

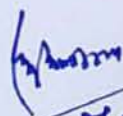
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

No. Fin-F-(A)-(16)-1/2013 Dated Shimla - 2, the 06.08.2020

OFFICE MEMORANDUM


Subject:- Policy for providing 'Compassionate Employment' and delegation of Powers to department(s) for disposal of cases of compassionate appointments.

1. A "Revised Policy for providing 'Compassionate Employment' and also delegation of Powers to department(s) for disposal" was framed/circulated vide this Department's OFFICE MEMORANDUM of even number dated 07.03.2019. Generally, such an appointment is given against a post in lowest rung i. e. Clerk on Contract basis and as a Class-IV on daily wage basis depending upon the educational qualifications of the applicants & other pre-requisite(s) essentially required for that particular post in any of the Government Department. In the meantime, one more category has been introduced with the nomenclature of Junior Office Assistant (Information Technology) by the Government as a substitute to the post of Clerk. The Recruitment & Promotion Rules for the said post provide 100% its filling up through direct recruitment. Thus, it has become quite necessary that this post may be considered to be filled up on compassionate grounds as per the policy of the Government governing compassionate appointment. After due consideration at Government level, it has been decided, in partial modification of OFFICE MEMORANDUM ibid, that Para-5 (c) shall henceforth be substituted as below:-


06/08/2020

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- (i) For Class-III [Junior Office Assistant (IT)] post, the requisite typing test @ required speed prescribed for direct appointee(s) will be compulsory before anyone is given compassionate appointment, as per the requirement of Recruitment & Promotion Rules made for that post.
- (ii) The typing test may be conducted through the Government Industrial Training Institute(s) located at the State Headquarter or District Headquarter, for which only 03 (THREE) chances be permitted within a maximum time span of 12 months.
- (iii) The assessment in the Industrial Training Institute(s) may be done by Committee of three officers including a Senior Officer of the Industrial Training Institute(s) and the Head(s) of Office/Class-I officer of the Department, where appointment is to be made.
- (iv) After passing pre-typing test within the prescribed time limit and ensuring all pre-requisites necessitated for compassionate appointment, the Head(s) of Department(s) concerned may issue orders for his/her appointment to the post of Junior Office Assistant (IT) on contract basis;
- (v) On his/her joining as JOA (IT) in the said Department, compassionate appointee must immediately get her/himself enrolled with National Institute of Electronics and Information Technology (NIELIT) for acquiring "O" or "A" level Diploma.
- (vi) During his/her period of acquiring Diploma, the person will get emoluments equal to the minimum of the pay band plus grade pay as is applicable to Junior Office Assistant (IT) appointed through direct recruitment on contract basis in any of Government Department along-with annual increase to be accrued thereon;
- (vii) The maximum period for acquiring One Year Diploma in Information Technology from NIELIT be prescribed as "Two Years".
- (viii) During the period of such training, subject to a maximum of one year, the fee for such training will be reimbursed by the Government subject to successful completion of such course by the concerned appointee.


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- (ix) If the compassionate appointee is not successful in getting the diploma in one year, he/she may continue the training related to diploma in IT but the same will be at her/his own cost and the State Government will not reimburse anything for this extended period of training.
- (x) If any compassionate appointee so enrolled with NIELIT does not acquire the necessary minimum qualification as described above within the maximum time limit of two years, he/she shall be offered compassionate employment to Class-IV post on daily wage basis in the respective department.

3. The above amendment may be brought to the notice of all concerned for information and strict compliance.

4. This Office Memorandum/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure."

- BY ORDER -

[PRABODH SAXENA, IAS],

Principal Secretary (Finance) to the

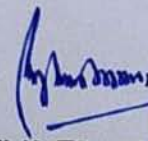
Government of Himachal Pradesh, SHIMLA - 2.

To

All the Administrative Secretaries to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. Fin-F-(A)-(16)-1/2013 Dated the 06.08.2020

1. The Secretary to Governor, H.P., Shimla -2.
2. The Divisional Commissioner(s), Shimla/Kangra/Mandi.
3. The Secretary, H. P. Vidhan Sabha, Shimla - 4.
4. All Heads of Departments in Himachal Pradesh.
5. The Secretary, H. P. Public Service Commission, Shimla -2.
6. The Secretary, H. P. Staff Selection Commission, Hamirpur.
7. The Registrar General, H. P. High Court, Shimla.
8. The Secretaries/Chairman/Managing Directors/Registrar of the Public Sector Undertakings/Autonomous Bodies and Boards/Corporations etc. in Himachal Pradesh.
9. 100 Spare Copies.


06/08/2020

[RAJENDER SHARMA]

Deputy Secretary (Finance) to the

Government of Himachal Pradesh, SHIMLA - 2.

PERSONAL ATTENTION

No. Fin-F-(A)-(16)-1/2013
Government of Himachal Pradesh
Finance Department
(Expenditure Control-II)

From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA-02.

To

All the Administrative Secretaries to the
Government of Himachal Pradesh, SHIMLA - 2.

Dated Shimla -171002, the 06th August, 2020.

Subject:- Policy for providing 'Compassionate Employment' and
delegation of Powers to department(s) for disposal of
cases of compassionate appointments.

Sir,

A "Revised Policy for providing 'Compassionate Employment' and also delegation of Powers to department(s) for disposal" was framed/circulated vide this Department's OFFICE MEMORANDUM of even number dated 07.03.2019. Generally, such an appointment is given against a post in lowest rung i. e. Clerk on Contract basis and as a Class-IV on daily wage basis depending upon the educational qualifications of the applicants & other pre-requisite(s) essentially required for that particular post in any of the Government Department. In the meantime, one more category has been introduced with the nomenclature of Junior Office Assistant (Information Technology) by the Government as a substitute to the post of Clerk. The Recruitment & Promotion Rules for the said post provide 100% its filling up through direct recruitment.

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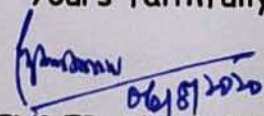
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Thus, it has become quite necessary that this post may be considered to be filled up on compassionate grounds as per the policy of the Government governing compassionate appointment. After due consideration at Government level, Para-5 (c) of OFFICE MEMORANDUM *ibid*, has been amended/substituted accordingly, for appointment of Junior Office Assistant (IT) instead of Clerk on compassionate grounds vide this Department's OFFICE MEMORANDUM of even number dated 06.08.2020.

Furthermore, it has been approved by the Council of Minister(s) in its meeting held on 30.07.2020 that if any Administrative Department has got approved the proposal(s) for providing compassionate appointments to the posts of Clerk and the same have not yet been formally materialized, such posts of Clerks may deem to have been converted into Junior Office Assistants (IT) and they may be filled up in accordance with this Department's OFFICE MEMORANDUM of even number dated 06.08.2020.

It is thus requested to kindly ensure adherence of the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,



[RAJENDER SHARMA]

Deputy Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

PERSONAL ATTENTION

Government of Himachal Pradesh
Finance Department
(Expenditure Control-II)

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Subject:- Regarding appointment on compassionate grounds - Speedy disposal thereof.

On the subject cited above, it is reiterated that power to dispose off compassionate employment cases has been delegated to the respective Administrative Department(s) vide Finance Department's OFFICE MEMORANDUM of even number dated 07.03.2019. Even the Cabinet in various occasion(s) has also desired that such cases may be decided expeditiously in a time bound manner by the Departments.

It is thus requested to ensure compliance of the aforesaid instructions of the Cabinet.



[AKSHAY SOOD]
Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

✓ All the Administrative Secretaries to the
Government of Himachal Pradesh

U.O. No. Fin-F-(A)-(16)-1/2013, Dated Shimla, the

29.09.20