

DELHI TRANSCO LIMITED

**COMPASSIONATE APPOINTMENT POLICY
2014**



**(Human Resource – Policy Section)
Shakti Sadan, Kotla Road,
New Delhi – 110 002**



COMPASSIONATE APPOINTMENTS POLICY – 2014

1. OBJECT:

The object of the Policy is to grant appointment on compassionate ground to a dependent family member of a DTL employee who is dies in harness while in service, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the DTL employee concerned from financial destitution and to help it get over the emergency.

2. APPLICABILITY:

To a dependent family member of **an eligible DTL employee dies while in service (including death by suicide).**

Dependent family means;

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

Who was wholly dependent on the DTL employee at the time of his/her death in harness while in service.

This policy is not applicable to employees appointed on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis (does not include employment of ex-serviceman before the normal age of retirement).

3. DEFINITIONS:

Company means “Delhi Transco Limited” and includes all offices Sub-Stations under its administrative control.

MD: Managing Director of the Company

Competent Authority: Authority competent to take decision/ accord approval.

Dependent Family Member means spouse; or son (including adopted son); or daughter (including adopted daughter); or brother or sister in the case of unmarried DTL employee who was wholly dependent on the DTL employee at the time of his/her death in harness.

Eligible DTL employee for the purpose of these instructions means a DTL employee appointed on regular basis.

Service includes extension in service (but not re-employment) after attaining the normal age of superannuation.

Re-employment does not include employment of ex-serviceman before the normal age of superannuation.

**4. COMPETENT AUTHORITY:**

- a) Director (HR)
- b) MD in a special case and for relaxations/exemptions on policy matters.

5. POSTS TO WHICH COMPASSIONATE APPOINTMENT CAN BE MADE

Only Category 'C' or Category 'D' posts against the direct recruitment quota & these are as under:-

CATEGORY 'C'

S. No.	Name of the post	Educational qualification
1.	AG-III	Graduation

CATEGORY 'D'

1.	Asstt. Line Mate/ Peon	10 th
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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 and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

7. A. EXEMPTIONS

Compassionate appointments are exempted from observance of the following requirements:

- a) Recruitment procedure i.e. without the agency of the Delhi Subordinate Services Selection Board or the Employment Exchange.
- b) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure)/GNCTD.

B. RELAXATIONS

- a) 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.
- Age eligibility shall be determined with reference to the date of application and not the date of appointment;



- Authority competent to take a final decision for making compassionate appointment shall be competent to grant relaxation of upper age limit for making such appointment.
- b) MD, DTL is competent to relax educational qualifications temporarily as prescribed in the relevant recruitment rules.

In case of appointment at the level of AG (III), in exceptional circumstances, DTL may consider recruiting persons not immediately meeting the minimum educational standards. DTL may engage them as trainees who will be given the regular pay bands & grade pay only on acquiring the minimum qualification prescribed under recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the DTL as employees, will be governed by the minimum of the PB-1 Pay band of Rs 6000-20200 without any grade pay. In addition, they will be granted all applicable allowances, like Dearness Allowance, HRA & Transport Allowance at the admissible rates. The same shall be calculated on the minimum of PB-1 pay band without any grade pay. The period spent in the PB-1 pay band by the future recruits will not be counted as service for any purpose as their regular service will start only after they are placed in the pay band PB -2 of Rs 8500 – 26300 along with grade pay of Rs 2800. Such relaxation will be permitted upto a period of Five Year beyond which no relaxation of educational qualifications will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.

- c) Where a widow is appointed on compassionate ground to a Category "D post, she will be exempted from requirement of possessing educational qualifications prescribed in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

8. DETERMINATION/AVAILABILITY OF VACANCIES

a)	Appointment on compassionate ground should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
b)	Compassionate appointment can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Category 'C' or 'D' (Both Tech. & Non Tech post) that have arisen in a year. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Employment Exchange/DSSSB or otherwise so as to fill such vacancies by appointment on compassionate ground. A person selected for appointment on compassionate ground should be adjusted in the recruitment roster against the appropriate category viz SC/ST/OBC/General. The vacancies occurred/calculated during the current calendar year in all Groups 'C' &



	'D' categories of posts are taken into account while calculating the number of vacancies for giving compassionate appointment. However, the appointment to be made in the categories of AG-III and ALM/ Peon only.
c)	While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of DTL employee working on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering them for such appointment if they are eligible as per the normal rules/orders governing such appointments.
d)	The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not normally be exceeded. However, in exceptional cases, this ceiling may be exceeded with the approval of Board of Directors.

9. Hundred Points Scale Evaluation System for screening of applications

A hundred point scales has been devised to assess the overall circumstances of the family and to give appropriate recommendations. The hundred-point scale as indicated below is attributed to various parameters for a comparatively balanced and objective assessment of requests of really deserving candidates for compassionate appointment:-

(a)	Family Pension	-	(Basic excluding allowances)	DA	&
(i)	Upto Rs. 3500		-	10	
(ii)	Rs. 3501	-	4500	-	9
(iii)	Rs. 4501	-	5500	-	8
(iv)	Rs. 5501	-	6500	-	7
(v)	Rs. 6501	-	7500	-	6
(vi)	Rs. 7501	-	8500	-	5
(vii)	Rs. 8501	-	9500	-	4
(viii)	Rs. 9501	-	10500	-	3
(ix)	Rs. 10501	-	11500	-	2
(x)	Rs. 11501	-	12500	-	1
(xi)	Rs.12501 & above	-			Nil

(b)	Terminal Benefits				
(i)	Upto Rs. 250000		-	10	
(ii)	Rs. 250001	-	300000	-	9
(iii)	Rs. 300001	-	350000	-	8
(iv)	Rs. 350001	-	400000	-	7
(v)	Rs. 400001	-	450000	-	6
(vi)	Rs. 450001	-	500000	-	5
(vii)	Rs. 500001	-	550000	-	4
(viii)	Rs. 550001	-	600000	-	3
(ix)	Rs. 600001	-	650000	-	2
(x)	Rs. 650001	-	700000	-	1
(xi)	Above Rs. 700001		-	Nil	



c) Monthly Income of earning member(s) and income from Property.

This does not include the monthly family pension/pension due to the death of govt. servant, but any other pensions, income of all the family members (including earning members living separately) should be accounted:

	Marks
(i) No. Income	- 10
(ii) Upto 2500	- 8
(iii) Rs. 2501 to 5000	- 6
(iv) Rs. 5001 to 7500	- 4
(v) Rs. 7501 to 10000	- 2
(vi) Above Rs. 10001	- Nil

(d) Immovable Property (Latest Market Value in Rs.) **Marks**

Assessment in this account for awarding appropriate marks will be looked after by the Screening Committee to assess the penurious conditions of the family. - **10**

(e) Pendency of application since death of the Employee **Marks**

(i) Less than a year	10
(ii) 1 year or more but less than 2 years	8
(iii) 2 years or more but less than 3 years	6
(iv) 3 years or more but less than 4 years	4
(v) 4 years or more but less than 5 years	2
(vi) 5 years and above	1

(f) No. of dependents **Marks**

(i) 3 and above	15
(ii) 2	10
(iii) 1	5

(g) No. of unmarried daughters **Marks**

(i) 3 and above	10
(ii) 2	7
(iii) 1	5
(iv) None	0

(h) No. of Minor children **Marks**

(i) 3 and above	15
(ii) 2	10
(iii) 1	5
(iv) None	0



(i)	Left over service	Marks
(i)	0-5 year	2
(ii)	Over 5 & up to 10 years	4
(iii)	Over 10 & up to 15 years	6
(iv)	Over 15 & up to 20 years	8
(v)	Over 20 years	10

The assessment of the above criterion shall be made as per proforma at **Annexure I**.

10. **PROCEDURE**

- a) The performa as in Annexure-I may be used for ascertaining necessary information and processing the cases of compassionate appointment.
- b) DM (HR) LW/IR along with one representative from HR Dept should meet the members of family of deceased employee, in question, immediately after his/her death to advise and assist them in getting appointment on compassionate ground. On receipt of application, the applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him/her. This should be done in a time bound manner. DM(HR) LW/IR would be accountable for all the benefits to be derived to the family of deceased as well the authentication of all relevant records to be done by him in consultation with AM (HR) Records, where necessary.
- c) An application for appointment on compassionate ground should be considered in the light of instructions issued from time to time on the subject by a committee of officers consisting of GM (HR), DGM (HR), DM (HR) LW/IR and concerned DM (HR) as Member Secretary. DM (HR) LW/IR would be accountable for preparation & presentation of agenda of the meeting to the committee, issuance of the minutes etc. within time frame of seven working days. He should also be in possession of all important judgements thereof. The committee may meet during the second week of every quarter to consider cases received during the previous quarter. The applicant may be granted personal hearing by the committee, if necessary, for better appreciation of facts of the case.
- d) Recommendation of the committee should be placed before the Director (HR) for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to MD for final decision.



11. UNDERTAKING

A person appointed on compassionate ground under the policy should give an undertaking in writing (Annexure II) that he/she will maintain properly the other family members who were dependent on the deceased DTL employee, in question. 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.

12. 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.

13. GENERAL

- a) The candidates appointed on the post of AG-III shall be required to qualify a skill test on computer within a period of two years from the date of appointment failing which, no further increment will be released and regularization will be held up.
- b) It is not the intention to restrict employment of a family member of the Category 'D' deceased DTL employee to a Category 'D' post only. As such, a family member of such Category 'D' DTL employee can be appointed to a Category 'C' post for which he/she is educationally qualified, provided a vacancy in Category 'C' post exists.
- c) The Scheme of compassionate appointment was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Govt. which have made a significant difference in financial position of families of the DTL employees died in harness. An application for compassionate appointment should not be rejected merely on the ground that the family of DTL employee has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of financial condition of the family has to be made as per hundred-point scale.
- d) Compassionate appointment should not be denied or delayed merely on the ground that there is re-organization in the office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he/she is found eligible and suitable under the policy.



- e) Compassionate appointment will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.
- f) A widow can request for change of nomination /candidature if she herself is not interested for compassionate appointment before a final decision is taken by the Screening Committee.
- g) No case of compassionate appointment shall be considered if the request to this effect has not been made to the office within a time limit of 06 months from the date of death of the employee unless sufficient reasons for the delay in submission of the application have been indicated. The Delhi Transco Limited shall examine such cases on merit. Labour Welfare Officer of DTL will be responsible for appropriate counseling and facilitating the process of Compassionate Appointment of the dependent of the deceased employee.
- h) Subject to availability of a vacancy and instructions issued from time to time, any application for compassionate appointment is to be considered without any time limit and decision taken on merit in each case. However, once a case is rejected by the Screening Committee or by the competent authority on the ground of application /applicant not fulfilling essential parameters of eligibilities, such as late application, over age, educational qualifications etc, it shall not be normally reopened, except under specific instructions of MD, DTL.
- i) A widow appointed on compassionate ground will be allowed to continue in service even after re-marriage.
- j) 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 MD 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 DTL employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the DTL employee and whether he/she should not be a source of support to other members of the family.



k)	In cases where any member of the family of the deceased DTL employee is already in employment and is not supporting the other members of the family of the DTL employee, extreme caution has to be observed in ascertaining the economic distress of the members of family of the DTL employee so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of family already employed is not supporting the family.
l)	When a person has been appointed on compassionate ground to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore he/she should strive in his/her career like his/her other colleagues for future advancement and any request for appointment to any higher post on consideration of compassion should invariably be rejected. An appointment made on compassionate ground cannot be transferred to any other person and any request for the same on consideration of compassion should invariably be rejected.
m)	The suitability of the candidate for being appointed against any post shall rest at the discretion of the company. In case of rejection of the Claim a Reasoned Order to be issued by the company to the family of the deceased.
	*** Approved vide Board resolution No: 73.3.7 dated 19-08-2014

**DETAIL OF APPLICATIONS RECEIVED FOR COMPASSIONATE APPOINTMENT**

Sl. No.	Name & Designation of Deceased/ length of service/ Category	Date of Birth & Date of Death	Name of dependents/ Relationship / Age	Name of applicant/ Relationship / Date of Birth	Educational Qualifications	Family Pension (Rs.)	Gratuity (Rs.)	Terminal Benefits (GPF)/Insurance/ Leave encashment/ others (Rs.)	Property	Remarks

POINTS IN RESPECT OF APPLICATIONS RECEIVED FOR COMPASSIONATE APPOINTMENT

Sl. No.	Name & Designation of Deceased/ length of service/ Category	Name of applicant/ Relationship/ Date of Birth	Family Pension (Rs.)	Terminal Benefits (Rs.)	Monthly Income of earning members and income from Properties (Rs.)	Im-movable Property	Period of Pendency of application (In years & months)	No. of Dependents	No. of unmarried daughter	No. of Minor Children	Left Over Service	Total Points Based on 100 Point Roster

COMPARATIVE ASSESSMENT BASED ON THE YARDSTICK OF POVERTY LINE AND 100 POINT SCALE

Sl. No.	Name of the applicant & of the Deceased Employee	Date of Death of the Deceased Employee(s)	Point Scored on the 100 Point Scales	Whether Above or Below the Poverty Line	Recommendation on of the Committee



ANNEXURE -II

PART-A

PERFORMA FOR EMPLOYMENT ON COMPASSIONATE GROUND

I

- a) Name of the deceased employee _____
- b) Designation of employee alongwith category _____
- c) Date of birth of employee _____
- d) Date of death of employee _____
- e) Length or service remaining _____
- f) Whether regular or not _____
- g) Whether belonging to SC/ST _____

II

- a) Name of the candidate for appointment _____
- b) His/her relationship with employee _____
- c) Date of Birth of candidate _____
- d) Educational qualifications of candidate _____
- e) Whether any other dependent family member has been appointed on Compassionate ground _____
- f) Category of post to which appointment is sought _____

III Particulars of total assets left including amount of:

- a) Family pension _____
- b) DCR Gratuity _____
- c) CPF/ GPF Balance _____
- d) Life insurance policies
(Including Postal Life Insurance) _____
- e) Monthly income of earning member (s) and income from property _____
- f) Insurance amount _____



- g) Encashment of leave _____
- i) Latest market value of movable/
immovable property (in Rs.) _____
- Total** _____
- IV** Brief particulars of liabilities, if any. _____
- V** Particulars of all dependent family members of DTL employee (if some are employed, their income and whether they are living together or separately)

S. No.	Name(s)	Relationship with the deceased employee	Age	Address	Employed or not (if employed particulars of employment and emoluments)

VI **DECLARATION/UNDERTAKING**

- I HEREBY DECLARE THAT THE FACTS GIVEN BY ME ABOVE ARE CORRECT TO THE BEST OF MY KNOWLEDGE. IF ANY OF THE FACTS HEREIN MENTIONED ARE FOUND TO BE INCORRECT OR FALSE AT A FUTURE DATE, MY SERVICES MAY BE TERMINATED.
- I FURTHER DECLARE THAT I SHALL MAINTAIN PROPERLY THE OTHER FAMILY MEMBERS WHO WERE DEPENDENT ON THE DTL EMPLOYEE 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 candidate

NAME: _____

ADDRESS: _____



Shri/Smt/Kum _____ is known to me and facts mentioned by him/her are correct.

Date:

Signature

NAME: _____

ADDRESS: _____

I hereby verify that the facts mentioned above by the candidate are correct.

Date:

Signature DM (HR) LW/IR

NAME: _____

ADDRESS: _____



PART-B

(TO BE FILLED BY THE OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- I**
- a) Name of the candidate for appointment _____
- b) His/Her relationship with the employee _____
- c) Age (date of birth),
educational qualifications and experience,
if any. _____
- d) Post for which employment is proposed and
whether it is Group 'C' or 'D' _____
- e) Whether there is vacancy in that post within the
ceiling of 5% prescribed under the policy of
compassionate appointment. _____
- f) Whether the relevant Recruitment Rules
provide for direct recruitment _____
- g) Whether the candidate fulfils the requirements
of the Recruitment Rules for the post. _____
- h) Apart from waiver of Employment
Exchange/DSSSB procedure, any other
relaxation given? _____
- II** Whether the facts mentioned in part-A have
been verified by the office and if so, indicate
the records. _____
- III** Personal recommendation of the Head of the
Department in DTL.

(With his signature and office stamp/seal). _____