

F.No. A-12012/2/2021-Admn-I
Government of India
Ministry of Information and Broadcasting

6th Floor, 'A'-Wing,
Shastri Bhawan,
New Delhi-110001
Dated: 13.03.2022

OFFICE MEMORANDUM

Subject: Revised checklist/list of documents to be submitted along with application for compassionate appointment – reg.

The undersigned is directed to say that the Merit Point System for awarding points, on the basis of certain parameters, to the applicants seeking appointment on compassionate grounds, was brought out vide this Ministry's O.M. of even number dated 28.02.2022 on the subject scheme for compassionate appointment – relative merit point based system and revised procedure for selection under compassionate scheme in the Ministry of Information and Broadcasting.

2. It has been observed that aforesaid O.M. dated 28.03.2022 has inadvertently not listed/included two documents *viz.* a copy of death certificate of the deceased govt. employee self-attested by the applicant and a No Objection Certificate (NOC) from all other dependent family members for providing appointment to the applicant in the checklist/list of documents to be submitted along with application for compassionate appointment. Therefore, hereby, the said checklist is revised to include a copy of death certificate of the deceased govt. employee self-attested by the applicant and a No Objection Certificate (NOC) from all other dependent family members for providing appointment to the applicant among the documents mentioned in the said list.

3. Media Units/Administrative Sections under this Ministry are requested to ensure that the applications for compassionate appointment forwarded by them for consideration in the Ministry are complete in all respects and documents as listed in the revised checklist **(copy enclosed)** are enclosed with the application(s) in proper order, failing which the application(s) may be returned for completing/removing deficiency(ies), and forwarding such application(s) for consideration by next committee in the Ministry.

4. This issues with the approval of Competent Authority.

Encl.: As Above

(Prasoon Kumar Jha)

Under Secretary to the Government of India

Ph.: 23384990

Copy to:

i. CEO Prasar Bharati	In r/o IIS, CSS, CSSS and CSCS cadre employees working in Prasar Bharati.
ii. DG: DD/ DG: AIR	

- iii. All Media Units of the Ministry (except NFDC/BECIL/PCI)
- iv. Admin II/IV, IIS Section in MS
- v. RTI Section for uploading on RTI Portal
- vi. **Hindi Section:** For translation of above OM into Hindi

Copy (for information) to:

All officials working in the Main Sectt. (through e-office)

A copy of the above OM to be placed on the website of the M/o I&B.

**REVISED CHECKLIST FOR OFFICES/DOCUMENTS TO BE SUBMITTED
BY THE APPLICANT ALONG WITH APPLICATION:**

- i. **Application (Annexure-II/III)** for compassionate appointment
- ii. **A copy of Death Certificate of the deceased govt. employee self-attested by the applicant.**
- iii. Self-attested copy of **any one of the valid documents for age proof** (like PAN Card, Aadhar Card (*showing full date of birth*), Matriculation Certificate, PPO letter, any other valid government document etc.)
- iv. Self-attested copy of **Income Certificate/Affidavit (in original)** for supporting claim for Annual Income of the family of the deceased/medically retired government employee.
- v. **Affidavit/ No Objection Certificate (NOC) from all other dependent family members for providing compassionate appointment to the applicant**
- vi. **Affidavit in original along with valid proof(s)** for including name of any dependent whose name/details is/are not recorded in the office records of the deceased/medically retired government employee.
- vii. Self-attested copy of **certificate/Loan Sanction Letter issued from institution/reputed bank** from where deceased government employee or his/her family member took loan before death/retirement on medical grounds of the government employee **and bank statement showing deductions and amount remaining to be paid at the time of death/retirement on medical ground** of the employee.
- viii. Self-attested copy of **Disability Certificate** issued by competent authority in this regard.
- ix. **Field Verification Report** from the office where employee was working before his/her death/retirement on medical grounds.
- x. **Certificate (in the prescribed format) [Annexure - IV]** from office forwarding application for compassionate appointment.