



**Department of Personnel**  
Government of Goa  
Secretariat, Porvorim, Goa-403521.

**File No. 10/1/86-PER (PART FILE)/ 3067**

**Dated: 02/08/2023**

**NOTIFICATION**

The Government of Goa is hereby pleased to frame the scheme to grant appointment on compassionate grounds to a dependant family member of a Government servant who has died while in service or who is retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group "D" employees) thereby leaving the family in penury and without any means of sustainable livelihood so as to provide relief to the family of the Government servant concerned from the financial destitution and to help it get over the emergency, as follows, namely:

1. **Short title, commencement.**— (a) This scheme shall be called as the "Scheme for Compassionate appointment under Goa Government".

(b) It shall come into force with effect from 1st April 2017".

2. **Applicability.**—This Scheme shall be applicable to :-

To a dependent family member—

(A) of a Government servant who—

(a) dies while in service (including death by suicide); or

(b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules, 1957 before attaining the age of 55 (57 years for erstwhile Group 'D' Government servants); or

(c) is retired on medical ground under Rule 38 of the CCS (Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before the attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or

(B) of a member of the Armed Forces who—

(a) dies during service; or

(b) is killed in action; or

(c) is medically boarded out and is unfit for Civil employment.

NOTE I.—“Dependent Family Member” means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) unmarried daughter (including adopted unmarried daughter); or
- (d) unmarried brother or sister in the case of unmarried Government servant or member of the Armed Forces referred to in (A) or (B) of this Para, who was wholly dependent on the Government servant/member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

NOTE II.— “Government servant” for the purpose of these instructions means a government servant appointed on regular basis and does not include one working on daily wage or casual or apprentice or ad hoc or contract or re-employment basis.

NOTE-III.— “Confirmed work-charged staff” will also be covered by the term “Government servant” mentioned in Note II above.

NOTE IV.— “Service” includes extension in service but not re-employment after attaining the age of retirement in a Civil post.

NOTE V.—“Re-employment” does not include employment of Ex-Servicemen before the age of retirement in a civil post.

### 3. MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the 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, and
  - (iii) the competent authority feels that the case is genuine;

*Dr. Rajiv*  
21/10/21

- (b) This benefit will not be applicable to the case of a Government servant:-
- (i) who was 55 years of age 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 organization or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing Government servant would also be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
- (d) While considering such a request, the reports of the Police Investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Department concerned.

#### 4. TIME LIMIT FOR APPLYING FOR COMPASSIONATE APPOINTMENT.

The time limit to apply for job under the scheme will be one year from the date of death or retirement or medically boarding out of the Government servant. However, application received after a period of one year shall be examined with greater circumspection. This is because of the fact that the family has been able to manage somehow for such a long time should normally be taken as proof that family has a dependable means of subsistence. Applications made after two years will be rejected as time barred. Orphans should apply for job within one year of attaining the age of majority, wherein the two years limit as above will not be applicable. In the case of orphans the date of seniority in the approved list will be the date attaining the age of majority.

*Tranig*  
21/8/2023

## 5. ELIGIBILITY CONDITIONS :

(A) The family is indigent and deserves immediate assistance for relief from financial destitution;

NOTE-I:-The family may be considered indigent when its annual income from all sources is **Rs.5,00,000/- or less**. The annual income shall be inclusive of the following :-

- (i) Initial Basic Pension and Dearness Allowance/Dearness Relief sanction plus Medical Allowance multiply by 12 months plus prevailing rate of interest of SBI Saving Bank Accounts on 50% of Death-cum-Retirement Gratuity. i.e. **Annual Family Income = ((Basic Pension + DA + Medical Allowance) x 12) + (Prevailing rate of interest on SBI Saving Bank Account x (50% on D.C.R.G.))**
- (ii) Income from House property, and any other income of family as mentioned on the report of Dy. Collector and SDO concerned.

Provided the relaxation to the extent of 10% on the ceiling limit of **Rs.5,00,000/-** may be granted where the family consists of two or more unmarried daughters.

NOTE-II:-The fact whether a family is really indigent should be verified by HOD/Appointing authority with due regard to number of dependents, income of earning member in the family, assets and liability left by the Government Servant. For the purpose of verification, report of Dy. Collector of the concerned area may also be taken by HOD.

## 6. PROCEDURE TO BE FOLLOWED BY HEAD OF DEPARTMENT:-

- (a) The proforma as in Annexure may be used by Departments/Offices for ascertaining necessary information and processing the cases of compassionate appointment.
- (b) The Head of the Department shall appoint a Nodal Officer to deal with compassionate claims.

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(c) The Nodal Officer shall call upon the family of the deceased Government servant and advise in person. The Nodal Officer shall also write to the family members within 60 days of the death of the Government servant about the requirement and formalities of the Scheme.

(d) An application for appointment on compassionate grounds should be considered by the Head of Department in the light of the instructions issued from time to time by the Department of Personnel on the subject and the claim complete in all respects should be submitted to the Personnel Department.

**7. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT:-**

(a) Secretary, General Administration Department in cases of Secretariat.

(b) Head of the Department in case of offices other than Secretariat

**8. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE:-**

Group "C" posts against the direct recruitment quota of various Government departments.

**9. RELAXATIONS**

(a) Upper age-limit could be relaxed whenever found to be necessary. The lower age-limits should, however, in no case be relaxed below 18 years of age.

NOTE I.-Age eligibility shall be determined with reference to the date of application and not the date of appointment;

NOTE II.-Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age-limit also for making such appointment. Age limit for dependents other than spouse can be relaxed only upto five years for group 'C'. However, there would be no such limit for relaxation for the spouse.

*Pravir*  
28/10/25

- (b) Secretary of the concerned administrative Department is competent to relax temporarily educational qualifications as prescribed in the relevant Recruitment Rules in the case of appointment at the lowest level, e.g. erstwhile Group "D" or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard, provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted up to a period of two years beyond which no relaxation of educational qualification will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.
- (c) Secretary of the concerned administrative Department is competent to relax standards of proficiency test in typing for the post of LDC for a period of one year provided the candidate fulfills the requirements of other educational qualification as prescribed under the relevant Recruitment Rules for the post of Lower Division Clerk. However, the candidate shall be required to pass the proficiency test in typing within one year from the date of his appointment failing which his appointment shall be terminated. In such an event of termination his candidature could be considered for a lower post within the same Department on request.
- (d) Where a widow is appointed on compassionate ground to erstwhile Group "D" post, she will be exempted from the requirement of possessing the educational qualification prescribed in the relevant rules, provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

#### 10. EXEMPTION :-

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

- (a) Selection procedure for recruitment.
- (b) the ban orders on filling up of posts issued by the Personnel Department.

*Pravir*  
21/9/2023

## 11. DETERMINATION/AVAILABILITY OF VACANCIES

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only, if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments shall be made only against direct recruitment vacancy in the concerned Department/Office in which such vacancy is available. Further, Compassionate appointments can be made upto 10% of vacancies falling under direct recruitment in any group 'C' post in a year. Not more than 10% of vacancies in the aforesaid categories to be filled by direct recruitment in a year would be utilized by Appointing Authority for making appointments on compassionate grounds. However, applications of compassionate appointment relating to Armed Forces shall be received centrally by Personnel Department and allocated by it to various Departments where vacancy (ies) exist for consideration and decision on appointment as per this scheme.
- (c) A person selected for appointment on compassionate grounds 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 and, if his belongs to General category, he will be adjusted against the vacancy point meant for General category.
- (d) Ordinarily, cases of compassionate appointment shall be considered in the order of seniority i.e. case of compassionate appointment of the dependant of a Government servant who applied earlier would be processed and decided first and so on. Further, compassionate appointment shall be made as per seniority in the approved list, list being arranged in the ascending order with respect to the date for application i.e. those who applied earlier shall figure up in the list. Any violation of seniority without credible justification shall be viewed seriously.

Provided that priority shall be given to those cases where a Government servant dies in an accident while performing duties.

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**12. WIDOW APPOINTED ON COMPASSIONATE GROUND GETTING REMARRIED**

A widow appointed on compassionate grounds will be allowed to continue in service even after remarriage.

**13. UNDERTAKING**

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces 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, his/her appointment may be terminated forthwith.

**14. PROCEDURE TO BE FOLLOWED BY PERSONNEL DEPARTMENT FOR MAKING COMPASSIONATE APPOINTMENT**

A Committee comprising of four members, headed by Chief Secretary with Joint Secretary (Finance), Joint Secretary (GAD), Joint Secretary (Personnel) as Members shall meet atleast twice in a year to decide on the claims for compassionate appointment and to decide on such issues relating to such appointments and recommend the postings as per the availability of the vacancies and educational qualifications of the claimant.

**15. REQUEST FOR CHANGE IN POST/PERSON**

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore,-

- (a) He/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) An appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

*Shauq*  
21/07/2024



## 16. SENIORITY

- (a) The inter seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the inter se seniority of direct recruits/promotees.
- (b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

## 17. GENERAL

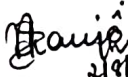
- (a) Appointments made on grounds of compassion should be done in such a way that person appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) It is not the intention to restrict employment of a family member of the deceased or medically retired erstwhile Group "D" Government servant to a erstwhile Group "D" post only. As such, a family member of such erstwhile Group "D" Government servant can be appointed to a Group "C" post for which he/she is educationally qualified, provided a vacancy in Group "C" post exists for this purpose.
- (c) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganization in the Department/Office. It should be made available to the person concerned, if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- (d) Request for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group "D" staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

  
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(e) Compassionate appointment will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.

18. **Amendment of scheme.**— This scheme may be amended from time to time and in such manner as deemed fit by the Government.

By Order and in the name of  
the Governor of Goa,

  
(Nathine S. Araujo)  
Under Secretary (Personnel-II)

Copy to:-

1. All Secretaries in the Government.
2. All the Departments in the Secretariat
3. All Heads of Department/Offices.