

Institute of Human Resources Development
Prajo Towers, Vazhuthacaud,
Thiruvananthapuram-14

Proceedings

IHRD-Scheme for providing Compassionate Employment to the dependents of IHRD Employees who die in Harness-guidelines-orders issued.

No.E4/4561/02/HRD

Dated, Thiruvananthapuram, 3rd September, 2002.

- Read: 1) G.O.(MS) No.20/70/PD dated: 21.1.1970
2) G.O (P) No.7/95/P&ARD dated: 30.3.1995
3) G.O.(P) No.12/99/P&ARD dated: 24.5.1999
4) G.O(P) No.24/99/P&ARD dated: 18.11.1999
5) Resolution of the 73rd Meeting of the Executive Committee of IHRD which met on 4.6.2002
6) Resolution of the 16th Meeting of the Governing Body of IHRD which met on 4.6.2002
7) G.O.(P) No.37/2002/P & ARD dated 15.7.2002.

Order

Government have introduced a scheme to provide employment assistance to the dependents of Government Servants who die in harness as per order 1st read above. Vide Government Order read as 3rd paper Government have issued orders regulating the appointment under the compassionate employment scheme.

The Governing body of IHRD which met on 4.6.2002 has resolved to extend the scheme for providing employment to the dependents of employees who die in harness now followed by the State Government to the employees of IHRD also.

In the above circumstances, the scheme now followed under the State Government for providing Compassionate Employment to the dependents of State Government employees who die in harness are extended to the IHRD regular employees with immediate effect.

Eligibility

1. Applications from dependents of IHRD Employees who die in harness will be considered for employment assistance under the scheme. The term employees shall include Part-time workers also.

2. Dependents of IHRD Employees who die in harness irrespective of the circumstances of the death (including suicide) will be eligible for employment assistance under the scheme.

3. Dependents of IHRD employees who have availed themselves of invalid pension and in whose case death takes place before the normal date of superannuation shall also be eligible for employment assistance under the scheme.

4. Employment assistance under the scheme shall not be available to the dependents of IHRD employees who are allowed to continue in service beyond superannuation either by extension of service or by reemployment and in whose case the death takes place after the normal date of retirement or superannuation.

Family Income

5. The maximum income of the family of the deceased IHRD employees should not exceed Rs.3,00,000 (Rupees three lakhs only) per annum to make a dependent eligible for the Compassionate Employment and this limit will be revised from time to time.

6. Family income to be reckoned is the actual income available to all members of the family from all sources other than family pension. Income from the properties of the members of the family should also be reckoned. Income of the married sons and daughters and other members of the family living separately shall not be reckoned for calculating the family income. In case of disputes on income, the case shall be referred to the concerned District Collector and the income reported by the Collector shall be accepted as the actual income. When salary based income is calculated the pay including all allowances except Travelling Allowance shall be reckoned for the purpose.

Dependents

7. Only one dependent will be given employment assistance under the scheme in the event of the death of an IHRD employee. Employment assistance shall be given to the widow/widower, son, daughter in the said order of priority. Son and daughter shall include adopted son and adopted daughter respectively and will rank after son/daughter. No other dependent shall be eligible or given appointment under the scheme.

7(a) However, in the case of unmarried Government Employee dying in harness, Father/Mother, Unmarried Sister/Unmarried Brother shall also be eligible for employment assistance.

7(b) No other dependent shall be eligible or given appointment under the scheme.

7(c) Whenever there is a dispute between the claim of two dependents the person recommended by the widow/widower of the deceased IHRD employee will be preferred.

7(d) In the case of dependents other than widow/widower, the consent of the widow/widower shall invariably be obtained.

Minimum Service

8. There shall be no minimum service restriction. Dependent of those IHRD employee who are regularly appointed and employed in IHRD Service shall be eligible for the benefit of the scheme irrespective of the length of service.

Category of appointment

9. Appointment under the scheme will be limited to Class III & Class IV posts in the Subordinate Service, Last Grade Service and in Part-time Contingent Service to which direct recruitment is one of the methods of appointment. In the case of posts for which different methods of appointment are prescribed, the appointment under the scheme shall be set off against the quota earmarked for direct recruitment.

Qualification for Post

10. The qualification prescribed for direct recruitment to the post will apply. No relaxation in the qualifications will be allowed under the scheme.

Age Limit

11. In the case of appointment to widow/widower and in the case of Father/Mother of unmarried Government servant who die in harness and also in the case of appointment to Part-time contingent posts, there shall be no upper age restriction, i.e., applicants shall be given appointment up to the age of retirement. In all other cases the upper age limit prescribed for direct recruitment to the post shall apply.

Time limit for preferring application

12. The time limit for preferring applications under the scheme will be 2 years from the date of death of IHRD employee. In the case of minor, the period will be within 3 years after attaining majority.

Procedure for appointment

13. Applications for appointment from dependents of IHRD employee who die-in-harness will be entertained only in the prescribed form given in Appendix 'A' with a court fee stamp of Rs.2 affixed thereon. The applications shall be submitted in the office where the IHRD employee had last worked. Legal heirship certificate issued by the Tahsildar concerned, income certificate and death certificate should invariably be enclosed with the application. An applicant under the Compassionate Employment Scheme will be permitted to indicate the order of priority of the posts applied for. To the extent possible this order of priority will be accepted. However, if this is not possible, the applicant will be appointed to any available vacancy in any of the subordinate service.

General

14. Candidate appointed under the scheme should produce an attested copy of the photograph at the time of joining duty.

15. Appointment once offered and the post once applied for shall be allowed to be changed if the request for change is made within the time limit prescribed in para 12 above.

16. Applicant will have the right to withdraw his/her application at any time within the time limit before the job is accepted, so as to enable another dependent of

17. The appointment given under the scheme will be cancelled as and when it is found that there was misrepresentation or suppression of material facts on the part of the applicant while submitting application.

18. Candidates appointed under the scheme will have the option to choose any district for appointment, and in case they are appointed in a district other than the district of option, they will be transferred to the district of option at the earliest opportunity without loss of seniority.

19. If a vacancy of Peon is not available in the Department to accommodate a dependent and if there is vacancy and the applicant is willing, he will be appointed against part-time contingent post. Such persons will be allowed change of appointment as Peon prospectively at the earliest opportunity.

20. Employment assistance under the scheme will be given only on fulfillment of the conditions stipulated in these orders. Appointment under the scheme shall be given only to one eligible dependent of the IHRD employee.

21. Executive Committee will have the right to cancel the order sanctioning the appointment of persons under the 'compassionate employment scheme' if after the issue of the order it is seen on examination that the orders were issued erroneously.

22. As the scheme is intended to help the bereaved family of the deceased IHRD employee, the application for employment assistance should be processed at all stages and at all levels with a sense of urgency. Enquiry reports of the Head of Institution should be finalised and submitted within six weeks. A register in the proforma in Appendix 'C' will be maintained in the IHRD Head Quarters to watch the receipt and disposal of applications.

23. The details of applications received from the dependents of the deceased employees and the details of appointment given will be entered in the Service Book of the deceased employees and also in the establishment register of the office in which the deceased employee last worked and the fact should be attested by the Head of Office/Head of Department. A register showing the details of providing employment under the dying in harness scheme should be maintained in the IHRD-Headquarters with proper attestation.

24. The files relating to issue of sanction for appointments of IHRD employee dying-in-hamess should be closed as Manuscript(MS) series so as to retain them permanently.

Sd/-
Prof. V. Subramony
Director

To

- 1) The Heads of IHRD Institution for circulation among the employees
- 2) The Finance Officer
- 3) The Administrative Officer
- 4) The Accounts Officer
- 5) The Section Heads *Audit office & Section*
- 6) S.F
- 7) O.C

Forwarded/By order

Mangh

Accounts Officer

Appendix A

Form of Application for Employment under the Scheme for the Compassionate Employment of the dependents of IHRD Employees who die in harness.

1. Name and full postal address of the applicant indicating the name of the District :
2. Name, full residential address and details of appointment last held by the Government Servant together with details of the date of entry in service, office and department where worked immediately before death etc. :
3. Relationship of the applicant to the Government Servant who died-in-harness :
4. Total continuous service put in by the deceased Government Servant with dates of birth and death :
5. Details of the members in the family of the deceased Government Servant together with the name, age occupation and relationship of each with the deceased :
6. Total annual family income of the deceased Govt Servant (certificate from concerned authority should be attached) :
7. Applicant's age and the date of birth (attested copy of the relevant school records or other relevant records should be attached) :
8. Educational qualifications and experience, if any, gained (attested copy of the certificate to be attached) :

9. Physical measurements and fitness (Need be :
filled by the applicant who apply for the posts
of Police Constable, Excise Guard,
Forest Guard or Jail Warder)

Height :

Chest-Normal :

Expanded :

(To be supported by a certificate from a
Medical Officer in Government Service)

10. Whether the applicant is married or single ? :

11. Whether the applicant or any other dependent :
of the deceased Government Servant had applied
for the benefits under the scheme earlier ? (if
so give details)

12. Whether any other dependent of the deceased :
Government Servant has availed of the benefit
Employment under the scheme previously ?

13. Name of posts for which appointment is sought :
in the order of preference

14. The District chosen by the applicant :

Declaration

I..... do hereby declare that the
particulars given above are true to the best of my knowledge and belief. I also agree to the
appointment secured by me under the scheme being terminated without notice in the event
of finding any misrepresentation or suppression of material parts on my part.

Place:

Date:

Signature of Applicant