

FINANCE DEPARTMENT'S CHECKLIST FOR EXAMINING/
DECIDING PRESENT/PENDING CASE(S) SEEKING
EMPLOYMENT ASSISTANCE ON COMPASSIONATE
GROUNDS

1. The dependent of the deceased Government employee must apply for job on compassionate grounds on the prescribed format devised by the DOP within the specified time limit of 3 years from the date of death of the deceased. In case of minor applicants, he/she should apply within 3 years after their attaining the age of 18 years. [Please See Para-8 of the Department of Personnel policy instruction(s) dated 18.01.1990]
2. He/she must have the minimum educational qualification(s) as per the R & P Rules for the posts for which he/she has applied;
3. Since, such appointments are to be made against the direct recruitment quota, every Department shall ensure 5% cap on such appointments against available vacancies in a calendar year as per Department of Personnel's instruction dated 10.11.2008;
4. None of the family member of the deceased should be either in Government or semi Government job(s);
5. No objection Certificate(s) are required to be obtained from the other members of the family in favour of the applicant who applied for job on compassionate grounds;
6. The income of the family of the deceased Government servant shall be reckoned with specific reference to the assets viz. immovable and movable properties, saving resulting in income, number of the dependents especially

unmarried daughters, aged parents etc. as per the enclosed format(s) I, II, III, IV, V & VI derived from the Lokayukta Act. [Please see Department of Personnel policy instruction(s) dated 24.08.2002. It may however, be noted that the information on these 06 formats is to be supplied/declared by the applicant concerned, only accurate information be given. In case of any fake information detected later on, a case under Criminal Act would be registered against him by the Government]

7. If a Government servant seeks retirement on medical grounds on or before attaining the age of 45 years only, only wife or husband of the retiree would be considered for compassionate employment, be also kept in view.
8. Besides, a legal heirs certificate, non-employment certificate, death certificate of the deceased, character certificate in respect of the applicant, bonafide Himachali certificate are also needed.
9. A certificate to the effect that he/she would owe the entire liability of his/her deceased parent is also required.
10. The employment assistance on compassionate grounds being provided as usual for the present shall continue to be given as under:-
 - (a) For Class-III post(s) - On Contract basis
 - (b) For Class-IV post(s) - On Daily Waged basis
 - (c) In case of a deceased daily waged worker, the employment assistance shall be given on daily wage basis only.

FORM NO: I
STATEMENT OF THE IMMOVABLE PROPERTY AS ON 31-12-20__
(i.e. LANDS, HOUSE, SHOPS, and OTHER BUILDING ETC.)

Sr. No	Description property	Precise location (Name of District, Division, Tehsil and Village in which the property is situated and also its distinctive number etc.	Area of land (in case of land & Building)	Nature of land (in case of landed property)	Extent of interest	If not own name state in whose name held & his/her relationship if any, with the Govt. Servant	Date of Acquisition	How acquired (whether by purchase, mortgage, lease inheritance gift or otherwise) & name with details of person(s) from whom acquired (address and connection of the Govt. Servant if any, with the person/persons concerned please see note 1 below)	Value of property (See note 2 below)	Particulars of sanctions of prescribed authority, if any	Total annual income from the property
1	2	3	4	5	6	7	8	9	10	11	12

Date:-

Signature: _____

Name :

- Note:-** 1. For purpose of column 9 of the term (Lease would on a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Govt. servant, such a lease should be shown in this in respect of the term of the lease whether it is short term or long term and periodically of the payment of the rent.
2. In Col. No. 10 should be shown (a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition (b) where it has been acquired by lease the total annual rent there of also.

Form No. -II

STATEMENT OF LIQUID ASSETS ON 31-12-20__

i.) Cash and Bank Balance

securities and debentures etc.)

ii.) Deposits, loans advances and investments. (Such as shares,

Sr. No.	Description	Name and addresses of company, Bank etc.	Amount	If not in own name and address of persons in whose name held and his/her relationship with the Govt. Servant	Annual Income derived	Remarks
1	2	3	4	5	6	7

Date:-

Signature: _____

Name :

Note:-1. In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

2. The term 'emoluments' means the pay and allowances received by the Govt. servant.

FORM NO – III

STATEMENT OF MOVABLE PROPERTY AS ON 31-12-20__

Sr. No.	Description of item	Price of value at the time of acquisition and /or the total payment made upto the date of return, as the case may be, in the case of articles purchased on hire a purchase of installment basis.	If not in own name, name and address of the persons in whose name and his/her relationship with Govt. employee	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date:-

Signature: _____

Name :

Note:-

1. In this form/information may be given regarding items like (a) jewelry owned by him (total value) (b) Silver and other precious metals and precious stones owned by him not forming part of jewelry (total value), (c) (i) Motor Cars (ii) Scooters/Motor Cycles (iii) Refrigerators/Air-Conditions (iv) Radios/Radiograms/Television sets and any other articles, the value of which individually exceeds Rs. 1000/- (d) Value of items of movable property individually worth less than Rs. 1000/- other than articles of daily use such as clothes, utensils, books, crockery etc. added together as lump sum.
2. In column 5 may be indicated whether the property was acquired by purchase, inheritance gift or otherwise.
3. In column 6 particulars regarding sanctions obtained or report made in respect of various transactions may be given

FORM NO – IV
STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY (As on 31st December 20__)

Sr. No.	Insurance policy No. and date of policy	Name & insurance Company	Sum Insured/ date of maturity	Amount of Annual premium	PROVIDENT FUND				Remarks (If there is dispute regarding closing balance the figure according to the Govt. employee should be mentioned in this column)
					Type of provident funds/ GPF/CPF Account No.	Closing balance as last reported by the Audit /A. O along with date of such balance	Contribution made subsequently	Total	
1	2	3	4	5	6	7	8	9	10

Date:

Signature: _____

Name :

FORM NO - V
STATEMENT OF DEBTS AND OTHER LIABILITIES (As on 31-12-20__)

Sr. No.	Amount	Name and address of creditor	Date of incurring liability	Detail of transaction	Remarks
1	2	3	4	5	6

Date:-

Signature: _____

Name :

Note:-

1. Individual items of loans not exceeding three months emoluments of Rs. 1000/- whichever is less need be included.
2. In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
3. The term "emoluments" means pay and allowances received by the Govt. employee.
4. The statement should also include various loans and advances available to Govt. employees like advance for purchase of conveyances, house-building advance etc. (other than advances of pay and traveling allowance) advances from the G. P. Fund and loans on Life Insurance policies and fixed deposit.

FORM NO. VI

STATEMENT OF INCOME FROM ALL SOURCE(S)
OTHER THAN FAMILY PENSION AND RETIRAL
BENEFITS IN RESPECT OF THE FAMILY OF THE
DECEASED EMPLOYEE(S) ON THE DATE OF
SUBMISSION OF APPLICATION FOR
COMPASSIONATE EMPLOYMENT.

SR. NO.	SOURCE(S) OF INCOME	ANNUAL INCOME	REMARK(S) IF ANY
1	2	3	4
01.	Agriculture		
02.	Rent		
03.	Business		
04.	Interest		
05.	Other Sources		

Date.....
Place.....

Signature.....
Name.....