Question	Answer	Reference
1	Who are eligible for appointment on Compassionate ground?	dependent family member of a Government employee who– (a) dies while in service; or (b) is disabled permanently or otherwise incapacitated rendering him unfit to continue in service prematurely on being declared permanently incapacitated by a Medical Board formed by the Government.	Cl (2) of Notification no. 251-Emp dated 03.12.2013
2	Who comes under the purview of "Government employee"	“Government employee” for the purpose of this scheme means a Government employee appointed on regular basis and not the one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis. (Cl. 3(f) of 251-Emp). It is also not meant for the employees of Corporation, Public Undertaking, Statutory Bodies, Govt. Companies Boards, Local Bodies etc. Although Notification No. 251-Emp. dated 03.12.13 is not meant for the employees of Corporation, Public Undertaking, Statutory Bodies, Govt. Companies Boards, Local Bodies etc. But, if a notified policy for compassionate appointment already exists in a concerned Department in respect of the employees of the aforesaid organizations, prior to introduction of Notification No.251-Emp. dated 03.12.13, which was issued after obtaining due concurrence of the Labour Department and Finance Department in pursuance of Notification. No.142-Emp. dated 01.11.2007, then there is no bar in implementing the same for the purpose of extending compassionate appointment to the dependants of employees who die-in-harness or are permanently incapacitated.	Cl.3(f) of Notification no. 251-Emp dated 03.12.2013 and Para 2 of Notification No. 96-Emp dated 28.04.2015
3	Can Compassionate Appointment be offered to the dependent of a Govt. Employee who died in harness on the date of joining in the service	Yes	Cl.2(a) of Notification no. 251-Emp dated 03.12.2013
4	Can Compassionate Appointment be offered to the dependent of a Govt. Employee who died in harness on the day of his retirement on superannuation	Yes	Cl.2(a) of Notification no. 251-Emp dated 03.12.2013

I/185943/2022

5	Is 26-Emp dated 01.03.2016 applicable for an employee who died before 02.04.2008	No.	Cl.14(bb) of Notification no. 26-Emp dated 01.03.2016
6	Can any undisposed cases be processed where the death/permanent incapacitation occurs before 02.04.2008	If the proforma application has been submitted within two years of death/retirement due to permanent incapacitation, it can be processed	Cl.14(a) & 14(b) of Notification no. 251-Emp dated 03.12.2013
7	What are the relevant guidelines for the undisposed cases	(A) The cases where the death/incapacitation occurs before 02.04.2008 comes under the purview of 251-Emp dated 03.12.2013 (B) The cases where the death/incapacitation occurs after 02.04.2008 are guided by 251-Emp dated 03.12.2013 read with 26-Emp dated 01.03.2016	Cl.14(a) & 14(b) of Notification no. 251-Emp dated 03.12.2013 read with Cl.14(bb) of Notification no. 26-Emp dated 01.03.2016
8	At which stage of procedure, a case can be considered as 'disposed'	on the date of issuance of the order of final decision by the Administrative Department	
9	What is the minimum age for submitting application for appointment on compassionate ground	18 Years (As per Recruitment Rules)	Cl.6(c) of Notification no. 251-Emp dated 03.12.2013
10	Is plain paper application valid for appointment in compassionate ground	No	Notification no. 26-Emp dated 01.03.2016
11	In case of premature retirement due to incapacitation, how much span of service is left to reach the normal date of retirement on superannuation	Two Years	Cl.6(b) of Notification no. 251-Emp dated 03.12.2013
12	In case of missing Govt. employee, how much span of service has to be left to reach the normal date of retirement on superannuation	Five Years	Cl.13(b)(i) of Notification no. 251-Emp dated 03.12.2013
13	Is married daughter, who got married before the date of death or incapacitation eligible for compassionate appointment	No	Cl.3(d) of Notification no. 251-Emp dated 03.12.2013

I/185943/2022

14	Is divorcee daughter eligible for compassionate appointment	A divorcee daughter, who has become dependent on the family, and the divorce petition was filed before the death/permanent incapacitation of the Govt. employee. She must have obtained decree of divorce issued by the competent authority of an Hon'ble court, either before or after the death of the Government Employee. In case she has been receiving any maintenance cost from her husband, the same will be taken into account to decide her eligibility.	Cl.3(dd) of Notification no. 26-Emp dated 01.03.2016
15	Is legally adopted son/daughter eligible for compassionate appointment	Yes, but adoption must be occurred before the death/ permanent incapacitation or missing of the Govt. employee	Cl.3(b) & 3(c) of Notification no. 251-Emp dated 03.12.2013
16	In case of missing Govt. employee, what is the time limit for submitting application	Two years from the date of missing	Cl.13(a) of Notification no. 251-Emp dated 03.12.2013
17	What is the upper and lower age limit for making compassionate appointment	The age limits would be based on the Recruitment Rules of the post to which the compassionate appointment is proposed to be made	Cl.6(c) of Notification no. 251-Emp dated 03.12.2013
18	Whether upper age limit prescribed for a post can be relaxed while making appointment on compassionate ground	Yes, Condonation of excess in age in case of eligible cases will be made by the respective Head of the Department or their subordinate Officer who are competent to make the compassionate appointment as per existing provision	Cl.6; Note(a) of Notification no. 251-Emp dated 03.12.2013
19	Can compassionate appointment be made against a Group 'A' or Group 'B' post?	No.	Cl.4 of Notification no. 251-Emp dated 03.12.2013
20	Whether a person who does not fulfil educational qualification of a post can be appointed on compassionate ground?	Yes, Relaxation in educational qualification may be granted in eligible cases for the appointment to Group 'D' post with the approval of the concerned departmental Additional Chief Secretary/Principal Secretary/Secretary	Notification no. 165-Emp dated 04.06.2015
21	Which cases come under the purview of Cl 10(aa) of Notification No. 26-Emp dated 01.03.2016 under the heading "Belated Requests"	The exceptional undisposed cases as mentioned in the said clause where the death occurs on and after 02.04.2008 and complies with the revised instructions as stated in Notification No 26-Emp dated 01.03.2016	Cl.14(bb) of Notification no. 26-Emp dated 01.03.2016
22	How to calculate family income for appointment on compassionate ground	(I) Total family pension per month (Basic Pension and Dearness Relief, Medical Allowance).  (II) Monthly interest income @ 8% p.a. on	Cl.6(a) of Notification no. 251-Emp dated 03.12.2013

I/185943/2022

		<p>the total amount received by the family after death of the employee or retirement of the incapacitated employee (Gratuity, Leave Encashment, any other payments <b>excepting GPF</b>).</p> <p>Provided that, where an ex-employee had to incur medical expenses as indoor patient prior to and leading to his death/incapacitation, such expenses is deducted from the amount received. All such expenses must be supported by original receipt/Cash memo, hospital discharge Certificates.</p> <p>(III) Monthly income from movable and immovable properties (the family members shall submit declaration on the matter).</p> <p>(IV) Monthly income of the dependents of the ex-employee named in the application (the family members shall submit declaration on the matter).</p>	
23	What is the family income ceiling to get eligibility for compassionate appointment	<p>(a) The family is indigent and deserves immediate assistance for relief from financial destitution. For this any of the following two conditions is to be satisfied.</p> <p>(i) The monthly income of the family falls below 90 per cent of the gross monthly salary of the employee before death or premature retirement.</p> <p>(ii) The monthly income of the family falls below the minimum salary of a Group-D employee (in case of Group-D employees) or the minimum salary of a Lower Division Clerk (in case of employees other than those belonging to the Group-D).</p> <p>The gross monthly salary, for the purpose of this definition shall mean, basic pay (Band Pay + Grade Pay), dearness allowance, house rent allowance and medical allowance.</p>	Cl.6(a) of Notification no. 251-Emp dated 03.12.2013
24	What is the time limit to submit application for compassionate appointment for any undisposed cases	Within Two Years of death/retirement due to permanent incapacitation	Revised provision of Cl. 10(a) vide Notification No. 26-Emp dated 01.03.2016
25	In which posts compassionate appointments are accorded	Appointment on compassionate ground can be made to Group-C post only on probation as per existing rules and to Group-D post on regular basis and that is only after vacancies meant for in the exempted categories are available. The appointing authority will have the right to appoint a dependent either to a Group-C or a Group-D post even if the dependent is qualified for Group-C post	Cl.9(a) of Notification no. 251-Emp dated 03.12.2013
26	Whether Roster Point for filling up vacancies applicable for appointment on compassionate	Yes	Cl.9(a)& 9(b) of Notification no. 251-Emp dated 03.12.2013

I/185943/2022

	ground		
27	What is the time span for submitting enquiry committee report	within a period of three months from the date of making of application	Cl.10(d) of Notification no. 251-Emp dated 03.12.2013
28	What is the time span for disposing a case of compassionate appointment by the Administrative Department	preferably within six months of the receipt of report of the 3 (three) member Screening-cum-Enquiry Committee.	Cl.10(dd) of Notification no. 26-Emp dated 01.03.2016
29	Which administrative authority is responsible for informing the dependents of deceased government employee about the scheme for compassionate appointment?	Respective Office/ Authority where the deceased employee offered his service before died on harness of premature retirement due to permanent incapacitation	Cl.10(bb) of Notification no. 26-Emp dated 01.03.2016
30	Whether maintenance of the family of the deceased employee is the responsibility of the person appointed on compassionate ground	Yes, a person appointed on compassionate ground under this scheme must give an undertaking initially and every year thereafter by 15th January, in writing that he will properly maintain the other family members who were dependent on the Government 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, service may be terminated for violation of such undertaking following the procedure in West Bengal Services (Classification, Control and Appeal) Rules, 1971.	Cl.11 of Notification no. 251-Emp dated 03.12.2013
31	Can an appointment on compassionate ground be transferred from one person to another person?	No, an appointment offered/made on compassionate ground cannot be transferred to any other person and any such request shall be rejected.	Cl.12(b) of Notification no. 251-Emp dated 03.12.2013
32	Whether any record of the meeting at the very first stage with the dependant/ dependants of the deceased Govt. employee who died in harness, should be kept with the office of the controlling authority and appointing authority	Yes	Cl.10(bb) of Notification no. 26-Emp dated 01.03.2016
33	Whether a dependant of a	The appointing authority will have the right to appoint a dependent either to a Group-C	Cl.9(a) of Notification no.

I/185943/2022

	deceased Govt. employee can claim for compassionate appointment in Group-C Post, if he/she is qualified for the same	or a Group-D post even if the dependent is qualified for Group-C post	251-Emp dated 03.12.2013
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