

**FORM REGARDING EMPLOYMENT TO DEPENDENTS OF EMPLOYEES DYING WHILE IN SERVICE/MISSING FOR MORE THAN TWO YEARS**

**PART-I**

- 1.(a) Name of the deceased/missing Govt. employee.
  - (b) Designation of the employee.
  - (c) Date of birth of the employee.
  - (d) Date of death/date from which missing.
  - (e) Total length of service rendered.
  - (f) Whether permanent or temporary.
  - (g) Whether belonging to SC/ST
- 2.(a) Name of the candidate for appointment.
  - (b) His/her relationship with the employee
  - (c) Date of Birth
  - (d) whether any other dependent has been appointed on compassionate grounds.
  - (e) Post for which employment is sought.
- 3 Particulars of total assets left including amount of
- (a) Family pension
  - (b) D.C.R. Gratuity
  - (c) L.I.C. Policies (including PLI)
  - (d) G.P.F. Balance
  - (e) Movable and immovable properties and annual income earned therefrom by the family.
  - (f) H.P. Employees Group Insurance amount
  - (g) Encashment of leave.
  - (h) Any other assets.
- Total**
4. Brief particulars of liabilities, if any.
  5. Had your husband/father taken any loan/ advance from the Government? If so, in the event of employment being provided to you, do you undertake to refund the entire remaining unpaid amount of the loan or advance together with the interest to the Government and for this purpose are you prepared to give an undertaking on non-judicial paper of Rs. 3/-.

6. Particulars of all the dependents of the Govt. servant (if some are employed, their income and whether they are living together or separately):-

<b>Sr. No.</b>	<b>Name and age</b>	<b>Relationship with the Government servant</b>	<b>Employed or not particulars of the employment and emoluments.</b>
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**7. DECLARATION.**

I hereby declare that the facts given by me above, are to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect/false at future date, my services may be terminated.

I also undertake to refund the entire amount of loan/advance taken from the Government by my husband/father in the event of employment being provided to me together with the interest on the loan/advace.

Signature of the candidate.

Address:-

Dated:-

Shri/Smt./Miss \_\_\_\_\_ is known to me and the facts mentioned by him are correct.

Signature of the permanent  
Government Servant.

Name \_\_\_\_\_

Address:-

I have certified that the facts mentioned by the candidate above are correct.

Signature of the Head of Office

Name

Address:-

## PART-II

- (a) Name of the candidate for appointment.
  - (b) His/her relationship with the employee.
  - (c) Education qualification, Age (date of birth) and experience if any.
  - (d) Post for which employment is proposed.
  - (e) Whether the post is to be filled in through H.P.P.S.C.
  - (f) (i) Whether the recruitment Rules provide the direct recruitment.  
(ii) Whether the post in question is in the lowest rank of the cadre/service.
  - (g) Whether the candidate fulfils the requirements of the recruitment rules for the post.
  - (h) Apart from waiver of Employment Exchange/P.S.C. procedure what other relaxations are to be given.
- II. If the employee died/was missing for more than three years back, why the case was not sponsored earlier.
- III. Whether the facts mentioned in Part-I have been verified by the office and if so, indicate the records.
- IV. Personal recommendation of the Head of the Department.

Signature of the Head of the  
Department with designation.