No. 2-1/2020-NM(P)
Government of India
Ministry of Culture
National Museum

Janpath, New Delhi – 110011
Dated:

OFFICE MEMORANDUM

15 JUL 2024

Subject: Scheme for compassionate appointment – Relative Merit Points System and Procedure for Selection in the National Museum.

1. The objective of the scheme is to grant an appointment on compassion grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving their family in penury and without any means of livelihood. It is to relieve the family of the concerned Government servant from financial destitution and to help them get over the emergency.

2. Keeping in view the objective of the scheme, the existing instructions of DoPT relating to compassionate appointment have time and again been reviewed/modified/simplified so that the system finally derived at shall be more transparent, efficient and uniform in nature.

3. The existing position has been reviewed and it has been decided by the Competent Authority that to achieve the objective of the scheme for Compassionate Appointment and to ensure the complete transparency, merits of the cases can be conveniently decided by allocating points to the applicants, based on various attributes indicated in the reference of the DoPT from time to time. Accordingly, the Departmental Committee, constituted for this purpose, has worked out a relative merit points system for assigning weightage to various attributes of the applicant for compassionate appointment based on a hundred point-scale as laid down in Annexure-1.

4. While applying 100 points scale parameters, as mentioned in Annexure-1, if situation arises that some candidates secure equal marks in merit and Cadre Controlling Authority is unable to decide the merit of such candidates. In such cases the tie breaking factor can be applied as follows:

   Per dependent available income i.e., total of the Annual Family Pension divided by total number of dependents. The lesser the per dependent available income, the higher the rank amongst the applicants whose scores had a tie.

5. The tie breaking factor(s) indicated above should be used only to decide the relative merit of the applicants scoring the same points on 100-point scale and only if the applicants scoring same points cannot be accommodated against available vacancies.

6. Keeping in view the administrative requirement in processing such applications for appointment on compassionate grounds, the Form as in Annexure-II may be used for ascertaining necessary information which consists of three parts as under:

S.No.	Performa	Title
1	A	Form for seeking Compassionate appointment by dependents of Government servants deceased while in service or retired on medical grounds.
2	B	To be filled by the Office in which employment is proposed.
3	C	Relative Merit Points Assessment on a 100-point scale for compassionate appointment.

7. The system of weightage not only awards objectivity to the entire method but also ensures complete transparency and uniformity in the selection process. Henceforth, weightage points system along with the instructions issued by the DoPT would be strictly followed for assessing comparative merit of the applicants for the compassionate appointment.

8. This issues with the approval of the Director General National Museum.

19/02

(Vintee Sain)
Head of Office –Link Officer

VINTEE SAIN
Head of Office (Link Officer)
National Museum
Janpath, New Delhi-11

Encl: As above.

Copy to

1. Sr. PS to DGNM, New Delhi
2. ADG, National Museum, New Delhi
3. Assistant Director, Hindi Rajbhasha, NM – for Hindi translation
4. Sr. Technical Assistant, NM – for uploading at NM website

19/02

Annexure-1

RELATIVE MERIT POINTS SYSTEM FOR ALLOCATION OF POINTS FOR VARIOUS ATTRIBUTES OF APPLICANT FOR COMPASSIONATE APPOINTMENT IN THE NATIONAL MUSEUM BASED ON A 100 POINT SCALE FOR PART-C OF ANNEXURE-II

1. **Income of the Family – (Total 40 Points)**

   i. **Family Pension/Pension # (Basic including DA)** **- (20 Points)**

S. No.	Slabs	Weightage Points
1.	Up to 10,000 + DA*	20
2.	10,001 – 13,000 + DA*	18
3.	13,001 – 16,000 + DA*	16
4.	16,001 – 19,000 + DA*	14
5.	19,001 – 22,000 + DA*	12
6.	22,001 – 25,000 + DA*	10
7.	25,001 – 28,000 + DA*	08
8.	28,001 & above + DA*	06

Note: To be verified from service records and certified by respective Administration of the Government Servant

*as on 31st December of the previous year for the appointment cycle beginning on 1st January of the year.

#Pension only in respect of specific medically invalidated employees covered under DoPT's OM No. 14014/02/2012-Estt.(D) dated 16.01.2013

   ii. **Terminal benefits i.e. Lump sum amount received by the family on the death of Government servant (i.e. DCR Gratuity, GPF/PPF A/C balance, Leave Encashment, CGEGIS) -(10 Points)**

Terminal Benefits			
For Post 01.01.2016 death cases	**For death cases between 01.01.2006 to 31.12.2015**	**For pre 01.01.2006 death cases**	**Weightage Points**
Up to 10,00,000	Up to 4,50,000	Up to 1,00,000	10
10,00,001 – 13,00,000	4,50,001 – 5,25,000	1,00,001 – 1,20,000	09
13,00,001 – 16,00,000	5,25,001 – 6,00,000	1,20,001 – 1,40,000	08
16,00,001 – 19,00,000	6,00,001 – 6,75,000	1,40,001 – 1,60,000	07
19,00,001 – 22,00,000	6,75,001 – 7,50,000	1,60,001 – 1,80,000	06
22,00,001 – 25,00,000	7,50,001 – 8,25,000	1,80,001 – 2,00,000	05
25,00,001 – 28,00,000	8,25,001 – 9,00,000	2,00,001 – 2,20,000	04
28,00,001 – 31,00,000	9,00,001 – 9,75,000	2,20,001- 2,40,000	03
31,00,001 – 34,00,000	9,75,001 – 10,50,000	2,40,001 – 2,60,000	02
34,00,001 & above	10,50,001 & above	2,60,001 & above	01

Note: To be verified from service records and certified by respective Administration of the Government Servant

iii. **Income Apart from Service Benefits – Annual income from Movable/Immovable property as well as annual income earned by the other member(s) of the family -(10 Points)**

S.No.	Annual Income	Weightage Points
1.	Nil	10
2.	1 – 1,25,000	08
3.	1,25,001 – 1,50,000	06
4.	1,50,001 – 1,75,000	04
5.	1,75,001 – 2,00,000	02
6.	2,00,001 and above	00

Note: To be verified from the documents (like bank statement, ITR, certificate from Revenue Authorities) and affidavit produced by the applicant and verified by respective Administration of the Government Servant.

2. **Movable/Immovable Assets/Property of the family (Latest Market Value) including fixed Deposit/Bank Balance, other investments, LIC claim etc. (excluding Service Benefits received as mentioned in point 1 (iii) above)**

- (10 Points)

S.No.	Slab	Weightage Points
1.	Nil	10
2.	Upto 10,00,000	08
3.	10,00,001 – 20,00,000	06
4.	20,00,001 – 30,00,000	04
5.	30,00,001 – 40,00,000	02
6.	40,00,001 and above	00

Note: To be verified from service records, the documents/affidavit/certificate from Revenue/ Municipal Authorities/ concerned departments etc. produced by the applicant and verified by respective Administration of the Government Servant.

3. **Loans(from Banks/Financial Institutes)/ Debts outstanding against the family - (05 Points)**

S. No.	Slab	Weightage Points
1.	Up to 5,00,000	01
2.	5,00,001 – 10,00,000	02
3.	10,00,001 – 15,00,000	03
4.	15,00,001 – 20,00,000	04
5.	20,00,001 & Above	05

4. **Left over service of the deceased/ Medically Invalidated Employee**** **-(10 Points)**

Left over service of deceased	Weightage Points
Up to 02 years	01
>02 <04 years	02
>04<06 years	03
>06<08 years	04
>08<10 years	05
>10<12 years	06
>12<14 years	07
>14<15 years	08
>15 years	10

Note: To be verified from service records and certified by the respective Administration of the Government Servant.

** Medically invalidated in terms of DoPT's OM No. 14014/02/2012-Estt.(D) dated 16.01.2013

5. **Number of unmarried daughters** **-(10 Points)**

Sl. No.	No. of Unmarried daughters	Points
1.	01	05
2.	02 & above	10

6. **No. of Dependents (other than minor children)** **- (05 Points)**

S.No.	No. of Dependents	Weightage Points
1.	Up to 2	02
2.	Three and above	05

Note: To be verified from service records and certified by the respective Administration of the Government Servant.

7. **Minor children of deceased Government Servant** **-(10 Points)**

S.No.	No. of Minor Children	Weightage Points
1.	01	05
2.	02 & Above	10

Note: To be verified from service records and certified by the respective Administration of the Government Servant.

8. **If one or more person (s) amongst the dependent family members is Physically or mentally challenged** **-(10 Points)**

Si. No.	Parentage Disability	Points
1.	Up to 40 %	04
2.	40-60 %	06
3.	60-80 %	08
4.	80-100 %	10

(Total 100 Points)

General Note:

1. In addition to the above, in cases where the widow of a deceased employee/wife of an employee who has retired on medical ground has applied for a compassionate appointment for herself, she shall get 10 additional points as grace points. This will be in line with the general principle that the widow/wife needs to be given preference for compassionate appointment.

2. The cases already considered by the National Museum constituted for considering the requests for compassionate appointment as per the previous practices followed need not be opened.

19/02

(Vintee Sain)
Head of Office –Link Officer

VINTEE SAIN
Head of Office (Link Officer)
National Museum
Janpath, New Delhi-11

ANNEXURE – II

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE/ RETIRED ON INVALID PENSION.

PART - A

I.	(a)	Name of the Government Servant (Deceased / Retired on medical grounds)	
	(b)	Designation of the Government Servant	
	(c)	Whether it is MTS (erstwhile Group 'C') or not?	
	(d)	Date of Birth of the Government Servant	
	(e)	Date of Death / retirement on medical grounds	
	(f)	Total length of service rendered	
	(g)	Whether permanent or temporary	
	(h)	Whether belonging to SC/ST/OBC	
II	(a)	Name of the candidate for appointment	
	(b)	His/ her relationship with the Govt. servant	
	(c)	Date of Birth	
	(d)	Educational Qualifications	
	(e)	Whether any other dependent family member has been appointed on Compassionate grounds	
III	Particulars of total assets left including amount of		
	(a)	Family pension	
	(b)	DCR Gratuity	
	(c)	GPF Balance	
	(d)	Life Insurance Policies (including Postal Life Insurance)	
	(e)	CGE Insurance amount	
	(f)	Encashment of Leave	
		Total (b+c+d+e+f)	
	(g)	Annual Income: (a) From Property (b) Earning by family member	
	(h)	(a) Movable property (market value) (b) Immovable Property (fix deposit/ Bank Balance, Claim from LIC, PLI Scheme, Other investments)	
	(i)	Any other assets	
		Total (h+i):	

IV	Brief particulars of liabilities; if any	

V	Particulars of all dependent family members of the Government servant (if some are employed, their income and whatever they are living together or separately)					
Sl. No.	**Name (s)**	**Relationship with Govt. Servant**	**Age**	**Address**	**Employed or not (if employed particulars of employment & emoluments**	**Marital Status**
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						

VI. DECLARATION/ UNDERTAKING

1. 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 or false at a future date, my services may be terminated.

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Govt. Servant/ member of the National Museum mentioned against 1(a) of PART – A of this form and in case, it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of Candidate

Name_____

Address_____

_____

The above particulars has been verified from Service Record of the Government Servant.

Signature of Competent Authority with Seal (AO/HO)

PART – B

(TO BE FILLED BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

(I)	(a)	Name of the candidate for Appointment	
	(b)	His / her relationship with the Govt. Servant	
	(c)	Age (date of birth), educational qualifications and experience, if any	
	(d)	Post (Group C) which employment is proposed	
	(e)	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	
	(f)	Whether the relevant Recruitment Rules provide for direct recruitment	
	(g)	Whether the candidate fulfills the requirements of the Recruitment Rules for the post	
	(h)	Apart from waiver of Employment Exchange/ Staff Selection Commission procedure what other relaxation are to be given.	
II)		Whether the facts mentioned in PART – A have been verified by the office and if so, indicate the records.	
(III)		If the Government servant dies/ retired on medical grounds more than 5 years back, why the case was not sponsored earlier.	
(IV)		Personal recommendation of Head of the Department in the Ministry/ Department/ Office (with his signature and office stamp/ seal)	

PART – C
(RELATIVE MERIT POINTS ASSESSMENT ON A 100 POINT – SCALE FOR COMPASSIONATE APPPOINTMENT)

Sl. No.	Parameters	Point allotted to the parameters	Points scored by the candidate
1	Income of the Family (Total 40 points)		
(i)	Family Pension/ Pension* (Basic including DA)	**20**	
(ii)	Terminal benefits i.e. Lump sum amount received by the family on death of Government Servant (i.e. DCR Gratuity, GPF/PPF A/c balance, CGEGIS, Leave encashment).	**10**	
(iii)	Income apart from Service Benefits – Annual Income from Movable/ Immovable Property as well as annual income earned by the other member(s) of the family.	**10**	
2	Movable / immovable Assets / Property of the family (Latest Market Value) including fixed Deposit / Bank Balance, other investments, LIC claim etc. (excluding Service Benefits received as mentioned in Point 1 (iii) above)	**10**	
3	Loans (from Banks / financial Institutes)/ Debts outstanding against the family.	**05**	
4	Left over service of deceased / Medically Invalidated Employee	**10**	
5.	Number of unmarried daughters	**10**	
6.	No. of Dependent (other than minor children)	**05**	
7.	Minor children of deceased Govt. servant	**10**	
8.	Dependent (physically or mentally challenged (without age limit)	**10**	
	Total	**100**	

*Medically invalidated in terms of DOPT's OM No. 14014/02/2012-Estt. (D) dated 16.01.2013.

Note:

1. In addition to the above, cases where the widow of deceased employee / wife of employee who has retired on medical ground has applied for compassionate appointment for herself, she shall get 10 additional points as grace points. This will be in line with the general principle that the widow/ wife needs to be given preference for compassionate appointment.