

OFFICE MEMORANDUM

Imphal, the 7th December, 2017

Subject: Revised Die-in- Harness Scheme

No. 20/38/2017-DIH/DP: In supersession of all previous orders, instructions, office memorandum and guidelines issued in this regard, the undersigned is directed to issue the following guidelines/instructions to govern the Die-in-harness (DIH) Scheme as follows:

1. Principle of Die-in -harness Scheme: The objective of the scheme is to grant appointment on compassionate grounds to the next of kin (a dependent family member) of a Government servant who dies in harness leaving his family in penury and without any means of livelihood. The Scheme is not extendable to generations and should not be considered as hereditary right. In other words, the scheme shall not be admissible/extendable to dependent family member of a Government servant if the Government Servant was appointed under Die-in -harness Scheme (DIH).

2. To whom applicable: (a) The Scheme shall be applicable to unemployed dependent family member of the deceased Government servant in the following order of entitlement:

- (i) legal spouse
- (ii) elder child (unmarried son/daughter or married son of the deceased Government Servant if living in the same household)
- (iii) brother/ sister in case of unmarried Government servant

(b) No Objection Certificate i.e., NOC (in the form of Affidavit) from other eligible dependents to be submitted if the claimant is other than legal spouse.

(c) Undertaking (in the form of Affidavit) to be submitted to look after the other dependent family members if appointed and liable to be terminated from the post failing to comply the s

(d) The scheme shall be applicable only to the dependent of such deceased Government servant who was appointed on regular basis/post and not under DIH Scheme.

(e) The scheme shall not cover those who work on daily wages, casual, apprentice, adhoc, contract, work-charged, muster roll, extension, re-employed basis and employees who retire on medical ground.

(f) The Scheme shall not cover missing/absconding Government servants and death caused by suicide or by excessive drinking or on account of natural death.

(g) The Scheme shall not be applicable to adopted son/ adopted daughter.

(h) The Government Servant should have put in at least 5 years regular service in the Government.

(i) Where the family of the deceased employee is in receipt of pension under the Manipur Services (Special Pension) Rules, 1983 or the Manipur Services (Liberalised Pension) Rules, 2000, the claim for appointment under the scheme shall not be made and the same shall not be entertained by the Department concerned.

3. Preference to be given under the Scheme: (a) Benefit under the Scheme will be available to dependents of those Government servants who died while performing official duties viz. election /census /survey /research / official tour/ field inspection etc. or who died in insurgency related violence while performing official duties. These cases shall be categorised as "Preference-I"

Note: The proposal shall be subject to authentication with the Police Report of the incident, Death Certificate and other supporting documents on eligibility including Unemployment Certificate issued by concerned DC/SDO.

(b) After completing pending cases under Preference-I category, the next preference will be given to dependents of those Government servants who died not on duty but due to accidents (viz., motor vehicle/ drowning/ fire/ natural calamities etc.) or unnatural death (excluding excessive drinking and suicide cases) leaving his/her family in the state of financial destitution, penury, and without any means of livelihood, subject to availability of vacancy reserved for this scheme. This case shall be categorised as "Preference-II"

Note: The proposal is subject to authentication with the "Unemployment Certificate" of the family members of the deceased Government Servant from the office of the concerned Deputy Commissioner/Sub Divisional Officer. In other words, the DC/SDO has to affirm that none of the family member is working in Government sector and the family is in a state of financial destitution, penury and without any means of livelihood.

4. Category of posts under DIH Scheme: Appointment under the Scheme shall be considered against Group "C" or Group "D" posts against the direct recruitment quota. In case of Group C post, the appointment under the Scheme shall be considered only at the lowest level.

5. Age of the applicant/ claimant: The applicant/claimant should not be under-aged or over-aged as per the Recruitment Rules existing at the time of the death of Government servant.

6. Digitisation of the Scheme: (a) There shall be one Central portal for the Die-in-Harness scheme. This will be administered by Department of Personnel in consultation with the Department of Information Technology/NIC. The status of applications, seniority and vacancy under DIH Scheme for all Departments of Government of Manipur will be centralised/ combined. Each Department will be given a user name and password to log into the software to upload/ update the applications received from the claimants, vacancies of posts under the Scheme etc. **A Departmental Screening Committee constituted for this purpose under every department headed by Administrative Secretary shall monitor quarterly and take further action in consultation with the Department of Personnel.** The mode of implementation, terms and conditions and other instructions are incorporated in other paras herewith.

(b) The detailed information / credentials of the applicants to be linked/checked with EPIC and AADHAR so that only the genuine cases are considered.

7. Determination/Availability of Vacancies: (a) The appointment under the DIH Scheme shall be made only up to a maximum of 10% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post during a recruitment year subject to relevant instructions issued by Government from time to time. Every appointment under the Scheme will mean deduction of 10 (ten) vacancies from the total vacancies. This will be suitably reflected on the portal.

(b) The relaxation provided for by the Government of India, Department of Personnel & Training vide its OM No.14014/3/2005-Estt (D) dated 09-10-2006 regarding calculation of vacancies in respect of small departments shall continue to be adopted.

8. Submission of Application by Claimant: The application in complete form shall be submitted within 6(six) months from the date of death of the Government Servant to the Government (either at the Branch/District level or at the Directorate Level) failing which he/she may be treated as uninterested in getting appointment and thus the case may be rejected by the concerned Department. If the application is submitted to the District Level Office, the same shall be forwarded to the Directorate within one month of submission and the Directorate shall upload the same on the Central Portal without undue delay.

9.Determination of Seniority of the applicants: The Seniority of the eligible applicants shall be fixed in the chronological order of the date of death of the Government servant subject to the condition that the application is submitted by the Claimant within the time line as indicated at para 8 above.

Appointment under the scheme shall be made strictly according to seniority position against the vacancies reserved/ meant for Die-in-Harness appointment in the Department.

10. Updation/uploading of application in the central portal: On receipt of the application at the Directorate level, the same shall be uploaded to the Central Portal within one month along with the necessary documents and vacancies.

11. Inter-Department Seniority of the Applications: Seniority of the applicants shall be reckoned on the basis of date of death of the Government servant provided the application is submitted to Government within the stipulated time.

(b) The Department has to upload the applications under Preference-I and Preference-II categories based on the date of death of the Government servant so that no eligible claimant is superseded. The central portal will maintain a central registry of all the applications of all departments under the Government of Manipur so that the grievances are redressed in order of the occurrence of death under the category Preference-I and Preference -II separately. Separate Seniority Lists for Preference-I and Preference-II based on date of death shall be generated by the Central Portal.

(c) A Committee headed by Chief Secretary comprising of Administrative Secretary (DP) and concerned Administrative Secretary shall be held every quarter to finalize inter departmental seniority of the applicants so that if the vacancy is not there in a particular department, the same could be transferred to other department having vacancy so as to accommodate eligible applicant as per seniority.

12. Inter-Department Vacancy statement: All the Departments shall furnish the vacancy statement of the respective department indicating the following which shall be uploaded in the Central Portal and updated by the Department concerned on the is working day of every month.

(a) Total sanctioned post of the Group -C and Group -D

(b) Total vacancy in Group -C and Group – D post.

(c) Direct recruitment vacancy of the Group -C and Group – D

(d) Post filled under DIH Scheme (in existing strength of staffs)

(e) Post vacant under DIH Scheme for Group-C and Group -D posts.

13. Submission of application in case the claimant is minor: (a) The claimant should not be less than 15 (fifteen) years of age at the time of death of the Government servant provided the application is submitted within 6 (six months) from the date of death of the Government servant. The application along with all necessary documents shall be uploaded on the Central Portal by the Departments concerned. This provision shall be applicable to both 1st claimant, 2nd claimant etc. in case of change of claimant on the grounds as mentioned at para 17 below.

14. Educational Qualification: The applicant/ claimant should possess the requisite educational qualification for the post applied for as per the Recruitment Rules existing at the time of death of the Government servant.

15. Constitution of Committees: (a) All the Departments have to constitute a Departmental Screening Committee headed by Administrative Secretary concerned for examination of proposals under the Die-in-harness scheme. The Committee shall screen and scrutinise all the applications submitted and uploaded by the respective department in the central portal before the proposals are referred to Department of Personnel. Proposals shall be referred to the Department of Personnel online through the Central Portal. The **Inter-Departmental Screening Committee** headed by the Chief Secretary comprising of Administrative Secretary (DP) as Convenor and concerned Administrative Secretaries shall screen the proposals of all the departments. The two Committees shall meet on quarterly basis as detailed below:

(i) For the period of January to March as Quarter-I

(ii) For the period of April to June as Quarter-II

(iii) For the period of July to September Quarter-III

(iv) For the period of October to December as Quarter- IV

Note: Screening shall be held in the first week after the end of each Quarter.

(b) The Members of the Departmental Screening Committee shall be as follow:

- (i) Administrative Secretary-- Chairman
- (ii) Head of Department --Member Convenor
- (ii) Nominee from DP(US/DS) -- Member

16.Exemption: (a) The applications for appointment under Die-in- harness scheme shall be exempted from routing through Employment Exchange and procedure of DPC/ Selection Committee.

17.Change of Claimant: Change of claimant shall be admissible in case of death or marriage (in case of female candidates) in respect of the first claimant. Seniority shall be counted from the date of death of the Government Servant. Other eligibility criteria will be determined as per the Recruitment Rules existing at the time of death of the Government servant. Only one change of claimant shall be allowed, In case of death or marriage alone.

18.Procedure for appointment: Step.1: If the bereaved family is eligible for Die-in-harness scheme, the claimant shall submit the application to the Government (District level/Directorate level) within 6 months of death. The officer who is looking after the welfare of the employees in the District level/ Directorate level shall assist and advise the claimant about the requirements and formalities to be completed by him/her.

Step. 2: The District level office has to forward the application to Directorate level within 1 (one) month (in case of application submitted at district level office)

Step. 3: The Directorate level has to upload the application complete in all respects along with all necessary documents on the Central Portal without delay.

Step. 4: The Nodal officer/official who handles the scheme in the Administrative Department shall check and verify the uploaded data on regular basis.

Step. 5: The Departmental Screening Committee of each Department shall screen and scrutinise the uploaded applications of the respective department on quarterly basis. Original applications along with all necessary documents have to be placed before the Departmental Screening Committee by the Head of Department concerned for examination. Incomplete applications shall be rejected by the Committee.

Step. 6: Administrative approval of the concerned department shall be obtained.

Step.7: The Administrative Department shall forward all the screened proposals to the Department of Personnel online through the Central Portal only.

Step.8: The administrator of the central registry (Department of Personnel) shall prepare the combined/inter-department vacancies and seniority list of applications in respect of all the departments. Combined Seniority Lists of all Departments as well as department wise Seniority List shall be generated by the Central Portal.

Step. 9: The combined proposal for appointment under Die-in-harness based on the total vacancies available in all Departments and the combined Seniority List of all Departments as generated by the **Central Portal will be examined by an Inter-Departmental Screening Committee as defined at Para No.15 above.** The Committee shall meet once every quarter and the recommendations of the Committee will be put up for concurrence in the Department of Personnel.

Step.10: The decision of the competent authority in this regard will be conveyed to the respective department. If the proposal is/are concurred in the Department of Personnel, the concurrence will be conveyed in the form of U.O No, against the name of the claimant. The U.O. will be generated by the Central Portal.

Step.11: Accordingly, the Administrative Department shall convey the approval of the Government to the Directorate level along with the U.O Nos. for issuance of Appointment Order promptly.

19. Reservation roster: A person appointed under Die-in harness scheme shall be adjusted in the reservation roster against the appropriate category viz; ST/SC/OBC/Unreserved depending upon the category to which he belongs. For example, if he belongs to ST category, he will be adjusted against the ST reservation point, if he is SC/OBC, he will be adjusted against SC/OBC point and if he belongs to Unreserved category, he will be adjusted against the vacancy point meant for Unreserved category.

20. Documents to be furnished: (a) Detailed information of the applicant/ claimant is to be furnished as per Proforma -B (Annexure-I) and the same shall also be uploaded in the Central Portal.
(b) Documents and other information to be furnished are listed in the Checklists annexed herewith (Annexure-II) and the same shall be uploaded in the central Portal.

21. Effective Date of the Revised DIH Scheme: (a) The Revised DIH Scheme shall come into force with immediate effect from the date of notification in the Manipur Gazette.
(b) All pending applications under the Die-in-Harness Scheme received before the effective date of the Revised DIH Scheme shall be governed by the earlier guidelines/ Oms issued by the Department of Personnel from time to time subject to the following conditions:

- i. Seniority of all pending applications will be redrawn on the basis of date of actual death of the incumbent/ government employee in regular service, as provided in the revised Scheme.
- ii. Consideration of pending DIH cases will be guided by the existing approved quota of 10% of available direct recruitment vacancies.