

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI-110124**

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Circular No. **33**.

संख्या: 235-स्टाफ हकदारी(नियम)/ए.आर/ 01-2023

दिनांक: 15.11.2023

To

1. All Heads of Department in the IA&AD
(as per mailing list)
2. Director (P)

विषय: Clarifications w.r.t. Circular 14 dated 20.4.2022.

महोदय/महोदया,

Headquarter have issued circular 14 dated 20.04.2022 for appointments on compassionate ground for compliance by all the field offices. After the issue of the circular, Headquarters are in receipt of proposals in which following deficiencies were regularly observed. These deficiencies may be strictly avoided in future.

Sl. No	Deficiency Noticed	Clarifications/Remarks
1.	While forwarding application(s) to Headquarter office, field offices do not mention it clearly under what provisions of DoPT OM's and Circular 14 dated 20.04.2022 the case is being forwarded to Headquarter office.	Field offices should clearly mention the purpose and provisions of OM's of DoPT and Circular 14 dated 20.04.2022 under which the case is being sent to Headquarter office.
2.	The old 'Evaluation System for shortlisting applications for appointment on compassionate ground', issued vide circular no.34 dated 28.09.2016, is still being used for awarding marks to the candidates.	<p>The old Evaluation System issued vide circular 34 dated 28.09.2016 has been superseded by the revised Evaluation System issued vide circular No.14 dated 20.04.2022 of Headquarter office.</p> <p>It is stated to use invariably the revised Evaluation System (Annexure-V(i) & V(ii)) issued vide circular No.14 dated 20.04.2022 of Headquarter office.</p>
3.	<p>Vide Headquarter office circular No.14 dated 20.04.2022, 'Revised Evaluation System' was issued wherein two proforma/Annexures prescribed:</p> <p>(a) Where the Government servant died/retired on medical grounds on or before 31.12.2015 (Annexure V(i)) and;</p> <p>(b) where the Government servant died/retired on medical grounds on or after 01.01.2016 (Annexure V (ii)).</p> <p>It is seen that the Annexure V(ii) is used for awarding the marks for the applicant wherein the Government employee died on or before 31.12.2015 or Annexure V(i) is used wherein the Government employee died on or after 01.01.2016.</p>	The right Annexure corresponding to the period of death of Government servant shall be used for awarding marks to the applicant.

4.	<p>Vide letter no.130 dated 24.08.2022 of Headquarter office it is clearly stated to forward the case along with the prescribed documents to Headquarter office for a decision/prior approval of Dy. CAG. It is seen that many required documents are not being sent to Headquarter office while forwarding for a decision/prior approval of Dy. CAG.</p>	<p>It is stated to send the case along with the prescribed documents as mentioned in letter no. 130 dated 24.08.2022 to Headquarter office while forwarding for a decision/prior approval of Dy. CAG.</p>
5.	<p>Vide letter no. 163 dated 30.09.2022 of Headquarter office it is clearly stated to forward the FIT case(s) along with the prescribed documents for consideration against the available vacancies in other field IA&AD offices.</p> <p>It is seen that all the required documents are not being sent to Headquarter office while forwarding for a decision/prior approval of Dy. CAG.</p>	<p>It is stated to forward the FIT case(s) along with the prescribed documents mentioned in letter no. 163 dated 30.09.2022 to Headquarter office for consideration against the available vacancies in other field IA&AD offices.</p>
6.	<p>If there is an earning member in the family and due to this the applicant is awarded NIL marks against the particular –‘Job’ in the revised Evaluation System (<i>Annexure-V(i) & V(ii) issued vide circular No.14 dated 20.04.2022</i>).</p> <p>Whether this member may be treated dependent family member <i>or</i> not.</p>	<p>This earning family member is not a dependent person, therefore, no marks may be awarded to this earning family member under the particulars- ‘<i>Dependent Children.....</i>’ and ‘<i>Other dependent family member</i>’.</p>
7.	<p>How could an applicant fill the Undertaking and opt preference of Stations when the vacancies in other stations are not known to the parent office of the deceased employee.</p>	<p>The name of stations are mentioned in ‘Annexure-IV: Name of stations for opting for preference by applicant’ whereby any applicant may opt for preference of the stations in ‘Annexure-I: Proforma cum Undertaking for the applicant.....’. Field offices do not know the vacancies available in the other field IA&AD offices for compassionate appointment. Therefore, field offices are not able to disclose the available vacancies to applicant. Therefore, it is clearly mentioned in Para 3(xi) Circular 14 dated 20.4.2022 that - “<i>The field office shall inform the candidates about the number of vacancies in each grade available in their office and the date of meeting of the DSC to consider their applications. In order to avoid any confusion at later stage, the field office shall make it clear to the candidates concerned that it is not possible to disclose the vacancies in other stations, given in Annexure-IV, opted by the applicant(s) at that stage</i>”.</p>

8.	<p>In terms of “Note I below para 6.B.(a)-Relaxation”- <i>Age eligibility shall be determined with reference to the date of application and not the date of appointment.</i></p> <p>Further, a <i>Proforma regarding employment of dependents of government servants dying while in service/retired on invalid pension (PART-A)</i> is prescribed in Annexure of DoPT OM 02.08.2022.</p> <p>Further, in the <i>para 13(iii) of DoPT OM dated 02.08.2022</i>, it is clarified that - <i>The application should be made in the format prescribed as in Annexure.</i></p> <p>It is found that in many of the cases, the date is not mentioned in this PART-A. Therefore, it is not clear on which date the candidate applied for compassionate appointment.</p>	<p>The application made in PART-A should be checked to ensure that the date is mentioned at the prescribed place before forwarding this document to Headquarter office.</p>
9.	<p>Adequate time period have been passed after the death of the Government employee before taking into consideration many of the applications by the field office. During this period, substantial changes have been taken place in the life of dependent family members, such as death of any of the dependent family members, employment, marriage etc. Yet the marks are being awarded to the candidate under the particulars- ‘<i>Dependent Children of the deceased employee at the time of his/her death</i>’ and ‘<i>Other dependent family members of the deceased employee at the time of his/her death</i>’ on the basis of wordings mentioned therein.</p> <p>However, in terms of Para 13(iv) of DoPT OM 02.8.2022 – “<i>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</i>”.</p>	<p>It is stated to comply with the above said Para 13(iv) of DoPT OM 02.8.2022 and add a supplementary Note to the Application and award suitable marks after taking into consideration such substantial changes.</p>
10.	<p>The post (Group C) against which the candidate(s) are considered for compassionate appointment are neither mentioned at “<i>Sl. no. (I)(d) of PART-B</i>” nor in the proceedings of DSC.</p>	<p>“The post (Group C) i.e. whether MTS/Clerk/DEO etc. against which the candidate(s) are considered for compassionate appointment”, should be mentioned clearly in PART-B as well as in the proceedings of DSC.</p>
11.	<p>At “<i>Sl. no. (II) of “PART-B: To be filled by office in which employment is proposed”</i>”, it is stated that - ‘<i>Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records</i>’.</p> <p>The kind of records that have been checked for verifying the facts mentioned in PART-A by the applicant are not indicated at Sl. No. (II) of PART-B.</p>	<p>It is stated to follow the provisions and indicate the records that have been checked for verifying the facts mentioned in PART-A.</p>

12.	The PART-B of Annexure of DoPT OM dated 02.08.2022, is to be signed by Head of the Department. It is seen that this is being sent to Headquarter signed by a Group Officer.	This PART-B should be signed by HoD invariably.
13.	<p>In terms of OM No. 11013/7/2014-Estt.A.-111 dated 05.01.2016 of DoPT and "Rule 18- Movable, immovable and valuable property" of CCS (Conduct) Rules, 1964:</p> <p>Annual Property Returns required to be filed in the forms prescribed by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D', in terms of Rule 18(4) of the CCS (Conduct) Rules, 1964 which empowers the Government to require a Government servant to submit a statement of movable or immovable property as may be specified in the order.</p> <p>It is seen that in many of the cases, it is stated by respective offices that the "Immovable Property Return" is not available and the applicant is being awarded marks without verifying the Immovable Property Returns of the deceased Government servant.</p>	<p>For verification of the Immovable Property, the offices should adopt the following action:</p> <p><i>To verify the monetary value of Immovable/Movable Property from the documents/affidavit/certificate from Revenue/Municipal Authorities/concerned departments etc. produced by the applicant and verified by the Divisional/Regional/Circle Authorities and in case if the applicant and his/her family is incapable to produce the same, the Head of the Department of field office may depute some officials including Welfare Officer to get the same from the Revenue/Municipal Authorities/concerned departments etc. and verified by the Divisional/Regional/Circle Authorities.</i></p>
14.	In case, any name of a person does not appear in the details of family in the Service Book (Form No.3) of the deceased employee.	<p>The dependency of such person may be ascertained before awarding marks to the applicant against any such person under the particulars - 'Dependent Children.....' and 'Other dependent family member '.</p>

भवदीय,

 15.11.23
(निलेश पी.पाटील)

सहा. नियंत्रक - महालेखापरीक्षक (अराज.-I)