



**OFFICE OF THE  
BURDWAN DISTRICT PRIMARY SCHOOL COUNCIL  
NETAJI BHABAN, KACHHARI ROAD, BURDWAN.**

☎ 2662371, 2662372 E-MAIL : DPSCBURDWAN@GMAIL.COM WEBSITE : [HTTP://WWW.DPSCBURDWAN.COM](http://www.dpscburdwan.com)

Memo No. 499

Dated : 23/02/23.

Form : The Chariman , D.P.S.C. Purba Bardhaman

To : The S.I.S ( all circle of Bardhaman )

Sub : Forwarding the Memo. No. 729(22)/BPE/2022 Date 18-05-2022 issued by WBBPE

I would like to forward the aforesaid Memo. of WBBPE with all enclosers which will speak for itself . You are requested to take necessary from your end .

Enclosers :-- As stated above

*[Handwritten Signature]*  
Chairman  
District Primary School Council,  
Burdwan

22-02-23



# West Bengal Board of Primary Education

"Acharya Prafulla Chandra Bhavan", DK 7/1, Sector II, Bidhannagar, Kolkata 700091

91 33 2334 8983 91 33 2321 1202 secretary\_wbbpe@gmail.com website - www.wbbpe.org

Memo No. 729(22)/BPE/2022

284  
To  
Arina Sinha  
D.H Section  
19/05/2022

Date : 18.05.2022

To  
The Chairpersons  
All District Primary School Councils/Primary School Councils

Sub. : Forwarding the memo issued by Department of School Education  
(Administrative Branch), Govt. of West Bengal

Ref. : Memo No. 655(10)-ES(Admn.)/4A-10/2022 + enclosure dt. 12.05.2022

Sir / Madam,

I am directed to enclose herewith the Memo No. 655(10)-ES(Admn.)/4A-10/2022 dt. 12.05.2022 of the Department of School Education (Administrative Branch), Govt. of West Bengal for your perusal and taking necessary action from your end.

Yours sincerely,

*R. C. Bagchi*

(Dr. R. C. Bagchi)  
Secretary

Encl. : As stated

Memo No. 729(22)/1(22)/BPE/2022

Date : 18.05.2022

Copy forwarded for necessary action to :

The District Inspector of Schools (PE), All Districts.

*R. C. Bagchi*  
Secretary





Government of West Bengal  
School Education Department  
(Administrative Branch)

Bikash Bhawan, 5<sup>th</sup> floor, Salt Lake, Kolkata – 700091

Memo No. 655(10) –ES(Admn.)/4A- 10/2022 *A-enclo*

Date- 12.05.2022

From: The Assistant Secretary  
to the Government of West Bengal

- To: 1. The Commissioner of School Education, West Bengal  
Bikash Bhawan, 7<sup>th</sup> Floor, Salt Lake, Kolkata-700091
2. The Director, Directorate of Accounts, W.B., School Education Department  
Bikash Bhawan, East Block, 2<sup>nd</sup> Floor, Salt Lake, Kolkata-700091
3. The Director, SCERT, West Bengal  
25/3, Ballygunge Circular Road, Kolkata- 700019
4. The State Project Director (SPD), PBSSM
5. The Project Director, Mid day Meal
6. The President, West Bengal Board of Primary Education, *A.P.C. Bhawan,*  
*DK-7/1, Sector-12 Salt Lake, Kolkata - 700091*
7. The President, West Bengal Board of Secondary Education
8. The President, West Bengal Council of Higher Secondary Education
9. The President, WBCROS
10. The Mission Director, PBRSSM


Sub: Forwarding a common check list (Annexure- P) to be used for processing an application for employment on compassionate ground in die-in-harness / retired incapacitated cases

Ref:- Memo No. Labr/63/Emp(EC) dated 06.04.2022 along with its enclosures of the joint Secretary, Labour Department, Govt of West Bengal

With reference to the above noted subject and Memo under reference the undersigned is directed to forward herewith the copy of the letter under reference along with Annexure-P and to request him to follow the check list in course of dealing with all prayers for employment on compassionate ground in die-in-harness / retired incapacitated cases.

Part- I to III of the Annexure are applicable in general to all the establishment and establishments other than the Secretariat will also follow the proforma at Part-IV for their own use after making necessary alteration to it.

Enclosure: Letter under reference along with Annexure- P

  
Assistant Secretary

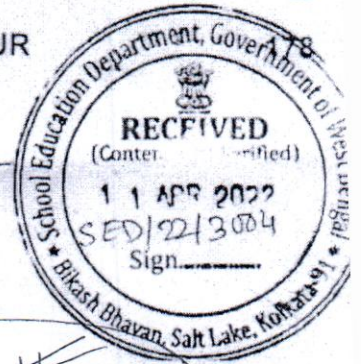
to the Government of West Bengal



✓

*Scrp*

Government of West Bengal  
Labour Department  
(Exempted Category Cell)  
N.S. Buildings, Block-A, 12th Floor,  
1, K. S. Roy Road, Kolkata-700001



No. Labr/63/EMP(EC)

Date : 06.04.2022

**Memorandum**

In order to facilitate the processing work of applications for employment on compassionate ground, a common check-list was introduced vide Memo. No 201-Emp dated 30.12.2010 as per Annexure-P of the memo *ibid.* However, a question has arisen as to whether the check list, mentioned in Memo. No 201-Emp dated 30.12.2010, would continue to be in effect consequent upon introduction of the West Bengal Scheme for Compassionate Appointment, 2013, issued under Notification No 251-Emp. Dated 03.12.2013 and subsequent changes in the guidelines issued under Notification No 26-Emp., dated 1<sup>st</sup> March, 2016.

After careful consideration of the matter, the Governor is pleased to approve a modified proforma Check List (Annexure-P) in supersession of the previous checklist vide Memo. No 201-Emp dated 30.12.2010.

All concerned are now being requested to follow the check list in course of dealing with such prayers for employment on compassionate ground in die-in-harness/ retired incapacitated cases.

It is to be noted that Part-I to III of the Annexure are applicable in general to all the establishments and Part-IV of it is applicable only to the Secretariat establishments.

Establishments other than the secretariat may also follow the proforma at Part-IV for their own use after making necessary alteration to it.

This issues is subject to the condition that the check-list will be read with relevant G.Os in force .

*sd/-*  
Principal Secretary  
Labour Department

*AS*  
*discuss*  
*12/04*

*discuss. Pl. follow*  
*12/04*

*Habit*  
*29/04*



File No.LABR-26023/18/2021-EMP SEC-Dept. of LABOUR

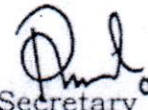
135942/2022

No. Labr/63/1(60)EMP(EC) & endo.

Date : 06.04.2022

Copy forwarded for information and necessary action to :-

- 1. The Addl. Chief Secretary/Principal Secretary/Secretary (All Department)  
School Education Deptt., Bikash Bhatnagar,
- 2. ~~Office Copy.~~ 6th floor, Salt Lake,  
 Kol- 700091

  
 Jt. Secretary 06.04.22.  
 Labour Department

Government of West Bengal  
Labour Department

No. 251-Emp.

Dated, Kolkata, the 3<sup>rd</sup> December, 2013

**NOTIFICATION**

The Governor is pleased hereby to make the following scheme regulating the appointment on compassionate ground in supersession of all previous orders in this respect :

Scheme :

**1) Short title and commencement -**

This scheme may be called the West Bengal Scheme for Compassionate Appointment, 2013. This will come into force with effect from the date of issue.

**2) Application -**

This shall apply to a dependent family member of a Government employee who –

- (a) dies while in service; or
- (b) is disabled permanently or otherwise incapacitated rendering him unfit to continue in service prematurely on being declared permanently incapacitated by a Medical Board formed by the Government.

**3) Definition -**

“Dependent Family Member” means

- (a) spouse; or
- (b) son (including legally adopted son before death or incapacitation); or
- (c) unmarried daughter (including legally adopted unmarried daughter before death or incapacitation); or
- (d) married daughter who on date of death or incapacitation was unmarried; or
- (e) brother or sister in case of death in harness of an unmarried employee provided his/her parent, all the brothers and sisters were fully dependent on him/her,

- who was wholly dependent on the Government employee at the time of his death in harness or incapacitation, as the case may be, and is in need of immediate financial assistance at the time of making application and also at the time of consideration.



(f) "Government employee" for the purpose of this scheme means a Government employee appointed on regular basis and not the one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

**4) Posts to which such appointments can be made –**

Such appointments can be made to Group-C and Group-D posts only in the exempted category vacancies.

**5) Authority competent to make compassionate appointment -**

Respective appointing authorities for Group-C and Group-D employees shall be the appointing authority to the eligible candidates after observance of the procedure in this scheme. However, approval of the Minister-in-Charge or Minister-of-State in charge of the respective Departments would be necessary in all cases of compassionate appointment.

**6) Eligibility -**

(a) The family is indigent and deserves immediate assistance for relief from financial destitution. For this any of the following two conditions is to be satisfied.

- (i) The monthly income of the family falls below 90 per cent of the gross monthly salary of the employee before death or premature retirement.
- (ii) The monthly income of the family falls below the minimum salary of a Group-D employee (in case of Group-D employees) or the minimum salary of a Lower Division Clerk (in case of employees other than those belonging to the Group-D).

The gross monthly salary, for the purpose of this definition shall mean, basic pay (Band Pay + Grade Pay) , dearness allowance, house rent allowance and medical allowance.

The monthly income of the family shall mean the aggregate of :

- (I) Total family pension per month (Basic Pension and Dearness Relief, Medical Allowance).



- (II) Monthly interest income @ 8% p.a. on the total amount received by the family after death of the employee or retirement of the incapacitated employee (Gratuity, Leave Encashment, any other payments excepting GPF).

Provided that, where an ex-employee had to incur medical expenses as indoor patient prior to and leading to his death/incapacitation, such expenses is deducted from the amount received. All such expenses must be supported by original receipt/Cash memo, hospital discharge Certificates.

- (III) Monthly income from movable and immovable properties (the family members shall submit declaration on the matter).

- (IV) Monthly income of the dependents of the ex-employee named in the application (the family members shall submit declaration on the matter).

(b) In case of premature retirement the concerned employee had at least two years of service left to reach the normal age of superannuation and should fulfill the following conditions.

(i) On premature retirement he/she would not be entitled to the full pensionary benefits to which he/she would have been entitled if he/she had retired at his/her normal age of superannuation.

(ii) He/she has fully exhausted all kinds of leave with pay including commuted leave on medical ground;

(iii) The financial conditions of the family is so acute as to make the appointment essential consequent upon the fall in income due to such retirement.

(c) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant recruitment rules.

Note : (a) Condonation of excess in age in case of eligible cases will be made by the respective head of the department or their subordinate Officer who are competent to make the compassionate appointment as per existing provision.

(b) Relaxation in educational qualification may be granted in eligible cases for appointment to Group 'D' post in consultation with the Finance Department.



(c) The dependent member shall invariably attain the minimum age for recruitment within six months from the date of death or incapacitation of the concerned employee.

7) Each department will set up a data bank in consultation with the NIC and assign identification no. to each case so that the cases are taken up on the basis of date of death or incapacitation.

#### 8) Exemption -

Compassionate appointments are exempted from observance of the following requirements :-

- (a) Recruitment procedure i.e. without the agency of the Public Service Commission/Staff Selection Commission/West Bengal Police Recruitment Board/West Bengal Health Recruitment Board or the Employment Exchange.
- (b) Clearance from the Finance Department as applicable for regular filling up.

#### 9) Determination/Availability of vacancies -

(a) Appointment on compassionate ground to Group-C post should be made only on probation as per existing rules and to Group-D post on regular basis and that is only after vacancies meant for in the exempted categories are available. The appointing authority will have the right to appoint a dependent either to a Group-C or a Group-D post even if the dependent is qualified for Group-C post.

(b) A person selected for appointment on compassionate ground should be adjusted in the recruitment roster against the appropriate category viz. SC/ST/OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.

(c) Appointment and posting : Posting on such appointment shall be made in the offices at the following levels :

1. At Gram Panchayat
2. At Block
3. At Sub-division
4. At District



It would be first considered for Gram Panchayat level offices and then in Sub-divisional level offices in case of non-availability of vacancy in former level offices and so on. In no case a candidate would be appointed in any upper level offices if vacancy is available in the lower level.

Appointment is to be made in the exempted category vacancies under the concerned Department. In case of non-availability of the same, appointment in other Departments may be made.

#### 10) Procedure -

(a) If the family of the deceased or the employee retired on being permanently incapacitated is in need of financial assistance and the same is absolutely necessary to support the family, application for employment is to be submitted within six month from the date of death or retirement on permanent incapacitation. If no application is submitted within the said period it will be presumed that the family does not require any financial assistance. In no case application submitted after expiry of the above period will be entertained.

(b) Application is to be submitted in the prescribed proforma as in Annexure 'A' and 'B' as applicable through the Head of office. In case of death in harness such application must accompany copy of death certificate.

(c) Appointing authority will constitute three men Screening-cum-Enquiry Committee with his immediate subordinate officer and two other senior officials as members.

(d) While examining and enquiring the application for employment on compassionate ground, the Screening-cum-Enquiry Committee will take into consideration the financial condition of the family of the deceased or disabled or incapacitated employee following the provisions in this scheme to ascertain, if there is any immediate need of financial assistance for the family in the shape of employment. Such enquiry report is to be submitted as per Annexure 'A' and 'B' as applicable to the appointing authority within a period of three months from the date of making of application.

(e) The appointing authority will forward the case together with his views recorded in Annexure 'A' or 'B' as applicable to the Administrative Department concerned for consideration. If it is decided by the Administrative Department to be a fit case for



offering employment suitable vacancy is to be identified as per para 9 hereinbefore and send the case to the concerned appointing authority thereafter for offering appointment.

### 11) Undertaking --

A person appointed on compassionate ground under this scheme must give an undertaking initially and every year thereafter by 15<sup>th</sup> January, in writing that he will properly maintain the other family members who were dependent on the Government employee in question and 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, service may be terminated for violation of such undertaking following the procedure in West Bengal Services (Classification, Control and Appeal) Rules, 1971.

Such yearly declaration should contain an undertaking signed by all the dependent family members that they are being maintained by the person so appointed on compassionate ground to the utmost satisfaction and there is no complaint in this regard. (Annexure 'C')

### 12) Request for change in post/person -

(a) 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 and he will be guided by the service rules, orders, guidelines etc. as are applicable to other employee of the State Government.

(b) An appointment offered/made on compassionate ground cannot be transferred to any other person and any such request shall be rejected.

### 13) Missing Government Servant -

Cases of missing Government servants are also covered under this scheme for compassionate appointment subject to the following conditions :-

(a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that :

(i) an FIR to this effect has been lodged with the police,

(ii) the missing person is not traceable as per report of the police and

(iii) the competent authority feels that the case is genuine.

(b) This benefit will not be applicable to the case of a Government servant ;-

(i) who had less then 5 years to retire on the date from which he has been missing; or

(ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone aboard or suspected to have gone missing for having employment of a dependent on compassionate ground.

(c) Proforma at Annexure 'E' may be used for application. The three men Committee will submit enquiry report as per the said Annexure and decision on the same is to be taken following the procedure stated in the preceding paragraphs.

#### 14) General -

(a) All the departments will furnish number of all undisposed cases in the proforma at Annexure 'D' within 15 days from the date of issue of this scheme and submit the same in every year by 15<sup>th</sup> of January of the concerned year. Application submitted more than two years after death/incapacitation prior to issue of Notification No. 30-EMP. dated 02.04.2008 will not be entertained.

(b) The undisposed cases before 01.01.2005 excepting those which are covered in sub-para (a) of this para above will be enquired into afresh to ascertain, if need for financial assistance in the form of compassionate ground still exists. Such enquiry is to be completed within a period of three months.

(c) Compassionate appointment in any case would not be a matter of right but it will be subject to fulfillment of all the conditions, enquiries, availability of vacancy at the appropriate level etc.

(d) Final approval for appointment on compassionate ground shall be taken only at the level of the Secretary/Principal Secretary/Additional Chief Secretary of the Department with the approval of the concerned Minister-in-Charge or Minister-of-State in charge of the concerned Department.



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JS-AKD

15) Seniority -

The inter-se seniority of persons appointed on compassionate ground will be fixed with reference to their date of joining the post.

16) This order issues with the concurrence of Finance Department vide their UO No. 2942 Gr.-P(2) dated 03.12.2013

Finance Deptt.  
Govt. of West Bengal  
- 5 DEC 2013  
RECEIVED  
CONTENTS NOT VERIFIED

JS

By order of the Governor  
Sd/- Sanjay Mitra  
Chief Secretary to the  
Government of West Bengal

Memo. No. 251/1(100) - Emp

Dated : 03.12.2013

Copy forwarded for information and necessary action to the :

1. PS to Chief Secretary, Government of West Bengal.
2. Additional Chief Secretary/Principal Secretary/Secretary to the Govt. of West Bengal, Finance (Audit) Department.
3. Accountant General (A & E), West Bengal, Treasury Building, Kolkata -1.
4. Commissioner, \_\_\_\_\_ Division.
5. District Magistrate, \_\_\_\_\_.
6. Pay and Accounts Officer, Kolkata Pay and Accounts Office -I, 81/2/2/ Phears Lane, Kolkata - 1.
7. Pay and Accounts Officer, Kolkata Pay and Accounts Office - II, P-1 Hyde Lane, Jawhar Building, Kolkata - 73.
8. Director of Treasuries and Accounts, West Bengal, 7 Lyons Rage, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Kolkata - 700 001.
9. \_\_\_\_\_

*Amalick*

(Amarnath Mallick)  
Joint Secretary to the Govt. of West Bengal

**The**  
  
**Kolkata** **Gazette**  
 सत्यमेव जयते  
*Extraordinary*  
 Published by Authority

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TUESDAY, MARCH 01, 2016

[SAKA 1937

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**

**Labour Department, Employment Cell**

New Secretariat Building (12th floor) 1, K.S. Roy Road, Kolkata-700001

NO. 26-Emp.

Date: 01st March, 2016

**NOTIFICATION**

A comprehensive scheme regarding appointment on compassionate ground was notified vide this Deptt. Notification No. 251-Emp dated 03.12.13 subsequently amended vide Notification Nos.323-Emp. dated 23.07.2014, 96-Emp. dated 28.04.2015, 165-Emp. dated 04.06.2015 and 278-Emp. dated 23.09.2015. Several Departments under Govt. of West Bengal are reportedly facing difficulties in implementing certain provisions contained in the Notifications as aforesaid. The matter has been under active consideration of the Government for some time past. The Governor is pleased to bring about the following changes in the existing guidelines to dispose of the cases in a just and equitable manner :

Existing Clause/ Para No.	Existing provision	Revised provision
Para 3 (dd) [new clause] added to the Notification No.251-Emp. dated 03.12.13 (that was amended vide notification No. 323-Emp. dated 23.07.14)	(a) An applicant should have been legally divorced prior to death/ incapacitation of the Govt. employee and was fully dependent on him/her.  (b) An applicant must have obtained decree of divorce issued by the competent authority of an Hon'ble Court.  (c) In case she has been receiving any maintenance cost from her husband, the same will be taken into account to decide her eligibility.	(a) A divorcee daughter, who has become dependent on the family, and the divorce petition was filed before the death/permanent incapacitation of the Govt. employee.  (b) She must have obtained decree of divorce issued by the competent authority of an Hon'ble court, either before or after the death of the Government Employee.  (c) In case she has been receiving any maintenance cost from her husband, the same will be taken into account to decide her eligibility.



Existing Clause/ Para No.	Existing provision	Revised provision
6(b)(i) of Notification No. 251-Emp. dated 03.12.13	On premature retirement he/she would not be entitled to the full pensionary benefits to which he/she would have been entitled if he/she had retired at his/her normal age of superannuation.	Deleted
Note (c) under Para 6(c) of Notification No. 251-Emp. dated 03.12.13	The dependent member shall invariably attain the minimum age for recruitment within 6 months from the date of death or incapacitation of the concerned employee.	Deleted
7 of Notification No. 251-Emp. dated 03.12.13	Each department will set up a data bank in consultation with the NIC and assign identification no. to each case so that the cases are taken up on the basis of date of death or incapacitation.	<b>DATABASE :-</b> The data-base and/or computerised system may be created by the Labour Department and used by all the Departments mandatorily for exempted category appointments.
10 (a) of Notification No. 251-Emp. dated 03.12.13	If the family of the deceased or the employee retired on being permanently incapacitated is in need of financial assistance and the same is absolutely necessary to support the family, application for employment is to be submitted within six months from the date of death or retirement on permanent incapacitation. If no application is submitted within the said period it will be presumed that the family does not require any financial assistance. In no case application submitted after expiry of the above period will be entertained.	<b>TIMELINES :-</b> If the family of the deceased or the employee retired on being permanently incapacitated is in need of financial assistance and the same is absolutely necessary to support the family, application for employment is to be submitted within two years from the date of death or retirement on permanent incapacitation. If no application is submitted within the said period it will be presumed that the family does not require any financial assistance.
10(aa) [new clause] added to Notification No. 251-Emp. dated 03.12.13		<b>BELATED REQUESTS :-</b> In exceptional cases such as (i) death during action (ii) where none in family is eligible etc., departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Govt. servant took place upto five years ago. While considering such belated request the 3 member screening-cum-enquiry committee should, however, keep in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Govt. Servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases could call for a great deal of circumspection at all levels. The dependent member must invariably attain the minimum age of appointment at the time of consideration.
Notification No. 278-Emp. dated 23.09.15	Plain paper application, submitted within six months, can be accepted as valid application, provided proforma application has been submitted subsequently; but not later than one year from the date of death/in incapacitation of the Govt. employee. The administrative Deptt. must be doubly sure that plain paper application was really submitted within the prescribed period of six months.	Deleted



Existing Clause/ Para No.	Existing provision	Revised provision
10(bb) [new clause] added to Notification No. 251-Emp. dated 03.12.13	-	The concerned authority in the department/office should meet the members of the family of the deceased Govt. servant immediately after his death to advise and assist them in getting appointment on compassionate ground. The applicant should be called in person at the very first stage and should be advised in person about the requirement and formalities to be completed by him. A record of such meeting should be kept with the office of the controlling authority and appointing authority.
10(dd) [new clause] added to Notification No. 251-Emp. dated 03.12.13	-	All cases of compassionate appointment should be disposed of by the Admn. Deptt. preferably within six months of the receipt of report of the 3 (three) member Screening-cum-Enquiry Committee.
14(bb) [new clause] added to Notification No. 251-Emp. dated 03.12.13	-	Any undisposed case where the death/incapacitation has occurred prior to issue of this order, but after the issue of order No. 30-Emp. dated 02.04.2008, could be looked into afresh, if it complies with the revised instructions.

A simplified application form/proforma will be introduced soon and will be sent to all the departments in due course.

A Checklist shall be prepared by the Labour Department and would be sent to all departments to examine each case properly and objectively. Each case must be examined apropos this Checklist, Report of the Screening-cum-Enquiry Committee and the Application of the concerned applicant.

This notification shall come into force immediately.

This order is issued with the concurrence of the Finance (Audit) Deptt. vide their U.O. No. 394 Gr. P2 dated 23.02.2016.

By order of the Governor

Sd/-

Anoop Kumar Agrawal

Secretary to the  
Govt. of West Bengal



(Re. Labour Department Notification No.251-Emp. dated, Kolkata the 3<sup>rd</sup> December, 20

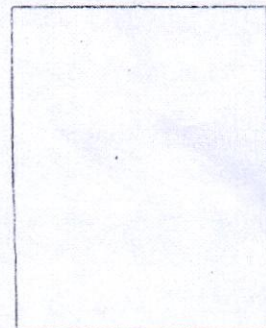
ANNEXURE - A

PROFORMA REGARDING EMPLOYMENT OF DEPENDANTS  
OF GOVT. EMPLOYEES DYING WHILE IN SERVICE

**Part I**

(To be filled in by the Applicant)

1. (a) Name of the deceased employee :
- (b) Designation of the ex-employee :
- (c) Name of the office with address :
- (d) Date of birth of the deceased :
- (e) Date of death of the deceased :  
(Attested copy of death certificate to be enclosed)
- (f) Date of joining the Govt. service :
- (g) Total length of service rendered :
- (h) Whether belonging to SC/ST/BC :  
(Attested copy of certificate to be enclosed)
- (i) Monthly salary drawn by the deceased in the last month —Total emoluments (Pay & other allowances) :      Basic Pay :      Total :
2. (a) Name of the candidate praying for appointment on :  
compassionate ground.
- (b) His/Her relationship with the ex-employee :
- (c) Date of birth of the applicant :
- (d) Educational Qualifications :
- (e) Whether fully dependent on the ex-employee :
- (f) Whether any other dependent has been appointed :  
on compassionate ground
- (g) Particulars of Employment Exchange Card :  
(if registered)
- (h) Whether received any financial assistance under :  
any Self Employment Scheme such as SESRU,  
SEP, etc.
- (i) Two passport size photographs of the candidate :  
duly authenticated by the competent authority,  
(one of which to be affixed on the space  
marked).



**Part II**  
(To be filled in by the Applicant)

1. Particulars of total assets left (owned/received/entitled to) :
  - (a) Family Pension :                      Basic:                      Total :                      as on :
  - (b) (i) Death gratuity :                      :
  - (ii) G.P.F. Balance :                      :
  - (iii) Group Insurance :                      :
  - (iv) Encashment of Leave :                      :
  - (v) L.I. Policies (including P.L.I.) :                      :
  - (vi) Movable and immovable properties and annual income therefrom by the family :                      :
  - (vii) Any other assets :                      :
2. Brief particulars of Liabilities, if any (Documentary evidence to be enclosed) :
3. Particulars of all dependants of the deceased :

Sl No.	Name	Age	Educational Qualifications	Relationship with the deceased	Living seperately or with the family
(1)	(2)	(3)	(4)	(5)	(6)

- 1.
- 2.
- 3.
- 4.

Marital Status	Particulars of occupation/employment. (if already employed)	Gross Salary (if employed)
(7)	(8)	(9)

4. Signature/L. T. I. of the other dependants of the family given the "No Objection" in favour of this application for employment on compassionate ground.
  - (i)
  - (ii)
  - (iii)

**DECLARATION**

I do hereby declare that particulars given by me above are correct. If any of the particulars herein mentioned are found to be incorrect or false at the future date, my service may be terminated.

Date :  
Address of the Candidate :  
Shri/Smt. ....

\_\_\_\_\_  
Signature of the Candidate  
..... is known to me and the particulars mentioned are correct.

Date :  
Office Address :

\_\_\_\_\_  
Signature of a permanent Govt. employee of the same office  
Designation :



Part III

(To be filled in by the office)

- 1. Report of Enquiry Committee regarding particulars furnished by the applicant in Part I & Part II of the Proforma
- 2. Comments of Controlling Officer

Part IV

- 1. (a) Name of the deceased : \_\_\_\_\_
- (b) Designation : \_\_\_\_\_
- (c) Total emoluments last drawn : ..... as on .....
- (Pay & Allowances)
  
- 2. (a) Name of the Candidate : \_\_\_\_\_
- (b) His/Her relation with the deceased : \_\_\_\_\_
  
- 3. (a) Family Pension : Basic : \_\_\_\_\_ Total : as on .....
- (b) Amounts received/entitled to receive from Govt. as death benefits including others (in total) : \_\_\_\_\_
- (c) Amounts received/entitled to receive from other sources such as L.I. Policies/P.L.I./Personal Savings, etc. : \_\_\_\_\_
- (d) Movable and immovable properties and annual income earned therefrom by the family. : \_\_\_\_\_
  
- 4. (a) Educational Qualification of the candidate : \_\_\_\_\_
- (b) Date of birth : \_\_\_\_\_
- (c) Whether S.C./S.T./B.C. : \_\_\_\_\_
- (d) Post for which employment is proposed : \_\_\_\_\_
- (e) Is the vacancy reserved for E.C. ? : \_\_\_\_\_
- (f) Whether the post reserved for S.C./S.T./B.C. : \_\_\_\_\_
- (g) Is the post supposed to be filled up by promotion or by direct recruitment through the P.S.C. ? : \_\_\_\_\_
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post : \_\_\_\_\_
- (i) Is any relaxation of rule etc. required ? : \_\_\_\_\_
- (j) Have the particulars mentioned in Part I, Part II and Part III and above been verified by the office ? If so, indicate the reports : \_\_\_\_\_
- (k) Decision of the appointing authority : \_\_\_\_\_

Date :

Signature of the Appointing Authority.

Seal :

(Re. Labour Department Notification No.251-Emp. dated, Kolkata the 3<sup>rd</sup> December, 2013)

## ANNEXURE B

APPLICATION FOR PREMATURE RETIREMENT DUE TO PERMANENT INCAPACITATION AND APPOINTMENT FOR SON/DAUGHTER/WIFE/NEAR RELATION ON COMPASSIONATE GROUND

## Part I

(IN CAPITAL LETTER)

1. Name of employee :
2. Name of office where employed at present :
3. Designation :
4. Date of birth of the employee :
5. Date of joining the Government service :
6. Total length of service :
7. Date of normal retirement :
8. Whether belongs to SC/ST/BC :
9. Total emoluments (Pay & Other allowances) :
10. The reasons for being permanently incapacitated :
11. Name of the Medical Practitioner, whose certificate is enclosed :
12. Registration No. and address of the registered medical practitioner whose certificate is enclosed :
13. Is son/daughter/wife/husband/near relation seeking Government job on compassionate grounds ? :

NOTE : If answer to Sl. No. 13 is 'No', **Part II** need not be filled up.

\_\_\_\_\_  
(Signature / LTI of the employee)



## Part II

1. Details about financial condition of family members  
(son/daughter/wife/husband/near relation) :

Sl. No.	Name	Age	Educational qualification	Relationship with the employee	Living separately or with the employee

Sl. No.	Marital status	Particulars of occupation/employment	Particulars of income from movable/immovable property

## 2. Particulars of total assets of the employee (Owned/received/entitled to) as on the date of application including the amount of :

- (a) Pension :
- (b) Gratuity :
- (c) GPF Balance :
- (d) Group Insurance :
- (e) LIC policies :
- (f) Leave encashment benefit :
- (g) Movable & Immovable Properties and income from it :
- (h) Others :

3. (a) Name of the Candidate seeking employment :

(b) Relationship with the Government employee :

4. Whether fully dependent on the employee :

5. Particulars of Employment :

(a) Exchange Card (if registered) :

(b) One Passport-size photograph of the candidate duly authenticated by the competent authority to be affixed on the space marked.



- 6. Educational qualification and experience of the candidate :
- 7. Date of Birth :
- 8. Has the candidate been financed under any employment scheme like SESRU/SEPUP, etc. :
- 9. Has any dependant been appointment on compassionate ground ? :
- 10. Enclose two copies of photograph of the candidate duly countersigned. :
- 11. Have other members of the family given NO OBJECTION in favour of the candidate (Attested copies to be enclosed). :
- 12. Particulars of liabilities (if any) (Documentary evidence to be enclosed). :

Declaration : I/We do hereby declare that the particulars given by me/us above are correct. If, any of the above particulars are found incorrect or false at a future date, I/We shall be liable to disciplinary/penal action including termination of service.

\_\_\_\_\_  
(Signature of the employee)

\_\_\_\_\_  
(Signature of the candidate)

**DECLARATION BY THE CANDIDATE**

I further declare that after my employment on compassionate ground I shall maintain

Shri/Sm. .... and his/her family.  
(Name of incapacitated employee)

Witnesses :  
(Two permanent employees of the same office).

Signature of Candidate

(1) Signature  
Name & Designation

Name & Address.

(2) Signature  
Name & Designation

**Part III**

Report of the Inquiry Committee.

**Part IV**

Comments of the Controlling Officer.



Part V

Report of medical examination arranged by DHS or conducted by Medical Officer/Board authorised by him. (Report to be enclosed)

2. Date of retirement due to permanent incapacitation ..... (Attested copy of the order issued by the Deptt./Office to be enclosed).

(To be filled by the Officer)

Part VI

- 1. Is any leave due to the employer :
- 2. If, so, details thereof :
- 3. Details of retirement benefits :

As on the date of application

As on the normal date of retirement.

(a) Pension :

(b) Gratuity :

(c) Others :

- 4. Post for employment is proposed :
- 5. Is the post supposed to be filled up by promotion or by direct recruitment on recommendation of the Public Service Commission ? :
- 6. Is the vacancy reserved for SC/ST/BC ? :
- 7. Does a vacancy under exempted category exist ? :
- 8. Name of the candidate :
- 9. Does the candidate fulfil requirements of the recruitment rules for the post ? :
- 10. Is any relaxation of rule etc. required ? :
- 11. Have the facts mentioned in parts I, II and above been verified by the office ? If so, indicate the reports :
- 12. Personal recommendation of the appointing authority :

(Signature of the appointing authority)  
Designation.

(Re. Labour Department Notification No.251-Emp. dt. 03.12.2013)

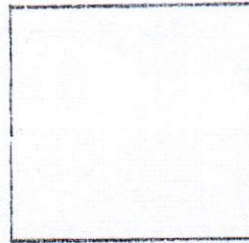
PROFORMA REGARDING EMPLOYMENT OF DEPENDANTS OF MISSING GOVT. EMPLOYEES WHILE IN SERVICE

Part I  
(To be filled in by the Applicant)

1. (a) Name of the missing employee :
  - (b) Designation of the missing employee :
  - (c) Name of the office with address:
  - (d) Date of birth of the missing employee :
  - (e) Date of missing of the employee:  
(A report from S.P., DIB to be enclosed)
  - (f) Date of joining the Government service :
  - (g) Total length of service rendered:
  - (h) Whether belonging to SC/ST/BC :  
(Attested copy of certificate to be enclosed)
  - (i) Monthly salary drawn by the missing employee in the last month :      Basic Pay:      Total:  
Total emoluments (Pay & other allowances)
- 
2. (a) Name of the candidate praying for appointment on compassionate ground :
  - (b) His/Her relationship with the missing employee :
  - (c) Date of birth of the applicant :
  - (d) Educational Qualifications :
  - (e) Whether fully dependent on the missing employee :
  - (f) Whether any other dependent has been appointed on compassionate ground :
  - (g) Particulars of Employment Exchange Card (if registered) :
  - (h) whether received any financial assistance under any Self Employment Scheme such as SASRU, SEP, etc. :



(i) Two passport size photographs of the candidate duly authenticated by the competent authority, (one of which to be affixed on the space marked)



Part II  
(To be filled in by the Applicant)

1. Particulars of total assets left (owned/received/entitled to)

(a) Family Pension:            Basic:            Total:            as on:

(b) (i) Gratuity :

(ii) G.P.F. Balance :

(iii) Group Insurance :

(iv) Encashment of Leave :

(v) L.I. Policies (including P.L.I.) :

(vi) Movable and immovable properties and annual income therefrom by the family :

(vii) Any other assets :

2. Brief particulars of Liabilities: if any (Documentary evidence to be enclosed)

3. Particulars of all dependants of the missing Govt. employee:

Sl. No.	Name	Age	Educational Qualifications	Relationship with the missing employee
1	2	3	4	5

- 1.
- 2.
- 3.
- 4.

Living sepearte -ly or with the family	Marital Status	Particulars of occu- pation/employment (if already employed)	Gross Salary (if employed)
6	7	8	9

- 4. Signature/L.T.I. of the other dependants of the family given the "No Objection" in favour of this application for employment on compassionate ground.
  - (i)
  - (ii)
  - (iii)

DECLARATION

I do hereby declare that particulars given by me above are correct. If any of the particulars herein mentioned are found to be incorrect or false at the future date, my service may be terminated.

Date : \_\_\_\_\_  
 Address of the Candidate : \_\_\_\_\_ Signature of the candidate

Shri/Smt. \_\_\_\_\_ is known to me and the particulars mentioned are correct.

\_\_\_\_\_  
Signature of a permanent Govt. employee of the same office

Date : \_\_\_\_\_  
 Office Address : \_\_\_\_\_ Designation :

Part III  
(To be filled in by the office)

- 1. Report of Enquiry Committee regarding particulars furnished by the applicant in Part I & Part II of the Proforma
- 2. Comments of Controlling Officer :

Part IV

- 1. (a) Name of the missing employee :
- (b) Designation :
- (c) Total emoluments last drawn (Pay & Allowances) : \_\_\_\_\_ as on \_\_\_\_\_



- 2. (a) Name of the Candidate :
- (b) His/Her relation with the missing employee :
- 3. (a) Family Pension Basic : Total: as on \_\_\_\_\_
- (b) Amounts received/entitled to receive from Govt. after the incident of missing :
- (c) Amounts received/entitled to receive from other sources such as L.I. Policies/P.D.I./ Personal Savings, etc. :
- (d) Movable and immovable properties and annual income earned therefrom by the family :
- 4. (a) Educational Qualification of the candidate :
- (b) Date of birth :
- (c) Whether S.C./S.T./B.C. :
- (d) Post for which employment is proposed :
- (e) Is the vacancy reserved for E.C. ? :
- (f) Whether the post reserved for S.C./S.T./B.C. :
- (g) Is the post supposed to be filled up by promotion or by direct recruitment through the P.S.C. ? :
- (h) Whether the candidate fulfills the requirements of the Recruitment Rules for the post :
- (i) Is any relaxation of rule etc. required? :
- (j) Have the particulars mentioned in Part-I, Part-II and Part III and above been verified by the office? If so, indicate the reports :
- (k) Decision of the appointing authority :

Date :

\_\_\_\_\_  
Signature of the Appointing Authority.

Seal :

**Annexure -C**

( Ref : Notification no : 251- Emp dated 3.12.2013)

**Declaration**  
**(Part - I)**

I, Shri / Smt \_\_\_\_\_, S/D of \_\_\_\_\_  
\_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ hereby solemnly affirm / declare that I shall properly maintain the other family members who were dependent on \_\_\_\_\_ ( name of Ex - Employee ) and in case it is proved subsequently at any time that the family members are being neglected or are not being maintained properly by me , my service may be terminated for violation of such undertaking / declaration following the procedures as laid down in West Bengal Services ( CCA ) rules , 1971

\_\_\_\_\_  
(Signature of the person employed on Compassionate Ground ).

**Part - II**

We, the undersigned dependent family members of Shri / Smt \_\_\_\_\_ ( name of Ex Employee ) hereby declare that we are being properly maintained by Shri / Smt \_\_\_\_\_ ( name of Person employed on compassionate ground ) , to the utmost satisfaction and there is no complaint in this regards .

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

(Signature of all dependent family members ).



(Re. Labour Department Notification No.251-Emp. dt. 03.12.2013)

**Annexure D**

**Name of the Department:**

Sl No	Name of the deceased/ Incapacitated employee	Date of death/ Incapacitation	Date of submission of Application	Name of dependant applicants	Relationship with the deceased/incapacitated employee	Remarks
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**ANNEXURE 'P'**

(OF LABOUR DEPARTMENT MEMORANDUM NO. Labr/63/EMP(EC) dated 06.04.2022)

**Common Check List to be used for  
processing an application for employment on  
compassionate ground in die-in-harness/  
retired incapacitated cases**

Part-I

Sl. No.	Item	Remarks
1.	Name of the deceased / retired employee and date of death/incapacitation	
2.	Office and last served as	
3.	Name of the applicant	
4.	Relationship with the Government employee and whether the applicant falls within the definition of dependant as per the order No.251-Emp, dated 03.12.2013 read with 26-Emp dated 01.03.2016	
5.	(A) Whether application has been submitted in Prescribed Proforma in terms of 251-Emp dated 03.12.2013 (Yes/No)	
	(B) Date of submission of Proforma application	
6.	Whether the application submitted by one dependant has been concurred upon by other family members/ dependants in writing	
7.	Whether Medically 'Unfit Certificate' has been submitted from the Competent Authority (in case of premature retirement due to permanent incapacitation)	
8.	Whether 'Divorce Decree' has been submitted by the applicant who obtained such decree before or after the death of the ex-employee ( in case of divorced daughter)	
9.	Gross monthly salary drawn by the deceased/incapacitated employee immediately before death/ premature retirement:- Basic Pay, Dearness Pay (if any), Dearness Allowance, H.R.A., Medical Allowance as per Cl.6) of 251-Emp dated 03.12.2013	
10.	Family Pension sanctioned/ entitled	
11.	Lump sum terminal dues/ entitlement (GPF not to be included): Ref: Cl. 6(a)(II) of 251-Emp, dated 03.12.2013	
	(A) Death Gratuity	
	(B) Group Insurance	
	(C) Encashment of leave	
	(D) Any other payments received (give details)	
	(E) Total	
12.	Expenses incurred on account of hospitalization to be supported by the payment vouchers etc.	



## File No.LABR-26023/18/2021-EMP SEC-Dept. of LABOUR

I/185941/2022

13.	Amount to be considered for monthly income: Ref: Cl. 6 of 251-Emp, dated 03.12.2013	
14.	Monthly interest income @8% per annum on amount at Sl. No.11	
15.	Monthly income from other movable or immovable property	
16.	Monthly income from the dependants of the ex-employee if any, supported by declaration from the family members	
17.	Total monthly income of the family (10+14+15+16)	
18.	Percentage of total monthly income at Sl. No. 17 in relation to gross salary at Sl. No.9	
19.	(A) Memo No. & Date of formation of three men Screening-cum-Enquiry Committee	
	(B) Date(s) of inquiry	
20.	(A) Name of Enquiry Officers and the date of submission of the report by the committee	
	(B) Whether recommended for employment	
21.	Whether the recommendation by the enquiry committee has been unanimous (Yes/No)	
22.	Comments of Controlling Officer	
23.	(A) Whether the candidate fulfils the requirements of the Recruitment Rules for the post	
	(B) Is any relaxation of rule etc. required	
24.	Whether a clear vacancy is available as per 100 Point Roster vide Notification No. 50-Emp dated 01.03.2011	
25.	Whether the applicant has fulfilled all the criteria as laid down in Notification No. 251-Emp dated 03.12.2013 read with 26-Emp dated 01.03.2016	



/2022

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Part-II

Sl. No.	Item	Requirement	Finding/actual position
1.	Percentage of total monthly income in relation in gross monthly salary	Below 90% (Cl. 6(a)(i) of 251-Emp dated 03.12.2013)	
2.	Relationship with the deceased/incapacitated	(A)Wife/Husband/Son/Unmarried daughter/Divorced daughter/ (B) Dependent brother or sister in case of unmarried employee (as per Para 3of 251-Emp, dated 03.12.2013 read with Para 3(dd) of 26-Emp dated 01.03.2016)	
3.	Time limit for submission of application	Within 2 Years of death/incapacitation (para-10(a) under the Heading " <b>TIMELINES</b> " of 26-Emp, dated 01.03.2016) or within 5 years in the cases, comes under Cl 10(aa) of 26-Emp dated 01.03.2016 under the Heading " <b>BELATED REQUESTS</b> "	

Part-III

Sl. No.	Item	Requirement	Finding/actual position
1.	Whether fully exhausted all kinds of leave (does not required for the employees died-in-harness but mandatory for the employees retired prematurely due to permanent incapacitation)	Yes	
2.	Whether 2 or more years of service is left (does not required for the employees died-in-harness but mandatory for the employees retired prematurely due to permanent incapacitation)	Yes	



/185941/2022

Part-IV

1. Remarks of the Dealing Assistant
Checked and examined
(a) found eligible, prayer may be granted
(b) information insufficient, further information/ clarification required in respect of
the following
i.
ii.
iii.
(c) found ineligible, prayer may be rejected on the following grounds
i.
ii.
iii.
Further remarks, if any
Signature of the Dealing Assistant
2. Remarks of the H.A./S.O./O.S.D.
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the H.A./S.O./O.S.D.
3. Remarks of the Assistant Secretary
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the Assistant Secretary
4. Remarks of the Deputy/ Joint Secretary
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the Deputy/ Joint Secretary