

केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD
(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)
केरेबो कॉम्प्लेक्स, बी टी एम लेआउट, मडिवाला
CSB Complex, BTM Layout, Madivala
बेंगलूरु Bangalore – 560 068

सं.No.केरेबो CSB-5(14)/92-ES-III (Vol.XIX)

दिनांक Date: 24th November, 2020

विषय Subject:- Standard Operating Procedure (SOP) on Compassionate Appointment in Central Silk Board

Member Secretary has approved the Standard Operating Procedure (SOP) on Compassionate Appointment for action and implementation in CSB.

I. Scope and application:-

1. The Department of Personnel & Training, Govt. of India vide Office Memorandum No.14014/6/94-Estt(D) dated 09.10.1998 notified the Compassionate Appointment Scheme, which is being followed by the Central Silk Board (CSB), for considering the applications received for compassionate appointment in CSB. A copy of the Scheme along with consolidated instructions issued on 16.01.2013 and Frequently Asked Questions (FAQs) on Compassionate Appointment issued on 30.05.2013 and 25.02.2015 by the Department of Personnel & Training have been posted on the Central Silk Board Website.
2. The object of this Scheme is to grant an appointment on compassionate grounds to a dependent family member of a Government Servant who dies in harness or retires on medical grounds, thereby leaving his family in penury and without any means of livelihood, so as to relieve the family of the Government servant concerned from financial destitution and to help the family of the deceased to overcome the serious financial crisis.
3. As per the Compassionate Appointment Scheme, spouse, son (including adopted son), and daughter (including adopted daughter) in the case of married Government servant and brother or sister in the case of unmarried Government servant are considered dependent Family Members for the purpose of consideration of appointment on compassionate grounds. A 'married daughter' can be considered for compassionate appointment subject to conditions that (i) she was wholly dependent on the Government servant at the time of his/her death in harness or retirement on medical grounds and (ii) she must support other dependent members of the family. Similarly, a 'married son' can be considered for compassionate appointment if he otherwise fulfills all the other requirements of the Scheme i.e. he is otherwise eligible and fulfills the criteria laid down in the DoPT's O.M. dated 16th January, 2013.

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4. The Member Secretary is the Competent Authority to appoint a dependent family member of the deceased CSB personnel, subject to fulfilling the requirements prescribed in the notified Recruitment Rules. As per the DoPT guidelines, Compassionate appointment can be made only upto 5% of vacancies falling under direct recruitment quota in Group 'C' posts (including erstwhile Group 'D' posts) in a 'recruitment year'. The lower age limit fixed by the Govt. of India for compassionate appointment is 18 years and therefore, minor children of deceased Government Servants are not eligible for compassionate appointment.

5. Applications for compassionate appointment under compassionate grounds will be examined in the first instance by the Office, where the applications have been received and finally by the Establishment Section at Central Office, Bengaluru. The appointment on compassionate grounds is not a matter of right.

6. As per the various decisions in the Legal/Court cases the following principles may be kept in view while examining the cases of compassionate appointment:-

- i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate grounds.
- ii) The Direct Recruitment Posts in Group-C are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other posts i.e., in the Group-A or Group-B category are expected or required to be given for this purpose as it is legally impermissible.
- iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
- iv) Compassionate appointments cannot be offered as a matter of routine without due regard to tragic circumstances that have afflicted the family and the financial difficulty that the family is facing.
- v) The post offered under compassionate appointment is not an alternative to the procedure of Direct Recruitment but is only a provision to help to overcome their economic calamity.
- vi) ***Compassionate appointment cannot be granted after the lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.***
- vii) Compassionate appointments can only be offered against regular vacancies and there is no ad-hoc appointment under this Scheme.

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II. Application Format and Scrutiny:

1. The process shall begin with the receipt of an application for appointment on compassionate appointment from an eligible dependent family member of an employee of the Central Silk Board, who died in harness or retired on medical grounds as specified in the Compassionate Appointment Scheme notified by the DoPT. The prescribed Application proformae are used for ascertaining necessary information and processing the cases of compassionate appointment.
2. When a dependent member of the family of CSB employee who died in harness approaches the Office/Unit with a request for Compassionate Appointment, Part A (annexed hereto as proforma-1 & proforma-2) is to be handed over to the said applicant for filling the columns thereof. The enclosures wherever required in support of information contained in the proformae such as Date of Birth, educational qualification, caste, Movable and Immovable property, LIC amount received, income of any family member other than monthly pension, etc. should be obtained from the family of the deceased employee.
3. It would be helpful, if one Official from the Office/Unit is deputed to assist such applicants in filling up the Forms. This task may preferably be completed within a week's time. Thereafter, in Part-B, the concerned Office shall enter the necessary details after duly examining the correctness of the information given by the applicant in Part-A. The Officer who verifies the details furnished by the applicants in the application shall submit a Report to the Office which will be forwarded to Central Office, Bangalore at the time of submitting the proposal along with the application.
4. The Officer In-charge shall prepare the Score Card of the Relative Merit Points Scheme in Part-C. This should be completed preferably within a week's time after which the proposal with comments of the Officer In-charge should be forwarded to Central Office, Bangalore. A separate intimation may be given to the Applicant informing her/him of the same.
5. No application for compassionate appointment should be forwarded to the Central Office without performing the above said procedure.

III. Procedure adopted for scrutinising and recommending the cases of applicants for compassionate appointment:

1. An empirical 100-point scale has been adopted by CSB to bring about uniformity and transparency in assessing the suitability of such appointment on compassionate ground by allocating points to various attributes / parameters. It is called "Relative Merit Point Scheme" which is also placed in the CSB Website as Annexure-I.

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2. As per the notified Recruitment Rules of CSB, the age limit prescribed for Group-C direct recruitment posts is between 18 and 25 years. The minimum qualification prescribed is "Matriculation" or X SSLC. In CSB, the applicant should secure minimum of 40 Relative Merit Points so as to keep his / her name in the Priority List.
3. The duly filled in applications received in Central Office, Bangalore are placed before the Compassionate Appointments Committee constituted by the Member-Secretary, CSB. The Compassionate Appointments Committee is headed by a Director and there are two Officers functioning as Members, out of whom one Member belongs to SC/ST Community. The Committee meets regularly every quarter and examines the details furnished by the dependents in the prescribed proforma for assessing the financial / economic condition of the family and priority in each case is decided by verifying the Relative Merit Points allocated to each of the Applicants based on various attributes.
4. The Committee, after examining all the applications and allocating Relative Merit Points to the applicants based on various attributes, prepares a Priority List recommending compassionate appointment to the most deserving candidates based on their economic condition within the 5% quota. The Committee shall also recommend whether any relaxation in age or qualification is to be provided depending upon the tragic circumstances under which the employee died while in service.

IV. Rejection of applications for compassionate appointment

- 1) The Compassionate Appointment Committee shall scrutinise all the applications and allocate Relative Merit Points to each applicant based on various attributes. If the Applicant does not fulfill either the conditions prescribed in the Compassionate Appointment Scheme or Recruitment Rules or DoPT guidelines or does not secure minimum relative merit points, the Committee may recommend the applications of those applicants for rejection.
- 2) When the names of applicants are kept in the Priority List, if it is not possible to provide appointment on compassionate grounds under the 5% quota prescribed by the DoPT in Group-C direct recruitment posts in a period of five years from the date of death of the employee, the application for Compassionate Appointment may be rejected in terms of Para-I (6) (vi) aforesaid.
- 3) Even after rejection of the application, if any fresh application is received seeking appointment in respect of other family members of the deceased officials on compassionate grounds, the Compassionate Appointment Committee shall examine whether such application has been received within a period of 3 years from the date of death of the employee and if so, depending upon the eligibility of the Applicant, his / her name shall be kept in the Priority List. If a period of already 3 years is over, the application for Compassionate Appointment may be rejected in terms of Para-I (6) (vi) aforesaid.

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V. Offer of appointment on compassionate grounds

1. The recommendation of the Compassionate Appointment Committee shall be placed before the Member-Secretary, who is the Appointing Authority, for approval. Depending upon the number of vacancy / vacancies available under the 5% quota prescribed by the DoPT in Group-C direct recruitment posts, offer of appointment on compassionate grounds shall be issued to the applicants whose names have been kept in the Priority List and who have secured the highest Relative Merit Points.

VI. General

If any clarification is required by the CSB Units, they may seek the same from Central Office, Bangalore through e-Mail to estab.csb@nic.in

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A handwritten signature in black ink, appearing to be 'A. Das', written over a horizontal line.