



सत्यमेव जयते

भारतसरकार  
GOVERNMENT OF INDIA  
Office Of The

प्रधानमुख्यआयकरआयुक्त, मुंबई  
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI  
संयुक्तआयकरआयुक्त (मुख्यालय), कार्मिक, मुंबई  
JOINT. COMMISSIONER OF INCOME TAX, (HQ) PERSONNEL,  
MUMBAI

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No. Jt.CIT(HQ)Pers/CompApptt .(RY 2022)/2022-23

Date : 8.12.2022

To,  
All Heads of Offices,  
Income Tax Department,  
Mumbai.

Sir/Madam,

**Subject: Appointment of dependent family members of officers/officials under the existing Compassionate Appointment Scheme –reg.**

Kindly refer to the above.

2. The DoPT vide O.M. No. O-21030/25/2022-Coord. dated 15.09.2022 has issued instructions for '**Compassionate Appointment under Central Government Scheme**' for appointments on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds. The main object of the Scheme is to relieve the families of such Government servants from financial destitution and to help them get over the emergency.
3. Vide letter from F.No. 610/01/2021-TCB dated 08.05.2021, the board has directed the concerned Heads of Offices to advise the family members of the deceased employees about the provisions of the Compassionate Appointment Scheme and to expeditiously process deserving applications received under this Scheme.
4. Vide letter from F.No. A-12012/40/2022-Ad.VII dated 16.11.2022, the board has advised to consider convening the meeting of Departmental Screening

Committee on a quarterly basis for consideration of these applications for filling up all existing vacancies earmarked for compassionate appointment expeditiously as per the existing guideline of DoPT/CBDT in the matter.

5. In light of the above, I am directed to request you to bring to notice the said instructions of the Compassionate Appointment Scheme to family members of deceased employees who were working in your charge. The family members may be advised to submit their applications in the prescribed format (**copy enclosed**) along with the required enclosures, latest by **31.12.2022**, at the below mentioned address –

**O/o. Joint Commissioner of Income Tax (HQ),  
Personnel, Room No. 383, 3<sup>rd</sup> floor, Aayakar Bhawan,  
Mumbai.**

6. The eligible applicants who have already applied under this Scheme in the prescribed proforma need not apply again.
7. This issues with the approval of the Competent Authority.

Yours faithfully,



**(रोहित रमेश घोडके, भा.रा.से)**  
**(ROHIT R. GHODKE, I.R.S)**  
**आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई**  
**Deputy Commissioner of Income Tax (HQ)**  
**Personnel, Mumbai.**

Encl :As above

**PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT  
SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION  
PART -A**

- a) Name of the Government servant (Deceased/retired on medical grounds) :
- b) Designation of the Government servant & Place of last posting. :
- c) Whether it is Group 'D' or not :
- d) Date of birth of the Government servant :
- e) Date of death/ retirement on medical ground :
- f) Total length of service rendered :
- g) Whether permanent or temporary :
- h) Whether belonging to SC/ST/OBC :
- II Name of the candidate for appointment :
- a) His/her relationship with the Government servant :
- b) Date of birth :
- c) 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) D.C.R. Gratuity :
- c) G.P.F. Balance :
- d) Life Insurance Policies (including Postal Life Insurance) :
- e) Movable and immovable properties and annual income earned therefrom by the family :
- f) C.G.E. Insurance
- g) Encashment of leave
- h) Any other assets

Total

**PART -B**

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

a)	Name of the candidate for appointment	:	
b)	His/her relationship with the Government servant	:	
c)	Age (Date of birth, Educational qualifications and Experience, if any)	:	
d)	Post for which employment is proposed and whether it is Group 'C' or 'D'	:	
e)	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	:	
f)	Whether the post to be filled is included in the Central Secretariat Clerical Service or not?	:	
g)	Whether the relevant recruitment rules provide for direct recruitment?	:	
h)	Whether the candidate fulfils the requirements of the Recruitment Rules for the post?	:	
i)	Apart from waiver of Employment Exchange/ Staff Selection Commission procedure what other relaxations 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 died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier.	:	
IV	Personal recommendation of the Head of the department in the Ministry / Department/office (with his signature and office stamp/seal)	:	

V Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately)

Sr. No.	Names(s)	Relationship with the Govt. Servant	Age	Address	Employed or not (if employed particulars of employment and Emoluments)
(1)	(2)	(3)	(4)	(5)	(6)

**DECLARATION / UNDERTAKING**

- 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.
- I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces mentioned against I(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 the candidate

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Shri/Smt./Kum. \_\_\_\_\_ is known to me and the facts mentioned by him /her are correct.

Signature of the Permanent Government servant

Name \_\_\_\_\_

Address \_\_\_\_\_

Date: