



GOVERNMENT OF HARYANA

# **COMPENDIUM OF INSTRUCTIONS**

**ON**

**Post Service Benefits**

**(VOL. – VIII)**

**CHIEF SECRETARY TO GOVERNMENT, HARYANA**

**YEAR -- 2009**



## PREFACE

After the formation of Haryana State, for the first time in 1985, Compendium of instructions issued by the General Administration Department, Government of Haryana, was published. This compendium was in two parts. Subsequently, in 1994, all the instructions issued from 1985 upto that year, were published in the form of another compendium. The next edition, which appeared in 2001, contained all the instructions issued from 1994 until 2001. These four compendia are not easily available and therefore could not be utilized fully. The earlier editions were not reprinted by the Government. Moreover, each of these compendia contained instructions relating to different subjects. Due to this, whenever a particular topic needed to be searched all the four compendia had to be scanned. Besides, a large number of instructions were also issued after 2001. This also made the updation of these compendia necessary.

Therefore, it was decided to compile the contents of these compendia in a subject-wise fashion. It would require nine volumes, replacing all the four earlier compendia, i.e., those published in 1985, 1994 and 2001. The present compendium is the eighth volume in this series and relates to "Post Service Benefits".

The new Compendia would also be available on the websites [www.haryana.gov.in](http://www.haryana.gov.in) and [www.csharyana.gov.in](http://www.csharyana.gov.in). Interested persons can easily download them or any part thereof. The compendia would also be circulated amongst all Administrative Secretaries, Heads of Departments and other offices. The public can also obtain them from the market.

Efforts have been made to include all available Government instructions issued by General Administration Department of the Haryana Government till 30<sup>th</sup> June, 2009. Although we have taken all possible precautions while compiling the Compendia, there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I acknowledge the hard work put in by the GS-III Branch of General Administration Department, in general, and Shri Rajeev Ranjan, IAS, Joint Secretary, Shri Sushil Kumar Jain, Under Secretary, Sh. Subhash Ahuja, Superintendent and Smt. Raj Kumari, Assistant, in particular, for compiling all Compendia in a very short period of time. Shri Vikas Yadav, HCS, Controller, Printing & Stationary, Shri Vishal Chadha, PCAT, and their team of officials also took steps to ensure a speedy publication. They deserve our appreciation.

I hope that this Compendium would be handy and useful to all concerned.

**Dated Chandigarh,  
The 1<sup>st</sup> July, 2009**

**DHARAM VIR  
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| 43. | 16 / 35 / 89 – 6 जी. एस. II,<br>7 – 8 – 1989         | सेवा अवधि के दौरान मरने/नकारा होने वाले सरकारी कर्मचारियों के परिवार के आश्रित एक सदस्य को नौकरी प्रदान करने बारे ।                                             | 69    |
| 44. | 41 / 90 / 88 – 9 जी. एस. II,<br>11 – 9 – 1989        | सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवार को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधायें देना ।                                                     | 70    |
| 45. | No. 16/43/90-6 GS-II,<br>21-8-90                     | Ex-gratia grant and other facilities for the families of the Government employees who die while in service.                                                     | 71-72 |
| 46. | 16 / 1 / 91 – 6 जी. एस. II,<br>22 / 2 / 91           | सेवा अवधि के दौरान नकारा होने वाले कर्मचारियों के परिवारों को सुविधायें ।                                                                                       | 73    |
| 47. | 35 / 17 / 90 – 5 जी. एस. II,<br>27 – 3 – 91          | सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को नौकरी तथा अन्य सुविधायें प्रदान करना ।                                                           | 74-75 |

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| 48. | 16 / 1 / 91 - 6 जी. एस. II,<br>23 - 11 - 92     | सेवा अवधि के दौरान नकारा होने वाले<br>कर्मचारियों के परिवारों को सुविधाएं - अंधे व<br>नकारा होने वाले कर्मचारियों के आश्रितों को<br>नौकरी प्रदान करने बारे । | 76-77   |
| 49. | No. 16/19/92-6 GS-II,<br>25th Nov., 1992.       | Ex-gratia grant and other facilities for the<br>families of the Government employees who die<br>while in service.                                            | 78      |
| 50. | 36 / 114 / 93 - 5 जी. एस - II,<br>13 - 12 - 93  | सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों<br>के परिवारों को अनुग्रहपूर्वक अनुदान नीति के<br>अन्तर्गत नौकरी तथा अन्य सुविधाएं प्रदान करने<br>बारे ।     | 79-80   |
| 51. | 16 / 35 / 89 - जी. एस. - II,<br>1 - 12 - 1994   | सेवा अवधि के दौरान मरने/नकारा होने वाले<br>कर्मचारियों के परिवार के एक आश्रित सदस्य<br>को नौकरी प्रदान करने बारे ।                                           | 81-88   |
| 52. | No. 16/6/95-6 GS- II,<br>12th June, 1995        | Providing employment to one dependent<br>member of a deceased family which is killed /<br>dies due to Terrorist Activities in the State.                     | 89-90   |
| 53. | No. 16/5/95-6 GS - II<br>31st August, 1995.     | Employment to a dependent of a deceased<br>government employee under the ex-gratia<br>scheme.                                                                | 91-93   |
| 54. | 16 / 10 / 96 - 6 जी. एस. - II,<br>11 - 1 - 1996 | अनुग्रह पूर्वक अनुदान नीति के अन्तर्गत<br>मृतक/नकारा कर्मचारियों के आश्रितों को<br>अनुग्रहपूर्वक अनुदान नीति के अन्तर्गत नौकरी<br>देने बारे ।                | 94-95   |
| 55. | No. 16/43/96-6 GSII,<br>22nd August, 1996       | Employment to the dependents of deceased<br>Government employees under ex-gratia<br>scheme.                                                                  | 96-97   |
| 56. | No. 38/4/97-5 GSII,<br>28th August, 1998        | Providing of employment to the<br>dependants of deceased Government<br>employees under the ex-gratia scheme.                                                 | 98-99   |
| 57. | No. 16/5/95-6 GSII,<br>31.8.98                  | Employment to the dependents of deceased<br>Govt. Employees under Ex-gratia Scheme.                                                                          | 100-101 |
| 58. | No. 33/7/96-5GSII<br>8th June, 1999.            | Employment to the dependents of the<br>deceased Govt., employees under the<br>ex-gratia scheme.                                                              | 102-105 |

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| 55/1 | No.16/5/1995-6Gs11<br>13-8-1988 | Employment to the<br>dependents of deceased<br>Govt. Employees under Ex-gratia<br>Scheme. | 97/1 |
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| 1   | 2                                                                 | 3                                                                                                                                         | 4       |
|-----|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 59. | No. 16/30/98-5GS-II<br>20.5.2002                                  | Employment to the dependents of<br>deceased Government employees under<br>the ex-gratia scheme.                                           | 106     |
| 60. | संख्या सा. का. नि. 1/संवि.<br>अनु. 309 /2003<br>28 फरवरी, 2003    | अधिसूचना<br>(Hindi & English)                                                                                                             | 107—132 |
| 61. | No. 16/138/2001-5GS-II<br>31st March, 2003                        | The Haryana Compassionate Assistance<br>to the Dependents of Deceased<br>Government Employees Rules, 2003.                                | 133—135 |
| 62. | संख्या सा. का. नि. 6/संवि./<br>अनु. 309 /2004.<br>10 फरवरी, 2004  | अधिसूचना<br>(Hindi & English)                                                                                                             | 136—139 |
| 63. | No. 16/138/2001-5GSII<br>11.2.2004                                | Amendment in the Haryana<br>Compassionate Assistance &<br>Employment to the dependents of<br>deceased Government employees<br>Rules 2003. | 140—141 |
| 64. | No./16/60/2004-5GSII<br>14 October, 2004                          | The Haryana Compassionate Assistance<br>to the Dependents of Deceased Government<br>Employees Rules, 2003.                                | 142—143 |
| 65. | No./16/80/2004-6GSII<br>17 November, 2004.                        | Granting of Ex-gratia grant/Financial<br>Assistance to the Dependents of Deceased<br>Government Employees.                                | 144—145 |
| 66. | No. 16/62/2004-5GS-II<br>17th November, 2004.                     | The Haryana Compassionate Assistance<br>to the Dependents of Deceased Government<br>Employees Rules, 2003.                                | 146—147 |
| 67. | No. 16/21/2004-5GSII<br>17.12.2004                                | Employment to the dependents of deceased<br>Government Employees under Haryana<br>Compassionate Assistance Rules 2003.                    | 148—149 |
| 68. | No. 16/88/2004-5GSII<br>30th November 2005                        | The Haryana Compassionate Assistance<br>& Employment to the dependents of<br>deceased Government employees<br>Rules 2005.                 | 150—152 |
| 69. | संख्या सा. का. नि. 17/संवि./<br>अनु. 309 /2005<br>18 नवम्बर, 2005 | अधिसूचना<br>(Hindi & English)                                                                                                             | 153—181 |

| 1   | 2                                                                | 3                                                                                                                                                                                                                     | 4       |
|-----|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 70. | No. 16/88/2004-5GS II<br>4/1/2006.                               | Amendment in Haryana Compassionate Assistance & Employment to the dependents of deceased Government employees Rules 2005.                                                                                             | 182—183 |
| 71. | No. 16/88/2005-5GSII<br>3.8.2006                                 | Providing of compassionate assistance to the dependents of deceased Government employees-new rules of grant in the "Haryana Compassionate Assistance to the Dependents of Deceased Government Employees" Rules, 2006. | 184—185 |
| 72. | संख्या सा. का. नि 19 /संवि./<br>अनु. 309 /2006<br>1 अगस्त, 2006  | अधिसूचना                                                                                                                                                                                                              | 186—191 |
| 73. | No. G.S.R. 31/Const./<br>Art. 309/2006<br>24th November, 2006    | Notification                                                                                                                                                                                                          | 192     |
| 74. | No. 16/13/2007-5GSII<br>19th August, 2008                        | Application of Haryana Compassionate Assistance to the Dependents to Deceased Government Employees Rules, 2006 from the retrospective date 1.8.2006 instead of 24.11.2006 the Group 'A' and 'B' Employees.            | 193—194 |
| 75. | No. 37/13/06-5GSII<br>16/10/2008                                 | Grant of increased Dearness Allowance on the amount of Financial Assistance to the family of deceased employee.                                                                                                       | 195—196 |
| 76. | No. 16/52/2008-5GSII<br>16 <sup>th</sup> January, 2009           | Clarification regarding Compassionate Assistance to the Dependents of Deceased Government Employees.                                                                                                                  | 197—198 |
| 77. | No. 16/69/2008-5GSII<br>12 February, 2009                        | Defence of Court cases relating to ex-gratia policy/rules and filing of appeal in the appropriate Court of Law.                                                                                                       | 199—200 |
| 78. | संख्या सा. का. नि 26 /संवि./<br>अनु. 309 /2008.<br>7 अगस्त, 2008 | अधिसूचना<br>(Hindi & English)                                                                                                                                                                                         | 201     |

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|---------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 79      | No. 16/22/2010 -5 GS-11<br>16.3.2011 | To Provide one time Relaxation for applying ex-gratia compensation in old cases pertaining to before 1.08.2006 where no option was exercised under relevant provision though eligible for lump-sum compensation under the rule.                                                                                           | 202-203  |
| 80      | No.1/20/2013-1Gs11<br>30/05/2014     | Policy for providing compassionate appointment to a dependent of Martyr of deceased Haryana Government Employee.                                                                                                                                                                                                          | 204-211  |
| 81      | No.1/20/2013-1Gs11<br>27/08/2014     | Policy for providing compassionate appointment to a dependent of Martyr of deceased Haryana Government Employee amendment therein.                                                                                                                                                                                        | 212-213  |
| 82      | No.43/5/2001-3Gs-11<br>27.11.2014    | Policy for providing compassionate financial assistance to the family of the deceased person working in Government Department / Boards / Corporation / public undertaking under Haryana Government on Adhoc, Daily Wage, Contract basis including the persons working on contract basis through Service Providing Agency. | 213-214  |

| Sr.<br>no. | File no. and date                  | Subject                                                                                              | Page No. |
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| 83         | No. 3/3/20106-1 GS-11<br>22.3.2016 | The Haryana Compassionate Assistance to the Dependent of<br>Deceased Government employee Rules 2003. | 215      |

| Sr.<br>no. | File no. and date                 | Subject                                                                                                  | Page No. |
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| 84         | No. 16/3/2006-5GS-11<br>20.3.2006 | Ex-gratia employment to the dependent of those<br>Government employees who became disable during service | 216      |

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| <b>CHAPTER-II</b>     |                                                                                             |                                                                                                                                                                                                                      |                |
| <b><u>PENSION</u></b> |                                                                                             |                                                                                                                                                                                                                      |                |
| 79.                   | No. 11029-G-54/67098<br>8th December, 1954                                                  | Grant of pension under rule 5.32 of Punjab Civil Services Rules, Volume II-Use of rule 6.4 ibid.                                                                                                                     | 205            |
| 80.                   | No. 12693-G-54/37937<br>30 <sup>th</sup> June, 1955                                         | Grant of pension to retired Government servants and the application of rules 6.4 of the Punjab Civil Services Rules, Volume-II in case of Government servants whose reputation for honesty has been bad.             | 206            |
| 81.                   | No. 10873-GII-57<br>January, 1958                                                           | Pension Clearance Certificates from the Anti Corruption Department.                                                                                                                                                  | 207—208        |
| 82.                   | No. 10937-GII-57/2306<br>20 <sup>th</sup> January, 1958                                     | Grant of pensions to retiring Governments servants and applications of rule 6.4 of the Punjab Civil Services Rules, Volume-II.                                                                                       | 209            |
| 83.                   | No. 277-IGS-61/8679<br>17th March, 1961                                                     | Grant of pension to retiring Government servants and application of rule 6.4 of the Punjab Civil Services Rules, Volume-II- Observance of procedure and criteria therefore.                                          | 210—211        |
| 84.                   | No. 277-IGS-6/18675.<br>16th/17th March, 1961<br>No. 6831-6GS-61/23653<br>3rd July, 1961    | Notification<br><br>Grant of Pension to Retiring Government Servants and application of Rules 6.4 of the Punjab Civil Services Rules, Volume-II, observance of procedure and criteria thereof.                       | 212<br><br>213 |
| 85.                   | No. 10019-6GS-61/32534<br>13th September, 1961                                              | Grant of pension to retirint Government servants and application of rule 6.4 of the Punjab Civil Services Rules, Volume II- Observance of procedure and Criterial therefor.                                          | 214            |
| 86.                   | No. 821-6GS-62/7587<br>13th March, 1962                                                     | Grant of pension to retiring Government servants and application of Rule 6.4 of the Punjab Civil Services Rules, Volume II - Observance of procedure and Criteria therefor.                                          | 214            |
| 87.                   | No. 6994-2GS-63<br>18 <sup>th</sup> June, 1963<br>No. 3578-2GSI-66/15840<br>24th June, 1966 | Pension Clearance Certificate from the Vigilance Department.<br><br>Cut in pension of the Government employees who are retired compulsorily from service under rule 5.32 of the Punjab Civil Service Rules, Vol. II. | 215<br><br>215 |

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|-----|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 79. | 3931-1 जी. एस - 70 /15374<br>25 जून, 1970    | सेवा निवृत्त होने वाले सरकारी कर्मचारियों को पेन्शन देना और पंजाब सिविल सेवा नियमावली खण्ड-I के नियम 6.4 का प्रवर्तन इसके लिये क्रियाविधि और कसौटी का अनुपालन | 216—217 |
| 80. | 3198-4 जी एस II-71<br>22 जुलाई, 1971         | पेन्शन मंजूर करने के लिये चौकसी विभाग से शोधन-पत्र प्राप्त करना ।                                                                                             | 218     |
| 81. | No. 5429-4GS-II-72<br>9th October, 1972      | Pension Clearance Certificate from the Vigilance Department.                                                                                                  | 219     |
| 82. | नं.1418-2 जी. एस. - II-77 /7884<br>25-3-1977 | पेन्शन/ग्रेच्युटी मंजूर करने के लिये चौकसी विभाग से शोधन-पत्र प्राप्त करना ।                                                                                  | 220     |

### CHAPTER-III

#### **RE-EMPLOYMENT**

|     |                                                         |                                                                                                                                          |         |
|-----|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 83. | No. 509-G-50/1668,<br>17-2-1950                         | Grant of extension of Service and re-employment of Govt. servants both gazetted and non-gazetted after the age of Superannuation.        | 223     |
| 84. | No. 2068-G-50/11251,<br>1 <sup>st</sup> April, 1950     | Grant of extensions of service and re-employment of Government servants, both Gazetted and Non-Gazetted after the age of superannuation. | 224     |
| 85. | No. 1993-G-56/18774,<br>29th March, 1956                | Grant of extension of service and re-employment of Government servants, both Gazetted and Non-Gazetted after the age of superannuation.  | 224     |
| 86. | No. 329-G-II-57/1850,<br>22nd February, 1957            | Grant of extension of service and re-employment of Government servants, both Gazetted and Non-Gazetted after the age of superannuation.  | 225     |
| 87. | No. 2538-WGII/38228,<br>7/18-5-57                       | Concession to candidates who took part in National Movements.                                                                            | 225     |
| 88. | No. 9246-GII-57,<br>dated 8 <sup>th</sup> January, 1958 | Re-employment of Government servants both Gazetted and non-gazetted after the age of superannuation.                                     | 226—228 |
| 89. | No. 2225-GII-58,<br>dated 14/27-5-1958                  | Re-employment of Government servants both gazetted and non-gazetted after the age of superannuation.                                     | 228     |

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|-----|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 90. | No.4185-GII-58<br>dated 18-10-1958            | Re-employment of Government Servants<br>both gazetted and non-gazetted after the<br>age of superannuation.                                           | 229     |
| 91. | No. 4970-58-GII-33660,<br>13th November, 1958 | Grant of extension in service and<br>re-employment of Government servant both<br>Gazetted and non-Gazetted after the age of<br>Superannuation.       | 230     |
| 92. | No.6212-GII-58,<br>6th January, 1959          | Re-employment of Government servants<br>both Gazetted and non-Gazetted after the<br>age of Superannuation.                                           | 230     |
| 93. | No.2012-GII-59<br>21st/26th Feb., 1959        | Re-employment of Government servants both<br>Gazetted and Non-Gazetted after the age of<br>Superannuation.                                           | 231     |
| 94. | No. 10461-3-GS-62/25290,<br>1-8-1962          | Re-employment of Government Servants both<br>Gazetted and non-Gazetted after the age of<br>Superannuation.                                           | 231     |
| 95. | No. 14261-3GS-62,<br>21st September, 1962     | Re-employment of Government servants both<br>Gazetted and Non-Gazetted after the age of<br>Superannuation.                                           | 232-233 |
| 96. | No.5142-3GS-63,<br>25th May, 1963             | Grant of extension in service and<br>re-employment of Government servants both<br>gazetted and non-gazetted after the age of<br>retirement.          | 234     |
| 97. | No.3095-3GSI-7/19295,<br>15-7-1971            | Over-stay in service beyond the age of<br>superannuation Recovery to be made from<br>the officer/officials at fault in connection with<br>over-stay. | 235     |
| 98. | 1606-3 जी. एस.- 1-75,<br>24-4-1975            | सेवा निवृत्त उपरान्त सरकारी कर्मचारियों/<br>अधिकारियों की पुनः नियुक्ति ।                                                                            | 236     |
| 99. | No. 32/226/6GS1,<br>16th August, 1983         | Grant of extension in service to re-employment<br>of Haryana Govt. employees after the<br>age of 58 years.                                           | 237     |

**I**

**EX-GRATIA**



**English version of the subject matter of letter No. 9054-4GS-70/32230,  
dated 22<sup>nd</sup> December, 1970.**

**Subject :- Ex-gratia grants and other facilities for families of Government employees who die while in service.**

Sir,

I am directed to say that the question of following appropriate ex-gratia grants and other facilities to the families of Government employees who die while in service has been under consideration with Government for some-time past and the following decisions have now been taken about the general policy to be followed in that regard. The policy will, however, be of general application and if any case or cases are attended with very usual or exceptional circumstances these will need to be considered separately on their merits. For instance, the quantum of the grant may be varied if the financial position of the family is exceptionally unsatisfactory or is exceptionally favourable. Again, the record of the deceased employee would not as a rule be of particular relevance, but notice would have to be taken of it if the record is exceedingly adverse, say in the matter of integrity. Subject to this, grants, etc. will be as indicated below:-

(a) Ad-hoc Ex-Gratia grants.

The ex-gratia grant to be given to the family of the deceased employee will be equivalent to ten(10) times the last monthly emoluments drawn by him subject to a minimum of Rs. 5,000/- and a maximum of Rs. 15,000/-. The grant will normally be given for assisting the members of the family resettling themselves and only in very hard cases for purpose like marriage of the children.

(b) Free Medical Aid.

Free medical aid will be given to the family on the same basis as to pensioners except that facility will also be extended to minor children of the employee.

(c) Free Educational Facilities.

Free educational facilities will be provided to all children of the deceased employee for education up to the degree level.

(d) Accommodation.

In case where the deceased employee was in possession of Government accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of the rent being the same as was applicable to the employee at the time of his death. In other cases the house rent allowance admissible to the deceased employee will continue to be given to the family for one year after his death.

(e) Employment.

One or more members of the family of the deceased employee will be considered to absorption in Government service, the relevant rules being relaxed if necessary and feasible.

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(f) Waiving of recovery of loans.

Any general concession by way of waiving recovery of loans drawn by the deceased employee (*e.g.* for house building) will not be allowed but each case will be considered by the Department concerned on its merits.

2. As regards the procedure for granting these facilities it has been decided that the necessary information in regard to the deceased employee and his family should be obtained from his family as in the enclosed proforma. Thereafter the Administrative Department concerned should examine the case and submit it to the Chief Minister through Chief Secretary (in General Service Branch) along with its recommendations. The ex-gratia grants will be met out of the provision under “71-Misc-K-36-Misc. and Unforeseen Charges-ex-gratia grant to the heirs of Government employees.” The Drawing and Disbursing Officer in respect of this head will be the Under Secretary to Government, Haryana, Political Department.

3. It may be added that the basic objective is that an assistance in such cases is needed urgently, it should be provided with the minimum loss of time. It is, therefore, essential that each such case should be dealt with most expeditiously at all stages and no delay is allowed to occur. In particular if sanction of certain items must take some time because of the need for examination etc., the other items *e.g.* sanction of the ex-gratia grant should not be held up on that account and instead should be allowed separately.

**अनुग्रहपूर्वक अनुदान के लिए आवेदन पत्र का फार्म**

**भाग - क**

नियुक्त स्वर्गीय श्री/श्रीमती के परिवार की ओर से आवेदन पत्र

1. आवेदक का नाम तथा पूरा पता
2. मृतक कर्मचारी के साथ सम्बन्ध
3. सरकारी कर्मचारी की मृत्यु की तिथि
4. मृतक कर्मचारी के जीवन सम्बन्धियों के नाम तथा आयु

नाम

आयु

- क) विधवा/पति
- ख) पुत्र
- ग) अविवाहित पुत्रियां
- घ) विधवा अविवाहित बहनें
- ड.) मृतक कर्मचारी पर पूर्ण रूप से आश्रित माता-पिता
5. परिवार की सामान्य वित्तीय स्थिति (वह शपथ पत्र प्रोफार्मा ए/1(क/1) में दर्शायी जानी है।
6. आय का साधन
7. सरकारी नौकरी के लिए विचार दिए जाने के इच्छुक परिवार के सभी सदस्यों की शैक्षणिक योग्यताएं एवं अन्य ब्यौरा
8. यदि मृतक सरकारी कर्मचारी की विधवा या उस के परिवार का कोई सदस्य कमा रहा है तो प्रत्येक केस में प्राप्त होने वाले मासिक वेतन तथा नियुक्ति का ब्यौरा दिया जावे।
9. कोई अन्य सम्बन्ध सूचना

स्थान :

दिनांक :

आवेदक के हस्ताक्षर

पूरा पता

**भाग ख**

**(कार्यालय विभाग के अध्यक्ष द्वारा पूरा किए जाने के लिए)**

1. मृतक कर्मचारी का नाम
2. परिस्थिति में जिनके कारण कर्मचारी की मृत्यु हुई
3. सेवा अवधि
4. जन्म तिथि
5. मृत्यु के समय प्राप्त की गई कुल मासिक आय
6. परिवार की आर्थिक दशा, विशिष्ट विवरणी सहित
7. सेवा का रिकार्ड, विशिष्ट विवरण सहित, यदि कोई हो
8. मृतक कर्मचारी की सम्पत्ति (सम्पत्ति घोषणा पत्र की प्रति संलग्न की जाये)
9. सेवा निवृत्ति तथा मृत्यु के बीच की अवधि
10. क) सुविधायें जो पेन्शन/ग्रेच्युटी द्वारा मृतक को प्राप्त होती,  
यदि वह सामान्य ढंग से सेवा निवृत्त होता  
ख) सुविधायें जो अब उस का परिवार पैन्शन/ग्रेच्युटी के तौर पर प्राप्त करेगा
11. मृत्यु के समय मृतक की सामान्य भविष्य निधि (जी.पी.एफ) में जमा राशि
12. मृतक के पुत्र कहां-कहां बसे हुये हैं और उन की मासिक आय क्या है ।
13. भाग क के खाना 7 के सम्बन्ध में सिफारिशें, यदि कोई हों
14. सिफारिश की गई अनुग्रहपूर्वक अनुदान की राशि
15. क्या कर्मचारी नियमित था तथा एडहाक नहीं था :-

**टिप्पणी :-** अनुग्रहपूर्वक अनुदान की राशि सामान्य/मृतक कर्मचारी द्वारा प्राप्त की गई मासिक आय के दस गुणा राशि बराबर होगी तथा न्यूनतम 5,000 रुपये तथा अधिकतम 15,000 रुपये होगी ।

स्थान :

कार्यालय/विभाग अध्यक्ष के हस्ताक्षर

दिनांक :

\_\_\_\_\_

क्रमांक 468-3 जी. एस. II-71/3664

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल तथा हरियाणा के सभी उपायुक्त और उपमण्डल अधिकारी
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय और हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।  
दिनांक चण्डीगढ़, 11 फरवरी, 1971

विषय: - सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान हरियाणा के परिपत्र क्रमांक 9054-4 जी.एस.-70/32230, दिनांक 22 दिसम्बर, 1970 की ओर आकर्षित करूं जोकि सरकारी कर्मचारियों के सेवा के दौरान मृत्यु हो जाने पर उसके परिवारों को अनुग्रहपूर्वक अनुदान व अन्य सुविधाएं देने के बारे में हैं, और कहूं कि इस सम्बन्ध में अवर सचिव, प्रशासन के अधीन मुख्य सचिव, संगठन में एक वेलफेयर सैल (Welfare cell) स्थापित करने का फैसला किया है । वह सैल दी जाने वाली सुविधाओं को जल्द देने और मृत कर्मचारियों के परिवारों को, सदस्यों को रोजगार उपलब्ध करवाने में मदद करेगा ताकि वे अपना पुनर्वास कर सकें और अपनी आजीविका कमा सकें ।

2. अनुरोध है कि कर्मचारियों के देहान्त के बारे में सम्बन्धित विभाग इस सैल के अधिकारी इन्चार्ज को 24 घण्टे के अन्दर तार द्वारा सूचित करें व इसके साथ उसके परिवार के निवास स्थान का पता भी दें । इस सूचना के प्राप्त होने पर सैल दुखित परिवार के सदस्यों से सम्पर्क स्थापित करके अनुग्रहपूर्वक अनुदान से सम्बन्धित फार्म भरने के लिए सहायता प्रदान करने की व्यवस्था करेगा । ऐसे पग उठाए जायेंगे जिनसे कि केस का निपटान तथा अनुग्रहपूर्वक अनुदान का भुगतान शीघ्रातिशीघ्र किया जा सके । सैल सम्बन्धित परिवार के सदस्यों को जी.पी. फण्ड व बीमा पालिसी की राशि की प्राप्ति में भी सहायता करेगा।

3. इसके अतिरिक्त परिवार के सदस्यों को वेलफेयर सैल की ओर से शनाखत कार्ड (Identity Card) भी जारी किए जाएंगे जोकि हर वर्ष नवीकरण (Renew) किए जाएंगे । इस सम्बन्ध में सरकारी नीति के अनुसार यह शनाखती कार्ड उनकी सरकारी हस्पतालों के मुफ्त डाक्टरी इलाज एवं बच्चों की डिग्री (Degree) तक मुफ्त शिक्षा प्राप्त करने में सहायक होंगे ।

4. अनुरोध है कि इस पत्र की पावती भेजें और इन अनुदेशों की पालना के लिए आवश्यक पग उठाए जाएं।

भवदीय,

उप-सचिव, सचिवालय स्थापना,  
कृते: मुख्य सचिव, हरियाणा सरकार

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**(English version of the subject matter of letter No. 646-3GSII-71/4738 dated 25th February, 1971).**

**Subject :- Ex-gratia Grants and other facilities for families of Government employees who die in service.**

Sir,

I am directed to refer to Haryana Government letter No. 9054-4GS-70/32230, dated the 22nd December, 1970 on the subject noted above and to say that the question regarding the date from which the instructions contained in it should take effect has been considered by the State Government and it has been decided that the said instructions should be brought into effect with effect from 1-1-1970. So far as cases, if any, which date from before 1-1-1970, are concerned those should be considered individually on merits and decided accordingly

2. It is requested that the receipt of this letter may kindly be acknowledged.

\_\_\_\_\_

**English version of circular of letter No. 3442-3GSII-71/19169, dated 13th July, 1971.**

**Subject :- Ex-gratia grants and other facilities for families of Government employees who die while in service.**

I am directed to invite attention to the Haryana Government circular letter No. 9054-4GS-70/32230, dated the 22nd December, 1970, on the subject noted above in which it was indicated *inter-alia* that one or more members of the family of the deceased employee would be considered for a absorpition in Govt. service, the relevant rules being relaxed, if necessary and feasible. In this connection the question as to the general policy to be followed in this behalf and the extent to which the rules should be relaxed has been considered by the State Government and it has been decided to make it clear that it is not the intention to provide employment to the dependents of deceased Government employees as a matter of course. Instead each individual case should be examined carefully and employment, which should be confined to Class III and Class IV posts, should be provided only if it is justified in order to avoid exceptional hardship and not otherwise.

2. In the matter of relaxation of rules etc. relaxation will be necessary in respect of the condition that appointment should be made after reference to the Employment Exchange or the recommendation of the Services Selection Board. As to relaxation in the matter of age, education etc., this criterion should be that relaxation should be considered only to the extent that the work of the post question will not be adversely affected and the person concerned will be able to undertake the work satisfactorily. Recommendations in this regard should be formulated after due consideration and reference thereafter be made to the Chief Secretary (in General Services II Branch) which office will then process the case further.

3. It is requested that receipt of this communication may please be acknowledged.

\_\_\_\_\_

**English version of subject matter of circular of letter No. 4066-3 GSII-71/22959,  
dated 29th July, 1971**

***Subject :- Ex-gratia grants and other facilities for families of Government employees who die while in service.***

I am directed to invite reference to Haryana Government circular letter No. 9054-4GS-79/32230, dated the 22nd December, 1970, on the subject noted above which was accompanied with the pro forma to be furnished when applying for recommending ex-gratia grants etc. in question. Experience has shown that these pro forma need to be modified in certain respects and revised proformae are accordingly forwarded herewith and it is requested that these proformae should be used in future in place of the earlier ones. It may also be noted that one form (Affidavit A/I) has been provided in addition to the earlier ones and this affidavit has to be submitted on a non judicial paper of the value of 10 paise.

2. It may be reiterated that proposals for ex-gratia grants should be prepared on top priority basis and should be finalized with the minimum possible delay. Assistance to the dependents has to be provided at the earliest and all steps must be taken to avoid any undue loss of time.

3. Please acknowledge receipt of this letter.

\_\_\_\_\_

**FROM OF APPLICATION FOR EX-GRATIA GRANT**

**PART 'A'**

Application from the family of late Shri/Shrimati \_\_\_\_\_ employed as \_\_\_\_\_ in the office/department of \_\_\_\_\_ .

- (1) Name and full address of applicant.
- (2) Relationship to the deceased Government employee.
- (3) Date of death of the Government employee.
- (4) Names and ages of surviving relations of deceased.

| Name | Age |
|------|-----|
|------|-----|

- |     |                                                          |
|-----|----------------------------------------------------------|
| (a) | Widow/Husband.                                           |
| (b) | Sons.                                                    |
| (c) | Un-married daughters.                                    |
| (d) | Widowed daughters.                                       |
| (e) | Parents wholly dependent on the deceased Govt. employee. |
| (f) | Widowed/Un married sisters.                              |
- (5) General financial conditions of the family.  
(To be indicated in affidavit proforma A/I)
  - (6) Any source of income.
  - (7) Qualifications and other particular of any members of the family wishing to be consider for Government employment
  - (8) In case the widow/or any member of the family of the deceased is employed, give details of employment indicating the monthly emoluments drawn in each case.
  - (9) Any other relevant information.

Place \_\_\_\_\_

(Signature of applicant)

Date \_\_\_\_\_

*Ex-gratia*

**(Proforma A/I)  
AFFIDAVIT**

I \_\_\_\_\_ Son of/wife of/dauthger of late  
Shri \_\_\_\_\_ resident  
of \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

THAT at the time of death of my father/husband, he and all the members of his family owned the following assets:-

- (1) Cash in Bank/Post Office \_\_\_\_\_
- (2) Amount covered by Insurance Policy \_\_\_\_\_
- (3) Cash Jewellery \_\_\_\_\_
- (4) Details of Movable/Immovable property and other investments \_\_\_\_\_

DEPONENT

Verification:-

I further do hereby affirm and declare that the above contents of my affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Date \_\_\_\_\_

DEPONENT

Place \_\_\_\_\_

*Note:—* This affidavit has to be completed on non-judicial paper of the value of 10 paise.

**PART 'B'**

(To be filled in by the Head of Office/Department)

1. Name of the deceased employee.
2. Circumstances under which the employee died.
3. Length of Service.
4. Date of birth.
5. Details of monthly emoluments drawn at the time of death (with pay scale).
6. Financial condition of the family alongwith exceptional features, if any.
7. Record of service alongwith exceptional features, if any.
8. Property owned by the deceased employee (copy of property declaration be attached).
9. Period between date of retirement and date of death.
10.
  - (a) Benefits which would have been accrued to the deceased by way of pension/gratuity, if he had retired in the normal course.
  - (b) Benefits his family will now receive as family pension/gratuity.
11. Amount of G.P. Fund at the credit of the deceased at the time of death.
12. Where are the sons of the deceased settled and what are their monthly incomes?
13. Recommendations, if any in regard to Column 7 Part 'A'.
14. Amount of ex-gratia grant recommended.

*Note:—* The ex-gratia grant is normally to be equivalent to ten times the monthly emoluments drawn by the deceased Government employee subject to a minimum of Rs. 5,000/- and a maximum of Rs. 15,000/-.

Dated :

Signature of  
Head of Office/Department.

\_\_\_\_\_

*Ex-gratia*

**PART 'C'**

(For use of the Administrative Department/Head of Department)

- (1) Recommendation by the Head of Department.
- (2) Recommendation by the Administrative Department.

**PART 'D'**

Forward to the Chief Secretary to Govt. Haryana (General Services Branch) for information and necessary action.

2. The confidential record and the Service Book (the letter in the case of a non-gazetted Government Servant) of late Shri/Shrimati \_\_\_\_\_ are enclosed.

Secretary to Government, Haryana,  
\_\_\_\_\_ Department.

To

The Chief Secretary to Government, Haryana  
(General Services Branch),

U.O. No

Dated

\_\_\_\_\_

**English Version of circular letter No. 7260-3GSII-71/880, dated 10th January, 1972**

I am directed to refer to the instructions contained in Haryana Government circular letter No. 9054-4GS-70/32230, dated the 22nd December, 1970 on the subject noted above and to say that the scheme regarding ex-gratia etc. has been re-examined and it has been decided to make the following modifications in it :-

(i) *Ex-gratia grants:*

According to the existing instructions, ex-gratia grants equal to ten times the last monthly emoluments drawn subject to a minimum of Rs. 5,000 and a maximum of Rs. 15,000 are to be given to the families of employees who die in service. It has now been decided (a) that in cases where any of the members of the family of the deceased employee is an earning member, or the family has some other independent source of income the quantum of minimum grant admissible will be reduced to 50% of the amount whether of the full amount of the amount reduced to 50%, will be within the authority to the Chief Secretary (in the Welfare Cell) to sanction without any reference to the Finance Department. It will be necessary to refer the case to the Finance Department only in respect of such additional amount in excess of the minimum pay in an instance to be proposed for sanction.

(ii) *Admissibility of Ex-gratia grant to contingent paid staff/re-employed pensioners :*

Ex-gratia grants and other facilities will not normally be admissible to contingent paid staff. The State Government may however allow them in very exceptional cases. Re-employed pensioners will not be covered under the scheme.

(iii) *Definition of the term emoluments:*

The term emoluments will be interpreted to mean the gross the emoluments drawn by the employee immediately before his/her death exclude only house rent allowance, if any.

(iv) *Waiving of recovery of loans:*

Scooter/motor car loans will not be waived in any instance, in the case of house building loans, only the interest may be waived and the number of installments for the recovery of the loan may be increased in suitable cases. The recovery of any part of the loan will not ordinarily be waived.

(v) *Admissibility of free medical aid and free education:*

The facilities of free medical aid and free education for school, college going a children will cease in case the widow/widower remarries.

(vi) *Accommodation:*

According to the existing instructions in cases where the deceased employee was in possession of Government accommodation, his family is allowed to retain the accommodation for one year after his/her death, the rate of rent being the same as

## *Ex-gratia*

was paid by the employee at the time of his/her death. In other cases (when non-Government accommodation was occupied), the house rent allowance admissible to the deceased employee continue to be given to the family for one year after his/her death.

In this connection, it has to be clarified that this concession will be given regardless of the date on which the employee would have reached the age of superannuation. At the same time in case of Government accommodation, the rent will be required to be paid regularly with in one month of the date on which it becomes due and in the event of default, the occupant(s) will be vacate the accommodation on two week notice.

(vii) *Title of ex-gratia grant:*

Ex-grants will normally be admissible to the widow; widower only and failing them to such dependent/dependents of the deceased (or to such guardian) as the Government may decide in each case.

2. It is requested that the receipt of this communications may please be acknowledged and the instructions may be noted for careful compliance.

\_\_\_\_\_

**क्रमांक 416-3 जी.एस. II-72/2512**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा राज्य के सभी उपमण्डल अधिकारी।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा राज्य के सभी जिला तथा सत्र न्यायाधीश ।

दिनांक चण्डीगढ़, 27 जनवरी, 1972.

विषय :- **सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना ।**

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 4066-3 जी.एस. II-71/22959, दिनांक 29-7-71 की ओर दिलाऊँ जिस में अन्य बातों के साथ-साथ एक शपथ-पत्र (प्राफोर्मा ए/1) भी भेज दिया गया था जिसे हकदारों द्वारा भरा जाता था । समस्त सम्बन्धित सूचना, विशेषकर कमाने वाले सदस्यों तथा अन्य साधनों से प्राप्त होने वाली आय, को ठीक-ठीक प्राप्त करने के उद्देश्य से शपथ-पत्र के फार्म को संशोधित किया गया है, संलग्न है । अतः अनुरोध है कि, भविष्य में मुख्य सचिव, हरियाणा सरकार (वैलफेयर सैल) को केस भेजने से पहले कृपया आवेदकों से शपथ-पत्र का संशोधित फार्म भरवाया जाया करे ।

भवदीय,

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 416-3 जी.एस. II-72/2513

दिनांक 27 जनवरी, 1972.

एक-एक प्रति महालेखापाल, हरियाणा, शिमला को तथा सभी वित्तायुक्त तथा सभी प्रशासकीय सचिवों, हरियाणा सरकार को सूचना के लिये भेजी जाती है ।

**शपथ - पत्र**

मैं ----- स्व. श्री/श्रीमती -----  
निवासी ----- तहसील ----- जिला -----  
इसके द्वारा सत्यानिष्ठापूर्वक कहता/कहती हूँ कि मेरे पति/पिता की मृत्यु के समय उनके तथा उनके परिवार के सभी सदस्यों के पास निम्नलिखित सम्पत्ति थी -

1. बैंक/डाकखाने में राशि
2. बीमा पालिसी की राशि
3. नकदी/आभूषण
4. चल/अचल सम्पत्ति का विवरण तथा अन्य निवेश

कि परिवार के निम्नलिखित सदस्य नौकरी पर लगे हैं (प्रत्येक केस में अलग-अलग आय बताई जाये)

- 1.
- 2.
- 3.

कि परिवार के निम्नलिखित आय के साधन हैं (आय का ब्यौरा दे दिया जाना चाहिये)

अभि साक्षी

सत्यापन

मैं आगे निश्चय पूर्वक घोषणा करता/करती हूँ कि मेरे द्वारा अनुग्रहपूर्वक अनुदान के लिये भेजे गए आवेदन-पत्र में दी गई सूचना तथा शपथ-पत्र में दी गई सूचना मेरे ज्ञान एवं विश्वास के अनुसार ठीक है एवं सत्य है और मैंने इस में कोई भी बात छुपा कर नहीं रखी है।

अभि साक्षी

(यह शपथ-पत्र 10 पैसे वाले नान जुडिशियल पेपर पर होना चाहिए।)

**क्रमांक 920-3 जी.एस.-II.72/6247**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा राज्य के सभी उप-मण्डल अधिकारी।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च-न्यायालय तथा हरियाणा राज्य के सभी जिला एवं सत्र न्यायाधीश ।

दिनांक चण्डीगढ़, 2 मार्च, 1972

**विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान की देय मात्रा ।**

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 7260-3 जी.एस.-II-71/880, दिनांक 10-1-72 के पैरा (1) की ओर दिलाने का निदेश हुआ है, जिसमें अन्य बातों के साथ-साथ यह उपबन्ध है कि उन केसों में जहां मृतक के परिवार का कोई सदस्य कमाता हो या परिवार के पास कोई अन्य आय के साधन हों, अन्यथा देय न्यूनतम अनुदान की राशि को 50% कम कर दिया जाएगा । इस विषय पर आगे विचार करके यह निर्णय किया गया है कि परिवार के पास आय के स्वतन्त्र साधन होने के कारण या अन्य किसी कारण अनुदान की न्यूनतम राशि का घटाना उचित नहीं है । सभी केसों में बिना किसी भेद-भाव के अनुदान की न्यूनतम राशि अन्तिम लिए गए वेतन के दस गुणा के बराबर कम से कम 5,000 रुपये तथा अधिक से अधिक 15,000 रुपये जैसे कि इस पालिसी में था, स्वीकृत की जानी चाहिए । मुख्य सचिव (वैलफेयर-सैल) को न्यूनतम राशि मंजूर करने का जो प्राधिकार बाद की हिदायतों द्वारा दिया गया था वह बिना किसी संशोधन के कायम रहेगा । इस प्रकार उन केसों में जहां न्यूनतम अनुदान दिया जाना है, वित्त विभाग की सहमति अनिवार्य न होगी ।

2. कृपया इन अनुदेशों को नोट किया जाए और इस पत्र की पावती भेजें ।

भवदीय,

हस्ता / -

उप सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 920-3-जी.एस. II-72/6248

दिनांक चण्डीगढ़, 2-3-72

एक-एक प्रति महालेखापाल, हरियाणा, शिमला को हरियाणा सरकार के पृ. क्र. 7260-3 जी.एस. II-71/881, दिनांक 10-1-72 के संदर्भ में सूचनार्थ व आवश्यक कार्यवाही के लिये भेजी जाती है ।

भवदीय,

हस्ता / -

उप सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

**एक-एक प्रति -**

1. सभी वित्तायुक्तों तथा
2. सभी प्रशासकीय सचिवों हरियाणा सरकार को सूचनार्थ भेजी जाती है ।

क्रमांक 1107 - 3 जी.एस. II - 72 / 10292

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश ।  
दिनांक, चण्डीगढ़ 19 - 4 - 72

विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।

महोदय,

मुझे निदेश हुआ है कि मैं आप का ध्यान हरियाणा सरकार के परिपत्र क्रमांक 3442 जी.एस. - II - 71 / 19169, दिनांक 13 - 7 - 71 (प्रति संलग्न है) द्वारा जारी किए गए अनुदेशों की ओर दिलाऊँ जिस में यह सूचित किया गया था कि मृत - कर्मचारियों के आश्रितों को सरकारी सेवा दिलाने के प्रश्न पर प्रत्येक केस में अलग - अलग, ध्यानपूर्वक, गुणों के आधार पर विचार किया जाना चाहिए और ऐसी नौकरी नियम के तौर पर नहीं दी जानी चाहिए । यह भी उल्लेख किया गया था कि इस प्रकार के रोजगार की व्यवस्था केवल वर्ग III व IV के पदों तक ही सीमित रहनी चाहिए ।

2. सरकार के ध्यान में लाया गया है कि कुछ केसों में मृत कर्मचारियों के आश्रितों को मुख्य सचिव, हरियाणा (सामान्य सेवाएं II शाखा में) को इस बारे में संदर्भ किए बगैर तदर्थ नौकरी दी गई है । यह प्रथा सरकार के अनुदेशों का उल्लंघन है तथा इस पर घोर आपत्ति उठाई जा सकती है । इसलिए आपसे पुनः अनुरोध है प्रत्येक केस में उपरोक्त पत्र में दी गई हिदायतों का कठोरता से पालन किया जाए ।

भवदीय,

हस्ता / -

उप सचिव, सामान्य प्रशासन,  
कृते : मुख्य सचिव, हरियाणा सरकार ।

पृ. क्रमांक 1107 - 3 जी.एस. II - 72 / 10293

दिनांक 19 - 4 - 72.

एक प्रति अध्यक्ष, अधीन सेवाएं प्रवरण मण्डल हरियाणा को सूचनार्थ व आवश्यक कार्यवाही के लिए भेजी जाती है।

प्रतिलिपि क्रमांक 2283-3 जी.एस.-II-72/14359, दिनांक 9 मई, 1972 जो मुख्य सचिव हरियाणा सरकार की ओर से सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा राज्य के सभी उप मण्डल अधिकारी तथा रजिस्ट्रार पंजाब व हरियाणा उच्च न्यायालय तथा हरियाणा राज्य के सभी जिला एवं सत्र न्यायाधीश को प्रेषित है ।

विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रह अनुदान तथा अन्य सुविधाएं देना।

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी.एस. 70/32230 दिनांक 22-12-70 तथा बाद में पत्रों द्वारा जारी किए गए अनुदेशों की ओर दिलाते हुए यह स्पष्ट करने का निदेश हुआ है कि इस सकोप के अधीन राज्य सरकार के तदर्थ (Adhoc) तौर पर लगे मृत कर्मचारियों के परिवारों तथा आश्रित को अनुदान आदि की सुविधा नहीं दी जानी है। इसलिये भविष्य में अनुग्रह पूर्वक अनुदान के मामले सरकार को प्रस्तुत करते समय सम्बन्धित मृत कर्मचारी के विषय में यह स्पष्ट किया जाया करे कि वह तदर्थ तौर पर कार्य नहीं कर रहा था ।

2. इन अनुदेशों को कृपया सावधानी से अनुपालना के लिए नोट किया जाए ।

**क्रमांक 4327-3 जी.एस. II/24640**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, तथा हरियाणा के सभी उपायुक्त तथा सभी उपमण्डल अधिकारी।
  2. रजिस्ट्रार, पंजाब व हरियाणा हाई कोर्ट और हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।
- दिनांक चण्डीगढ़ 18 अगस्त, 1972

**विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना ।**

महोदय,

मुझे आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी.एस.-70/32230 दिनांक 22-12-70 की ओर दिलाने का निदेश हुआ है, जिसके द्वारा उपरोक्त विषय पर विस्तृत अनुदेश जारी किए गए थे । बाद में सरकार ने अपने पत्र क्रमांक 646-3 जी.एस.-II-71/4738, दिनांक 25-2-71 द्वारा निर्णय किया था कि यह सुविधाएं उन केसों में ही दी जाएंगी जहां कर्मचारी की मृत्यु 1-1-1970 को या उसके बाद हुई है । साथ ही इस बात का भी उल्लेख था कि 1-1-70 से पहले के केसों में गुणावगुण के आधार पर विचार करके निर्णय लिया जाएगा ।

2. मामले पर अब पुनर्विचार करके यह फैसला किया गया है कि अनुग्रहपूर्वक अनुदान तथा उससे संबंधित अन्य लाभ उन केसों में नहीं दिए जाएंगे जहां पर मृत्यु 1-1-70 से पहले हुई हो। इसलिये भविष्य में ऐसे केस मुख्य सचिव, हरियाणा को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं प्रदान करने के लिये न भेजे जाएं ।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,  
कृते : मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 4327-3 जी.एस.-II-72/24641

दिनांक चण्डीगढ़ 18 अगस्त, 1972

एक - एक प्रति महालेखाकार सभी वित्तायुक्त तथा प्रशासकीय सचिव हरियाणा चण्डीगढ़ को इस विभाग के पृ. क्रमांक 646-3 जी.एस. प-71/4739, दिनांक 25-2-72 में सूचनार्थ व आवश्यक कार्यवाही के लिये भेजी जाती है ।

**No. 8453-3 GS II-72/37452**

From

The Chief Secretary to Government, Haryana.

To

The Director of Public Instructions, Haryana, Chandigarh.

Dated, Chandigarh the 22nd December, 1972.

**Subject:- Ex-gratia grants and other facilities to the families of deceased Haryana Government Employee who die while in Service-Re-imbursment of tuition fee in Schools/Colleges.**

Sir,

I am directed to refer to State Government letter No. 265-3 GS-II-72/3884, dated February 19, 1972, regarding facilities for families of Haryana Government employees who die while in service and to say that in the terms of Haryana Government circular letter No. 9054-4 GS-II-70/32230, dated 22nd December, 1970, free education upto the degree level is being provided to such children in Government schools and colleges. It has now been decided that benefit of free education should be made available to children of deceased employees who are studying in recognised private schools/colleges in Haryana, Punjab and the Chandigarh Union Territory. This will not however cover education in public schools and, furthermore, the benefit will be to the extent only of re-imbursment of the tuition fee plus the laboratory fee (if any) and not of any other item.

2. The procedure for the re-imbursment of the fee will be as under:—

- (i) Recognised private schools/colleges in Haryana State will not charge any fee from the children of deceased Haryana Government employees on the basis of identity cards issued to them by the Chief Secretary to Government, Haryana (Welfare cell). The heads of the Institutions will then made a claim in respect of the amount of the fee to the District Education Officers concerned who will arrange re-imbursment at his own level;
- (ii) As regards the children studying in recognised private schools/colleges in Punjab and in Chandigarh Union Territory, they will pay the fee in the first instance and then prefer claims at the end of every quarter, duly verified by the Heads of the Institutions concerned to the Director, Public Instructions, Haryana for re-imbursment.

3. It is requested that necessary instruction may please be issued accordingly to all recognised private schools/ colleges in Haryana. (As regard Punjab State and Chandigarh Union Territory the authorities concerned are being requested to make appropriate action).

4. The expenditure involved in this connection shall be debited to the Major Head "71-Misc."

*Ex-gratia*

The opening of a new Minor Head under this Major Head is under correspondence with the Accountant General Haryana. On hearing from the Accountant General - Haryana steps will be taken to declare Director of Public Instructions, Haryana and all the District Education Officers in Haryana as Drawing and Disbursing Officers in respect of expenditure under this head.

Yours faithfully,

Sd/-

Under Secretary (Administration),  
for Chief Secretary to Government, Haryana.

No. 8453-GS-II-72/37453,

dated Chandigarh, the 22nd Dec. 1972.

A copy with (two spare copies) is forwarded to the Accountant General, Haryana/Chief Secretary to Government Punjab, Chandigarh/Finance Secretary/Union Territory, Chandigarh, for information and necessary action.

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**English version of subject matter of Circular letter No. 8541-3GS-II-72/791, dated 9-1-73 issued by the Chief Secretary] Haryana to all Heads of Departments etc.**

**Subject :- Ex-gratia grant and other facilities to the families of deceased Haryana Govt. Employees granting of House Rent Allowance.**

I am directed to refer to the instructions contained in Haryana Govt. Circular letter No. 9054-4-GS-70/32230, dated the 22-12-70, on the subject noted above wherein, it has been provided *inter alia* that in cases where the deceased employee was in possession of Govt. Accommodation, his family will be allowed to retain the said accommodation for one year from the date of the death on the same rent as was applicable to employee immediately before his death and in other cases the house rent allowance admissible to deceased will be paid to the family for one year.

2. In this connection the question of providing this facility to the families of Government employees who were in (occupation of rent free accommodation has raised difficulty) Rent free accommodation is provided to employees for special consideration of public interest and it will obviously not be appropriate to allow the families of the deceased employees to retain the accommodation for any length of time. It has, therefore, been decided that in such cases the families of the deceased employees should be granted house rent admissible at the particular station plus 10% of the pay drawn by the Govt. employee at the time of his death. As an illustration, if an employee was in receipt of Rs. 400/- p.m. as pay and was employed at Rohtak before his death the amount in his case would workout to Rs. 40/- which is 10% of his pay plus Rs. 30/- being 7½% of his pay as house rent admissible for Rohtak Town. The above provision will however, be subject to the condition that the family of the deceased employee vacates the rent free accommodation within three weeks of the death of the employee.

The expenditure involved will be debited to head of account from which the deceased Govt. employee was drawing his pay before his death.

3. This issues to with concurrence of Finance Department Haryana conveyed *vide* their U.O. No. 4085-FICW-72, dated 16/21-11-72.

**क्रमांक 817-3 जी.एस.- II-73/6209**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, मण्डलों के आयुक्त, सभी उपायुक्त और राज्य के सभी उप मण्डल अधिकारी (सिविल) ।
2. रजिस्ट्रार पंजाब तथा हरियाणा हाई कोर्ट और हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।  
दिनांक चण्डीगढ़ 8 मार्च, 1973.

**विषय :- सेवा अवधि के दौरान मरने वाले कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना ।**

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी.एस.- II-70/32230 दिनांक 22-12-70 द्वारा जारी किए गए अनुदेशों की ओर दिलाऊँ और कहूँ कि इस अनुदेश के पैरा-2 में यह कहा गया है कि अनुग्रहपूर्वक अनुदान मामले प्रशासकीय विभाग की सिफारिश सहित मुख्य सचिव, हरियाणा सरकार (सामान्य सेवाएं शाखा) को भेजे जायें ।

2. यह देखने में आया है कि विभिन्न प्राधिकारियों जैसे कार्यालय के मुख्य विभागाध्यक्ष और प्रशासकीय सचिव द्वारा केस इस विभाग को भेजे जाते हैं । इस संबंध में नीति में समानता लाने के लिये मामले पर पुनर्विचार किया गया है और यह निर्णय किया गया है कि भविष्य में अराजपत्रित मृतक कर्मचारियों के मामले विभागाध्यक्ष द्वारा और राजपत्रित अधिकारियों के मामले संबंधित प्रशासकीय सचिव द्वारा भेजे जायें ।
3. कृपया यह आदेश सभी संबंधितों के नोटिस में कठोरता-पूर्वक पालन के लिये लाये जायें ।

भवदीय,

हस्ता / -

संयुक्त सचिव, सामान्य प्रशासन,  
कृते : मुख्य सचिव हरियाणा सरकार ।

पृष्ठांकन क्रमांक 817-3 जी.एस.-73/6210

दिनांक 8-3-73

एक-एक प्रति महालेखापाल तथा वित्तियुक्त राजस्व सभी प्रशासकीय सचिव, हरियाणा चण्डीगढ़ को सूचनार्थ भेजी जाती है ।

क्रमांक 1866-3 जी.एस.- II-73/28891

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवामें

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, हरियाणा के सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (सिविल)
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।

दिनांक चण्डीगढ़ 23 अगस्त, 1973

विषय :- हरियाणा सरकार के मृत कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना-देयताओं का अन्तरण ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 7260-3 जी.एस.- II-73/880 दिनांक 10 जनवरी, 1972 में दिए गए अनुदेशों की ओर दिलाऊँ और यह कहूँ कि यह प्रश्न उठाया गया है कि क्या मृत सरकारी कर्मचारी की विधवा/विधुर को मृत कर्मचारी द्वारा किस्त में लिए गए स्कूटर/कार को ब्याज की किस्तों के इलावा पहले की तरह किस्तों में चुकाने की अनुमति दे दी जाए । सावधानी से विचार करने के पश्चात् यह निर्णय किया गया है कि यदि मृत सरकारी कर्मचारी ने अपनी मृत्यु से पूर्व स्कूटर/कार पेशगी ली हो तो ब्याज सहित बकाया राशि विधवा/विधुर/आश्रितों को जैसी भी स्थिति हो अन्तरित की जा सकती है और उस स्थिति में अदायगी पहले से नियत की गई किस्तों में की जा सकती है । जिस व्यक्ति को वाहन कर्ज की पुनर्दायगी अन्तरित की गई है उसे संबंधित विभाग को 65 रुपये (15 रुपये जमानत के कारण स्टैम्प शुल्क के रूप में तथा 50 रुपये बन्धक के रूप में) के मूल्य के स्टैम्प कागज पर संलग्न फार्म में एक करारनामा भर कर देना होगा । इस सम्बन्ध में दी गई जमानत स्थायी सरकारी कर्मचारी की होनी चाहिए ।

2. कृपया इन अनुदेशों का अनुपालन किया जाए तथा इसकी पावती भेजी जाए ।

भवदीय,

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,  
कृते : मुख्य सचिव, हरियाणा सरकार ।

पृ. क्रमांक 1866-3 जी.एस.- II-73/20892

दिनांक चण्डीगढ़, 28-8-73

एक-एक प्रति महालेखाकार, वित्तायुक्त राजस्व, सभी प्रशासकीय सचिव, हरियाणा चण्डीगढ़ को सूचना तथा आवश्यक कार्यवाही के लिये भेजी जाती है ।

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

This deed is executed on the \_\_\_\_\_ day of \_\_\_\_\_ between Smt. \_\_\_\_\_ W/o \_\_\_\_\_ and Shri \_\_\_\_\_ S/o \_\_\_\_\_ Miss \_\_\_\_\_ D/o \_\_\_\_\_ (herein give names of the children of the deceased through Widow/Smt./Sh./Widower acting as guardian of the minor children namely \_\_\_\_\_ (hereinafter referred to as debtors) of the first part and Shri \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_ (hereinafter referred to as surety) of the second part and the Governor of Haryana hereinafter referred as the Government of the third part.

Where the Shri \_\_\_\_\_ obtained a loan of \_\_\_\_\_ from the Government, for the purchase of a Scooter/Car on.

And whereas Shri \_\_\_\_\_ died on \_\_\_\_\_ and out of the said loan an amount of Rs. \_\_\_\_\_ exclusive of the interest, is still outstanding;

And whereas the debtors have requested the Government for the recovery of the balance amount of loan in installments:

And whereas the Government has agreed to the request of the debtors subject to the terms and conditions herein appearing.

Now this deed witness as follows:-

1. For the consideration of aforesaid the debtors and surety hereby jointly and severally covenant with the Government to be pay to the said sum of Rs. \_\_\_\_\_ and the interest due on the total amount of loan in monthly installments of Rs. \_\_\_\_\_ each on the \_\_\_\_\_ day of \_\_\_\_\_ each month.
2. If any of the installments or any part thereof are be in arrears for a period of \_\_\_\_\_ days after the said installments shall have become payable as aforesaid, then the whole or such part there of at shall for the time being remain unpaid, shall immediately become due and payable alongwith the interest thereon at \_\_\_\_\_ per cent per annum upto the date of actual payment and the debtors and the surety hereby jointly and severally covenant to pay the same to the Government.
3. The liability of the surety herein shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission by the Government (whether with of without the consent or knowledge of the sureties), nor shall it be necessary for the Government to one the said debtors before suing the surety or any of them for the amount due hereunder.
4. The debtor hereby assigns and transfers to the Government the motor vehicle, the particulars of which are set out in the Schedule hereunder written by way of security for the said loan and the interest thereon. In the case of default in the payment of any installment due under this deed the Government shall be at liberty to take possession of the said motor vehicle and sell the same either by public auction or private contract for the recovery of amount due under this deed alongwith the expenses incurred for such auction or other proceedings.

5. The debtor will insure and keep insured the said motor vehicle against loss or damage by fire, theft or accident with an insurance company.

6. All disputes and differences arising out of or in any way touching or concerning this deed whatsoever shall be referred to the sole arbitration of acting as such at the time of reference. If will be no objection to such appointment that the arbitrator so appointed is a Government servant, that he had to deal with the matter to which this deed relates and that in the course of his duties as Government servants he had expressed views on all or any of the matters in dispute or difference. the award of such arbitrator shall be final and binding on the parties to this deed.

7. The stamp duty on the execution of this deed shall be borne by the debtors.

In WITNESS where of the parties hereto have signed this deed on the dates respectively mentioned under their signatures.

**SCHEDULE**

**(Particulars of the Vehicles)**

1. Witness \_\_\_\_\_ Sd/- \_\_\_\_\_  
(Debtors)

Date \_\_\_\_\_ Date \_\_\_\_\_

2. Witness \_\_\_\_\_ for herself and as guardian of her minor children.

Date \_\_\_\_\_ Sd/- \_\_\_\_\_

(Surety)

For and on behalf of the Governor of Haryana.

1. Witness \_\_\_\_\_ Sd/- \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

2. Witness \_\_\_\_\_ Dated \_\_\_\_\_

**क्रमांक 5197-3 जी.एस.- II-74/**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

निदेशक,  
शिक्षा विभाग, हरियाणा,  
चण्डीगढ़ ।

दिनांक चण्डीगढ़ 24 अक्टूबर, 1974

**विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान व अन्य सुविधाएं देना-पब्लिक स्कूलों में ट्यूशन फीस की प्रतिपूर्ति**

महोदय,

हरियाणा सरकार ने उन कर्मचारियों के, जिनकी मृत्यु सेवा में रहते हुए हुई हो, के परिवार को सुविधाएं देने संबंधी हरियाणा सरकार के परिपत्र संख्या 8453-3जी.एस.- II-72/37452, दिनांक 22 दिसम्बर, 1972 के सिलसिले में मुझे यह कहना है कि हरियाणा सरकार के परिपत्र संख्या 9054-4 जी.एस.- 70/32230, दिनांक 22 दिसम्बर, 1970 की शर्तों के अनुसार हरियाणा, पंजाब तथा संघ क्षेत्र चण्डीगढ़ के सरकारी स्कूलों तथा कालेजों एवं मान्यता प्राप्त गैर सरकारी स्कूलों/कालेजों में ऐसे बच्चों को निःशुल्क शिक्षा दी जा रही है । अब यह निर्णय किया गया है कि निःशुल्क शिक्षा का लाभ मृत कर्मचारियों के उन बच्चों को भी उपलब्ध होना चाहिये जो हरियाणा के निम्नलिखित पब्लिक स्कूलों में पढ़ रहे हैं :-

1. पब्लिक हाई स्कूल, हिसार ।
2. एस.ए. जैन माडल स्कूल, अम्बाला शहर ।
3. होली चार्डल्ड स्कूल, सोनीपत ।
4. हीप्पी नर्सरी मिडल स्कूल, जीन्द ।
5. सीनियर माडल स्कूल, कुरुक्षेत्र ।
6. सीनियर माडल स्कूल, फतेहाबाद (हिसार) ।
7. सतीश पब्लिक स्कूल, रिवाड़ी ।
8. पब्लिक हाई स्कूल, जुआं ।
9. दयानन्द माडल स्कूल, करनाल ।
10. सीनियर माडल स्कूल, कैथल
11. हरियाणा पब्लिक हाई स्कूल, गोहाना ।

12. पब्लिक मिडल स्कूल, फतेहाबाद ।

उपर्युक्त ट्यूशन फीस की प्रतिपूर्ति अदा की गई वास्तविक ट्यूशन फीस तथा प्रयोगशाला फीस (यदि कोई है) अथवा प्रति मास 20 रुपये, जो भी कम हो, तक की जाएगी ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

पृष्ठांकन क्रमांक 5197-3 जी.एस.- II-74

दिनांक चण्डीगढ़, 24 अक्टूबर, 1974

एक-एक प्रति (दो फालतू प्रतियों सहित) महालेखापाल, निदेशक, शिक्षा विभाग, अवर सचिव, हरियाणा चण्डीगढ़ को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

\_\_\_\_\_

**क्रमांक 60-3 जी.एस.-II-75/6408**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (सिविल) हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला तथा सत्र न्यायाधीश, हरियाणा में ।

दिनांक चण्डीगढ़, 13 मार्च, 1975 ।

**विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।**

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी.एस.-II-70/32230, दिनांक 22 दिसम्बर, 1970 तथा इस विषय पर समय-समय पर जारी की गई हिदायतों की ओर दिलाने का निर्देश हुआ है। इस संबंध में राज्य सरकार की ओर से जो हिदायतें जारी की गई हैं उनमें यह स्पष्ट तौर पर बताया गया था कि ऐसे केसों को निपटाने के लिये जरा भी देरी नहीं होनी चाहिए ।

2. परन्तु कुछ समय से यह देखने में आया है कि संबंधित विभाग मृतक कर्मचारियों के बारे में निर्धारित फार्मों में वैलफेयर सैल को सूचना भेजने में काफी देरी कर देते हैं जिससे पीड़ित परिवार को समय पर सहायता न मिलने के कारण काफी कठिनाई का सामना करना पड़ जाता है। इस कठिनाई को दूर करने के लिए सरकार ने यह निर्णय लिया है कि संबंधित विभाग मृतक कर्मचारियों के परिवारों को अनुदान देने के केसों में सूचना तथा निर्धारित प्रोफार्माज मृतक के आश्रितों से निजि स्तर पर भरवाकर मुकम्मल केस 15 दिनों के अन्दर-अन्दर इस विभाग को भेजें ।

3. आपसे अनुरोध है कि इन हिदायतों का दृढ़ता से पालन किया जाए तथा इसकी पावती भेजी जाए ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाकार,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तायुक्त राजस्व हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 1410 - 5 जी.एस. - II - 75 / 9268

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उपमण्डल अधिकारी (सिविल) हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ तथा जिला एवं सत्र न्यायाधीश हरियाणा ।

दिनांक चण्डीगढ़, 3 अप्रैल, 1975 ।

विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुदान व अन्य सुविधाएं देना-मकान किराया भत्ता की अदायगी ।

महोदय,

मुझे उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी.एस.-70/32230, दिनांक 22 दिसम्बर, 1970 तथा परिपत्र क्रमांक 8541-3 जी.एस.-II-72/791, दिनांक 9 जनवरी, 1973 की ओर दिलाने का निदेश हुआ है जिनमें मृतक के परिवार को एक वर्ष तक सरकारी मकान रखने की तथा अन्य केसों में मृतक कर्मचारी को जो मकान किराया भत्ता मिलता था, वह परिवार को एक वर्ष के लिये दिए जाने की सुविधा प्रदान की गई थी । इन अनुदेशों में यह भी व्यवस्था की गई थी कि इस संबंध में जो व्यय होगा वह उसी व्यय के शीर्ष से दिया जाएगा जहां से मृतक कर्मचारी मृत्यु से पहले वेतन प्राप्त कर रहा था । इस मामले पर पुनः विचार कर यह निर्णय लिया गया है कि मृतक कर्मचारी के परिवारों को देय मकान किराया भत्ता का व्यय अब बजट शीर्ष “288-सोशल सैक्यूरिटी फंड वेलफेयर (नॉन प्लानो) ई-II अन्य प्रोग्रामज 7-मृतक कर्मचारियों के परिवारों को अनुदान” व अन्य सुविधाएं देने से ही पूरा किया जाएगा । इस बारे में सभी विभागाध्यक्षों को D.D.O. घोषित करने के लिए अलग से कार्यवाही की जा रही है ।

2. आपसे अनुरोध है कि इन हिदायतों का दृढ़ता से पालन किया जाए तथा इस संबंध में व्यय के आंकड़ें मासिक विवरण द्वारा इस विभाग को नियमित रूप से भेजे जाएं ।

3. कृपया इस पत्र की पावती भेजी जाए ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

**ORDER OF THE GOVERNOR OF HARYANA**

The Governor of Haryana is pleased to declare all Heads of Departments as Drawing and Disbursing Officers under the Head "288-Social Security and Welfare (Non-plan)-EII-Other Programme, VII-Ex-gratia grant to the heirs of Government employees" for the reimbursement of House Rent Allowance to the families of deceased Haryana Government employees.

Dated Chandigarh

**S.D. BHAMBRI**

the March, 1975.

Chief Secretary to Government, Haryana

No. 1410-3GS-II-75/7411,

dated Chandigarh 3rd April, 1975

A copy is forwarded to (i) all Head of Departments, Commissioner, Ambala and Hisar Divisions, all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana (ii) Registrar, Punjab and Haryana High Court, Chandigarh and all District and Session Judges, Haryana, for information and necessary action.

2. They are requested to furnish monthly statements of expenditure in respect of House Rent Allowance paid by them to the families of deceased Government employees.

Sd/-

Under Secretary, Protocol  
for Chief Secretary to Govt. Haryana

No. 1410-3GS-II-75/7412,

dated Chandigarh 3rd April, 1975

A copy is forwarded to the Accountant General Haryana, Chandigarh with reference to his letter No. Tm./Misc./Ex. gratia./991, dated the 22nd August, 1974, for information.

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**क्रमांक 5093-3 जी. एस.- II-75**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (सिविल) हरियाणा) ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला तथा सत्र न्यायाधीश, हरियाणा ।

दिनांक चण्डीगढ़, 30 अप्रैल, 1975 ।

विषय :- **सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को सुविधाएं देना-गुप इन्शोरेन्स स्कीम का लागू करना ।**

महोदय,

मुझे उपरोक्त विषय पर यह कहने का निदेश हुआ है कि हरियाणा सरकार के सभी कर्मचारियों पर गुप इन्शोरेन्स स्कीम लागू करने का मामला सरकार के विचाराधीन रहा है । विचारोपरान्त सरकार ने निर्णय लिया है कि गुप इन्शोरेन्स स्कीम हरियाणा सरकार के सभी कर्मचारियों, चाहे वे राज्य सरकार में कार्य कर रहे हों, भारत सरकार अथवा दूसरी राज्य सरकारें या सरकारी अण्डरटेकिंग या कुआसी गवर्नमेंट बाडीज में कार्य करते हों, पर लागू की जाए परन्तु गुप इन्शोरेन्स स्कीम तदर्थ आधार, डेली वेजिज/पार्ट टाईम पर कार्य करने वाले कर्मचारियों पर लागू नहीं होगी । इस स्कीम के अन्तर्गत प्रत्येक कर्मचारी से एक रूपया प्रतिमास की दर से कटौती की जायेगी और जिन कर्मचारियों की सेवा अवधि के दौरान मृत्यु हो जाएगी उनके परिवारों को 5,000 रुपये की राशि बीमा निगम की ओर से मुख्य सचिव के माध्यम से बतौर सहायता दी जाएगी । यह स्कीम 1-4-1975 से लागू समझी जाएगी । आपसे प्रार्थना है कि मास अप्रैल, 1975 से प्रत्येक कर्मचारी के वेतन से एक रूपया प्रतिमास काट लिया जाए तथा मासिक कलैक्शन की सूचना नियमों के साथ लगे प्रोफार्मा 4 में भरकर हर मास की 10 तारीख तक मुख्य सचिव सामान्य सेवाए- II को भेजी जाए । इस संबंध में बनाए गए हरियाणा स्टेट इम्पलाइज गुप इन्शोरेन्स स्कीम रूलज 1975 की प्रति संलग्न की जाती है । जिसमें बताए गए प्रोसीजर के मुताबिक कार्यवाही की जाए ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

**क्रमांक 10028 - 3 जी. एस. - II - 75 / 27015**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (सिविल) हरियाणा) ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला तथा सत्र न्यायाधीश, हरियाणा में ।

दिनांक चण्डीगढ़, 15 सितम्बर, 1975 ।

**विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।**

महोदय,

मुझे उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 9054 - 4 जी.एस. - II - 70 / 32230, दिनांक 22 दिसम्बर, 1970 तथा इस बारे में समय-समय पर जारी की गई हिदायतों की ओर आपका ध्यान दिलाने तथा यह कहने का निदेश हुआ है कि जो मृतक कर्मचारी अपने पीछे नाबालिग आश्रित छोड़ जाते हैं सरकार अनुग्रहपूर्वक अनुदान की राशि मृतक के नाबालिग बच्चों के नाम स्वीकृत करती है और इसे फिक्सड डिपॉजिट में जमा करवाया जाता है ताकि अनुदान की राशि की अदायगी बच्चों के बालिग होने पर की जा सके । परन्तु कई केसों में नाबालिग बच्चों की जन्म तिथियां उपलब्ध न होने के कारण अनुदान की राशि फिक्सड डिपॉजिट में जमा नहीं हो सकती और बच्चों की जन्म तिथियां जानने के लिये विभागों को पुनः लिखना पड़ता है जिससे अनावश्यक देरी हो जाती है । इस देरी को कम करने के लिये निर्धारित फार्म 'क' में मृतक के परिवार के सभी सदस्यों की जन्म तिथियां की सूचना का उपलब्ध होना आवश्यक है । अतः आपसे अनुरोध है कि भविष्य में मृतक के परिवारों को अनुदान देने का मामला सरकार को भेजते समय उसके सारे सदस्यों की जन्म तिथियां फार्म 'क' में सूचित की जाएं ।

2. कृपया इस पत्र की पावती भी भेजी जाए ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 9109-3 जी. एस.- II-75/27898

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा के सभी खजाना अधिकारी ।

दिनांक चण्डीगढ़, 24 सितम्बर, 1975 ।

विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को सुविधाएं देना - ग्रुप इन्शोरेन्स स्कीम का लागू करना

महोदय,

मुझे उपरोक्त विषय से सम्बन्धित राज्य सरकार द्वारा जारी किये गये नोटिफिकेशन नं. GSR-39/Const./Art. 309/75 दिनांक 25-4-75 के पैरा 7 की ओर आपका ध्यान दिलाते हुए यह कहने का निदेश हुआ है, कि अप्रैल, 1975, से जब से यह स्कीम लागू की गई है आपकी ओर से सभी विभागों के कर्मचारियों के वेतन में से 1 रु प्रतिमास की दर से काटी गई राशि की कुल रिकवरी के सम्बन्ध में अभी तक कोई सूचना राज्य सरकार द्वारा प्राप्त नहीं हुई है हालांकि यह सूचना हर मास की 10 तारीख तक प्राप्त हो जानी चाहिए थी । इसके फलस्वरूप राज्य सरकार इस बात का अनुमान नहीं लगा सकती कि इस स्कीम के लागू होने पर राज्य सरकार को कितनी राशि प्राप्त हुई है । इसलिये आपसे अनुरोध है कि आप अप्रैल, 1975 से लेकर अब तक, प्रति मास के हिसाब से आवश्यक सूचना अवर सचिव, न्यायाचार, हरियाणा सरकार, चण्डीगढ़ को भी अति शीघ्र भेजें । इसके अतिरिक्त भविष्य में भी ऐसी सूचना अवर सचिव, न्यायाचार को प्रति मास की 10 तारीख तक प्रस्तुत की जाए।

2. कृपया इस पत्र की पावती भेजी जाए ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति आयुक्त एवं सचिव हरियाणा सरकार, वित्त विभाग (खजाना एवं लेखा विभाग) चण्डीगढ़ को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

2. यह अनुरोध किया जाता है कि सभी खजाना अधिकारियों को अनुदेश जारी किये जाएं कि वे राज्य सरकार द्वारा जारी किये गये नोटिफिकेशन दिनांक 25-4-75 के पैरा 7 के अनुसार राज्य सरकार को आवश्यक सूचना हर मास की 10 तारीख तक अवश्य भेज दें ।

**क्रमांक 1040 – 3जी. एस. – II – 75 / 32129**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (सिविल) हरियाणा में) ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला सभी तथा सत्र न्यायाधीश, हरियाणा ।

दिनांक चण्डीगढ़, 29 अक्टूबर, 1975 ।

**विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान व अन्य सुविधाएं देना-मृतकों के नाबालिग बच्चों के नाम स्वीकृत अनुदान की राशि को फिक्सड डिपॉजिट में जमा करवाना ।**

महोदय,

मुझे आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 9054 – 4 जी.एस. II – 70 / 32230, दिनांक 22 दिसम्बर, 1970 तथा इस विषय पर समय-समय पर जारी की गई हिदायतों की ओर दिलाने तथा यह कहने का निदेश हुआ है कि वर्तमान नीति के अनुसार मृतक कर्मचारी के नाबालिग सदस्यों के नाम जो राशि स्वीकृत की जाती है उसे फिक्सड डिपॉजिट में जमा करवा दिया जाता है ताकि उनके बालिग होने पर यह राशि उनको अदा की जा सके । इस मामले पर पुनः विचार करने पर यह अनुभव किया गया है कि कुछ ऐसे केसों में नाबालिग बच्चों के गार्डियन की आर्थिक दशा काफी कमजोर होने के कारण बच्चों की पढ़ाई तथा देखभाल में काफी कठिनाई उत्पन्न होती है, विशेष तौर पर जब गार्डियन अपंग हो, अशक्त हो तथा उसकी रोजी/आय का कोई साधन नहीं । इसलिये सरकार ने यह निर्णय लिया है कि फिक्सड डिपॉजिट पर लगे ब्याज की राशि नाबालिग बच्चों के गार्डियन को प्रतिमाह दे दी जाए । परन्तु ऐसा करते समय यह सुनिश्चित करना जरूरी है कि मासिक ब्याज की राशि बच्चों की भलाई पर ठीक प्रकार से व्यय हो और इस राशि का गार्डियन द्वारा दुरुपयोग न हो । इसके अन्तर्गत फिक्सड डिपॉजिट पर लगे ब्याज की अदायगी केवल उन्हीं केसों में की जाएगी जहां गार्डियन द्वारा इसके लिये विशेष प्रार्थना की गई हो तथा उसके अपंग, अशक्त तथा रोजी/आय के साधन न होने का प्रमाण विभाग की ओर से दिया गया हो ।

2. आपसे अनुरोध है कि भविष्य में जब भी ऐसी प्रार्थना प्राप्त हो तो इसकी सिफारिश करते समय उक्त प्रमाण देते हुए यह सिफारिश की जाए कि फिक्सड डिपॉजिट की राशि पर लगे ब्याज की राशि मृतक के नाबालिग बच्चों को उनके गार्डियन के माध्यम से देना आवश्यक है और इस राशि का गार्डियन द्वारा सदुपयोग होगा । साथ में गार्डियन का नाम तथा पूरा पता भी सूचित किया जाए ।

3. कृपया इन हिदायतों की दृढ़ता से पालना की जाए तथा इस पत्र की पावती भेजी जाए।

हस्ता / -

अवर सचिव, न्यायाचार ।

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 9293-3 जी. एस.- II-75/33759

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (सिविल) हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा सभी जिला तथा सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 17 नवम्बर, 1975 ।

विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुदान व अन्य सुविधाएं देना ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 817-3 जी.एस.- II-73/6209, दिनांक 8 मार्च, 1973 द्वारा जारी किये गए अनुदेशों की ओर दिलाऊँ जिनके अनुसार अराजपत्रित मृतक कर्मचारियों के मामले विभागाध्यक्ष द्वारा और राजपत्रित अधिकारियों के मामले सम्बन्धित प्रशासकीय सचिव द्वारा अनुग्रहपूर्वक अनुदान की स्वीकृति तथा डिसबरसमेंट हेतु भेजे जाने हैं । परन्तु यह देखने में आया है कि इन हिदायतों का दृढ़ता से पालन नहीं किया जा रहा है और कई मृतक कर्मचारियों से सम्बन्धित अनुग्रहपूर्वक अनुदान के मामले एक ओर नीचे के स्तर से प्राप्त हो रहे हैं और दूसरी ओर सम्बन्धित विभागाध्यक्ष द्वारा भी सरकार को रैफर किये जाते हैं । इस प्रकार जहाँ कार्य में अनावश्यक वृद्धि हो रही है वहाँ प्रार्थियों को दोहरी अदायगी होने की संभावना है । अतः आप से पुनः अनुरोध है कि सरकार के उपरोक्त पत्र में वर्णित अनुदेशों का दृढ़ता से पालन किया जाए और भविष्य में यह मामले केवल सम्बन्धित प्रशासकीय सचिव/विभागाध्यक्षों द्वारा ही सरकार को प्रस्तुत किये जाएं ।

2. कृपया इसकी पावती भेजी जाए ।

हस्ता/-

अवर सचिव, न्यायाचार ।

कृते : मुख्य सचिव, हरियाणा सरकार ।

**क्रमांक 12155 - 3 जी. एस. - II - 75 / 34723**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (सिविल)
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा सभी जिला तथा सत्र न्यायाधीश, हरियाणा में।

दिनांक चण्डीगढ़, 2 दिसम्बर, 1975 ।

विषय :- **सेवा अवधि के दौरान अन्धे या नाकारा (Major disability से ग्रस्त) सरकारी कर्मचारियों को अनुग्रहपूर्वक अनुदान व अन्य सुविधाएं प्रदान करना ।**

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054 - 4 जी.एस. - II - 70 / 32230, दिनांक, 22 दिसम्बर, 1970 तथा इस विषय पर समय-समय पर जारी की गई हिदायतों की ओर दिलाने और यह कहने का निदेश हुआ है कि कुछ समय से सेवा अवधि के दौरान अन्धे या नाकारा (Major disability से ग्रस्त) कर्मचारियों को भी अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं प्रदान करने का मामला सरकार के विचाराधीन रहा है । सरकार ने इस श्रेणी के कर्मचारियों को भी निम्नलिखित सुविधाएं प्रदान करने का निर्णय लिया है :-

**अनुग्रहपूर्वक अनुदान**

1. अनुग्रहपूर्वक अनुदान अन्धे या नाकारा सरकारी कर्मचारी द्वारा लिए गए अन्तिम मासिक वेतन के आठ गुणा के बराबर होगी परन्तु यह अनुग्रहपूर्वक अनुदान की राशि कम से कम 4,000 / - रुपये और अधिक से अधिक 12,000 / - रुपये तक होगी ।
2. अनुग्रहपूर्वक अनुदान के अतिरिक्त अन्य सभी सुविधाएं जो मृतक कर्मचारियों के परिवारों को उपलब्ध हैं, इस category के कर्मचारियों को भी उपलब्ध होंगी ।

ये सुविधाएं 1-4-1974 या इस तिथि के बाद अन्धे या नाकारा होने के कारण सेवा से निवृत्त किये जाने वाले सरकारी कर्मचारियों को प्रदान की जाएंगी ।

2. आपसे प्रार्थना है कि इन हिदायतों का दृढ़ता से पालन किया जाए तथा यदि कोई इस प्रकार का केस हो तो उससे सम्बन्धित सूचना संलग्न फार्मों में भरकर सरकार को भेजी जाए ।

3. कृपया इस पत्र पावती भेजी जाए ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति अनुसूचक सहित वित्तायुक्त राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

## अनुग्रहपूर्वक अनुदान के लिए आवेदन पत्र का फार्म

## भाग - क

----- के कार्यालय/विभाग में ----- के रूप  
में नियुक्त ----- श्री/श्रीमती ----- की  
ओर से आवेदन पत्र ।

1. आवेदक का नाम तथा पूरा पता
2. सरकारी कर्मचारी की इनवैलिड होने की तिथि
3. कर्मचारी के जीवित सम्बन्धियों के नाम आयु
  - क) पत्नी/पति
  - ख) पुत्र
  - ग) अविवाहित पुत्रियां
  - घ) विधवा पुत्रियां
  - ड.) मृतक कर्मचारी पर पूर्ण रूप से आश्रित माता-पिता
  - च) विधवा/अविवाहित बहनें
4. परिवार की सामान्य वित्तीय स्थिति (यह शपथ पत्र प्रोफार्मा ए/1 क/1) में दर्शाया जाना है ।
5. आय का साधन
6. सरकारी नौकरी के लिए विचार किए जाने के इच्छुक परिवार के सभी सदस्यों की शैक्षणिक योग्यताएं एवं अन्य ब्यौरा ।
7. यदि इनवैलिड सरकारी कर्मचारी की पत्नी/पति या उसके परिवार का कोई सदस्य कमा रहा है तो प्रत्येक केस में प्राप्त होने वाली मासिक वेतन तथा नियुक्ति का ब्यौरा दिया जाए ।
8. कोई अन्य सम्बन्ध सूचना

स्थान :

(आवेदक के हस्ताक्षर)

दिनांक :

पूरा पता -

-----

प्रोफार्मा ए/1 य (क)/1

शपथ - पत्र

श्री/श्रीमती ----- निवासी -----  
पुत्र/पुत्री ----- तहसील -----  
जिला -----

इसके द्वारा सत्यनिष्ठा से निश्चय पूर्वक कहता/कहती हूँ तथा घोषणा करता/करती हूँ:-

कि मेरे नकारा होने के समय मेरे तथा मेरे परिवार के सभी सदस्यों के पास निम्नलिखित सम्पत्ति थी :

- (1) बैंक/डाकघर में राशि
- (2) बीमा पालिसी की राशि
- (3) नकदी आभूषण
- (4) चल/अचल सम्पत्ति का विवरण तथा अन्य विषय ।

II निम्नलिखित परिवार के सदस्य काम पर लगे हैं :-

1. ....
2. ....
3. ....

III परिवार के पास निम्नलिखित आय के अन्य साधन हैं :-

1. ....
2. ....
3. ....

अभिलाषी

पूरा पता -

सत्यापन

मैं इसके द्वारा यह निश्चय पूर्वक कहता/कहती हूँ कि मेरे शपथ-पत्र के उक्त विवरण मेरी जानकारी तथा घोषणा के अनुसार ठीक एवं सत्य है और कोई भी बात गुप्त नहीं रखी है ।

अभिलाषी

नोट :- यह शपथ-पत्र 10 पैसे के मूल्य के नान-जुडिशियल कागज पर प्रस्तुत किया जाना है।

**भाग - ख**

**(कार्यालय/विभाग के अध्यक्ष द्वारा पूरा किए जाने के लिए)**

1. कर्मचारी का नाम
2. परिस्थितियां जिनके कारण कर्मचारी अन्धा या नकारा हुआ
3. सेवा अवधि
4. जन्म तिथि
5. अन्धा/नकारा होने (मेजर डिसएबिलिटी) के समय प्राप्त की गई कुल मासिक आय
6. परिवार की आर्थिक दशा, विशिष्ट विवरणी सहित
7. सेवा का रिकार्ड, विशिष्ट विवरणी सहित, यदि कोई हो
8. अन्धा/नकारा कर्मचारी की सम्पत्ति (सम्पत्ति घोषणा - पत्र की प्रति संलग्न की जाये)
9. सेवा निवृत्ति तथा अन्धा/नकारा होने के बीच की अवधि
10. (क) सुविधायें जो पेन्शन/ग्रेच्युटी द्वारा अन्धा/नकारा कर्मचारी को प्राप्त होती यदि वह सामान्य ढंग से सेवा निवृत्त होता  
(ख) सुविधायें जो अब अन्धा/नकारा कर्मचारी पेन्शन/ग्रेच्युटी के तौर पर प्राप्त करेगा ।
11. अन्धा/इनवैलिड होने के समय सामान्य भविष्य निधि (जी.पी.एफ.) में जमा राशि
12. अन्धा/नकारा कर्मचारी के पुत्र कहां-कहां बसे हुये हैं और उन की मासिक आय क्या है।
13. भाग 'क' के खाना 7 के सम्बन्ध में सिफारिशें, यदि कोई हों
14. सिफारिश की गई अनुग्रहपूर्वक अनुदान की राशि
15. क्या कर्मचारी नियमित था तथा एडहाक नहीं था :-

टिप्पणी: - अनुग्रहपूर्वक अनुदान की राशि सामान्यतः अन्धा/नकारा सरकारी कर्मचारी द्वारा प्राप्त की गई मासिक आय के आठ गुणा राशि बराबर होगी तथा न्यूनतम 4,000 रुपये तथा अधिकतम 12,000 रुपये होगी ।

स्थान :

कार्यालय/विभागाध्यक्ष के हस्ताक्षर

दिनांक :

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**भाग 'ग' (फार्म सी)**

**(प्रशासकीय विभाग/विभागाध्यक्ष के प्रयोग)**

1. विभाग अध्यक्ष की सिफारिश
2. प्रशासकीय विभाग की सिफारिश ।

**भाग - बी (फार्म - डी)**

मुख्य सचिव हरियाणा सरकार, (सामान्य सेवाएं शाखा) को सूचनार्थ एवं आवश्यक कार्यवाही के लिए अग्रेषित किया जाता है ।

2. श्री/श्रीमती ----- को गोपनीय अभिलेख तथा सेवा पंजी (सेवा पंजी अराजपत्रित सरकारी कर्मचारी की स्थिति में) संलग्न है ।

सचिव, हरियाणा सरकार,  
विभाग ।

सेवा में

मुख्य सचिव, हरियाणा सरकार, (सामान्य सेवाएं शाखा) ।

अशा. क्रमांक

दिनांक

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**क्रमांक 185 - 3 जी.एस. - II - 16 / 1273**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (सिविल) हरियाणा)
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा में।

दिनांक चण्डीगढ़, 16 जनवरी, 1976 ।

**विषय :- सिविल सेवा में पुनर्नियुक्त मिलटरी पेंशनरज की सेवा अवधि के दौरान मृत्यु कारण, उनके परिवारों को अनुग्रहपूर्वक अनुदान व अन्य सुविधाएं देना ।**

महोदय,

मुझे आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र, क्रमांक 7260 - 3 जी.एस. - II - 71 / 880, दिनांक 10 जनवरी, 1972 द्वारा जारी की गई हिदायतों की ओर दिलाने का निदेश हुआ है, जिनके पैरा 2 में यह व्यवस्था की गई थी कि पुनर्नियुक्त पेंशनरज अनुग्रहपूर्वक अनुदान की स्कीम के अन्तर्गत नहीं आयेंगे । राज्य सरकार ने इस मामले पर पुनः विचार किया है और यह निर्णय लिया है कि सिविल सेवा के दौरान मरने वाले पुनर्नियुक्त मिलटरी पेंशनरज भी उपरोक्त स्कीम के अन्तर्गत माने जाएंगे।

2. कृपया इस पत्र की पावती भेजी जाए ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक - एक प्रति वित्तायुक्त, राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

**क्रमांक 769-3 जी.एस.- II-76/5165**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (नागरिक) हरियाणा में
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय एवं सभी जिला एवं सत्र न्यायाधीश, हरियाणा में  
दिनांक चण्डीगढ़, 15 मार्च, 1976 ।

**विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुदान व सुविधाएं देना ।**  
महोदय,

मुझे यह निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 9054-4 जी.एस.- II-70/32230, दिनांक 22 दिसम्बर, 1970 जिसके अनुसार, अन्य सुविधाओं के इलावा मृतक कर्मचारियों के आश्रित बच्चों को डिग्री स्तर पर मुफ्त पढ़ाई की सुविधा प्रदान की जाती है । इन हिदायतों में यह स्पष्ट नहीं है कि क्या डिग्री स्तर की शिक्षा में प्रोफेशनल कालेजिज/यूनिवर्सिटीज में प्राप्त की जा रही शिक्षा सम्मिलित है या नहीं । विचार करने के पश्चात् यह निर्णय लिया गया है कि वर्तमान हिदायतों में इस प्रकार संशोधन कर दिया जाए :-

The benefit of free education shall be allowed upto Degree Courses (including professional Courses), provided the children get admission in the said courses on merit and pass the examination hold from time to time.

फीस आदि की प्रतिपूर्ति का तरीका वही होगा जोकि हरियाणा सरकार के प्रतिपत्र क्रमांक 8455-3 जी. एस.- II-72/37452, दिनांक 22-12-72 के पैरा 2 में दिया गया है ।

2. इस पत्र की पावती भेजी जाए ।

भवदीय,

हस्ता / -

अवर सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 769-3 जी.एस.- II-76/5166

दिनांक मार्च 15, 1976

एक-एक प्रति सूचना तथा आवश्यक कार्यवाही हेतु महालेखाकार, हरियाणा को भेजी जाती है।

क्रमांक 16/2/78-3 जी. एस.-II

मुख्य सचिव, हरियाणा सरकार।

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (नागरिक) हरियाणा।

2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़, 11/13 अक्टूबर, 1978।

विषय :- सेवा अवधि के दौरान मरने वाले कर्मचारियों के परिवारों को तथा सेवा अवधि के दौरान अन्य या नकारा हो जाने के कारण सेवा निवृत्त किये जाने वाले कर्मचारियों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएँ-भवन निर्माण ऋण पर लगे ब्याज की राशि माफ करना-प्रोफार्मा में सूचना देने बारे।

मुझे यह कहने का निर्देश हुआ है कि हरियाणा सरकार के पत्र क्रमांक 7260-3जी0एस0-II-71/880, दिनांक 10-1-1972 के पैरा (IV) के अनुसार सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों द्वारा लिये गये भवन निर्माण ऋण पर लगे ब्याज की राशि उपयुक्त केसों में माफ की जा सकती है। आगे, हरियाणा सरकार के पत्र क्रमांक 12155-3 जी. एस.-II-75/34723, दिनांक 2-12-1975 के अनुसार यह सुविधा सेवा अवधि के दौरान अन्य या नकारा हो जाने के कारण सेवा निवृत्त किये जाने वाले कर्मचारियों को भी दी जा सकती है। इस सम्बन्ध में अनुरोध है कि भवन निर्माण ऋण पर लगे ब्याज की राशि को माफ करने के लिये प्रस्ताव भेजते समय कृपया प्रत्येक संलग्न प्रोफार्मा के भाग (I) के अनुसार मृतक कर्मचारियों के आश्रितों से या नकारा अथवा अंधा हो जाने के कारण सेवा निवृत्त किये गये कर्मचारियों से शपथ के रूप में प्रार्थना-पत्र प्राप्त करके तथा प्रोफार्मा का भाग (2) विभाग द्वारा भरकर सरकार को अवश्य भेजे जायें।

भवदीय,

हस्ता/-

उप सचिव, न्यायाचार।

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति अनुलग्नक सहित, वित्तायुक्त एवं सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

भवन निर्माण ऋण पर लगे ब्याज को माफ करने वाले मृतक कर्मचारियों के आश्रितों या नकारा कर्मचारियों द्वारा दिये जाने वाला प्रार्थना-पत्र।

भाग (I) जो प्रार्थी द्वारा भरा जाये।

1. (क) मृतक/नकारा कर्मचारी का नाम।  
(ख) कर्मचारी की पद संज्ञा।  
(ग) कर्मचारी के कार्यालय/विभाग का नाम।  
(घ) कर्मचारी की मृत्यु/नकारा होने की तिथि।  
(ङ) मृतक कर्मचारी के साथ संबंध।
2. कर्मचारी की चल/अचल सम्पत्ति--  
(क) बैंक/डाकखाने में जमा राशि।  
(ख) बीमा पालिसी की राशि।  
(ग) नकदी।  
(घ) आभूषण।  
(ङ) अचल सम्पत्ति (कृषि भूमि, मकान, मकान के लिये प्लॉट आदि) का ब्यौरा, कीमत सहित।
3. परिवार के आय के साधन --  
(क) परिवार के सदस्यों का ब्यौरा, उनकी मासिक आय सहित।

| क्रम संख्या | नाम | कर्मचारी के साथ संबंध तथा आय | नौकरी या कोई अन्य काम करता है। आय भी बताएं | परिवार के साथ रहता है या अलग |
|-------------|-----|------------------------------|--------------------------------------------|------------------------------|
|-------------|-----|------------------------------|--------------------------------------------|------------------------------|

- (ख) अन्य साधनों (कृषि योग्य भूमि, मकान आदि) से प्राप्त आय।
4. मृतक के परिवार/नकारा कर्मचारी की निम्नलिखित मदों से प्राप्त होने वाली राशि का विवरण :-  
(क) मासिक पेन्शन।  
(ख) प्रेच्युटी।  
(ग) भविष्य निधि कोष (जी.पी. फण्ड)  
(घ) किसी स्टेवयुट आदि के अधीन प्राप्त धन राशि (उदाहरणतया: बक मैन कम्पनसेशन एक्ट के अधीन प्राप्त धन राशि)
  5. मृतक के परिवार/नकारा कर्मचारी की जिम्मेदारियों का ब्यौरा।

प्रार्थी के हस्ताक्षर,

पूरा पता

## घोषणा-पत्र

मैं यह निश्चय पूर्वक घोषणा करता हूँ/करती हूँ कि मेरे द्वारा दिये गये उपरोक्त तथ्य मेरे ज्ञान एवं विश्वास के अनुसार ठीक एवं सत्य हैं और मैंने कोई भी बात छुपाने नहीं रखी है।

अभिज्ञादी

नोट :- यह सूचना 10 पैसे के मूल्य के नॉन-ज्यूडिशियल कागज पर तथा ओथ-कमिशनर/प्रथम श्रेणी मैजिस्ट्रेट द्वारा साह्यांकित हो। भाग (2) विभाग द्वारा दिये गये वाली सूचना :-

1. (क) कर्मचारी की जन्म तिथि।  
(ख) कर्मचारी को सरकारी सेवा में नियुक्ति की तिथि।  
(ग) क्या कर्मचारी स्थायी था अथवा अस्थायी।
2. (क) कर्मचारी द्वारा भवन-निर्माण के लिये प्राप्त ऋण की कुल राशि।  
(ख) ऋण प्राप्त करने की तिथि (तिथियाँ)  
(ग) कर्मचारी द्वारा मृत्यु तक/नकारा होने तक ऋण की वापिस की गई कुल राशि।  
(घ) कर्मचारी की मृत्यु तक/नकारा होने की तिथि तक भवन निर्माण ऋण पर लगे ब्याज की कुल राशि जो बकाया है।
3. विभाग की सिफारिश।  
(सिफारिश के कारणों सहित)

विभागाध्यक्ष के हस्ताक्षर

क्रमांक 16/2/3 जी.एस.-II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार, चण्डीगढ़।

तथा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त व उप मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।  
दिनांक, चण्डीगढ़ 22 फरवरी, 1979।

विषय :-

सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।

संदर्भ,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी.एस.-II-78/32230, दिनांक 22-12-70 तथा इस विषय पर समय-समय पर जारी की गई हिदायतों की ओर दिलाते हुये यह कहने का निदेश हुआ है कि सरकार ने निर्णय लिया है कि भविष्य में गुमशुदा/लापता कर्मचारियों के परिवारों के एक आश्रित सदस्य को नौकरी की सुविधा प्रदान कर दी जाए और ऐसे केसों में अनुग्रहपूर्वक अनुदान राशि की अदायगी तभी की जाए यदि कर्मचारी 7 साल से अधिक लापता रहे तथा प्रयत्न करने पर भी तलाश नहीं किया जा सका हो। उक्त लाभ पुलिस विभाग द्वारा गुमशुदा रिपोर्ट प्राप्त करने उपरान्त देय होंगे।

अतः आपसे अनुरोध है कि उक्त निर्णय में भी आगे (General Cases) से इस विभाग को भेजे जाएं।

भवदीय,

हस्ता/-

उप सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तियुक्तों तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/7-3 जी. एस.-II/79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त व उपमण्डल अधिकारी (सिविल)।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़।

दिनांक चण्डीगढ़, 30 अप्रैल, 1979।

विषय :- सेवा अवधि के दौरान मृत कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान की अदायगी के लिए प्रस्ताव भेजने बारे।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 9054-4जी.एस.-II-70/32230, दिनांक 22-12-70 की ओर दिलाने तथा यह कहने का निर्देश हुआ है कि इन हिदायतों के साथ भेजे गये निर्धारित आवेदन-पत्र/प्रोफार्मा के फार्म-डी में यह व्यवस्था है कि मृतक की गोपनीय अभिलेख तथा सेवापंजी (सेवान्वित अराजपत्रित सरकारों कर्मचारी की स्थिति में) इस विभाग को भेजी जाए। मृतक कर्मचारी की सेवापंजी/गोपनीय अभिलेख की अनुपलब्धि के कारण अनेक विभागों इस पेन्शन सम्बन्धी मामलों का निपटारा करने में अनावश्यक विलम्ब हो जाता है। अतः सरकार द्वारा इस विलम्ब का निवारण करने के प्रश्न पर विचार किया गया है और यह निर्णय लिया गया है कि भविष्य में मृतक की सेवापंजी/गोपनीय अभिलेख आवेदन-पत्र के साथ भेजने की अपेक्षा बांछित सूचना-प्रमाण-पत्र के रूप में निम्न प्रकार की जाए :-

प्रमाणित किया जाता है (1) "मृतक नियमित कर्मचारी था तथा तदर्थधार पर नहीं लगा हुआ था और (2) उसकी ईमानदारी पर कभी सन्देह प्रकट नहीं किया गया।"

2. कृपया इन अनुदेशों का पालन दृढ़ता से किया जाए।

भवदीय,

हस्ता/-

उप सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तियुक्तों, आयुक्त एवं सचिवों तथा सचिवों, सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/9/3 जी.एस.-II-79

मुख्य सचिव, हरियाणा सरकार।

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त एवं उप मण्डल अधिकारी (ना.)।
2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़ 30 अप्रैल, 1979।

सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को सामूहिक बीमा स्कीम के अन्तर्गत बीमा राशि की सुविधा प्रदान करने बारे।

उपयुक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 5093-3 जी.एस.-II-75, दिनांक 30-4-75 के साथ प्रेषित किए गए हरियाणा स्टेट इम्प्लॉईज ग्रुप बीमा स्कीम रूलज, 1975 के नियम 2 (डी) के साथ पठित रूल 12 को ओर दिलाते हुए मुझे यह कहने का निर्देश हुआ है कि उक्त पैरा में निहित उपबंध अनुसार मृतक कर्मचारी के आश्रित परिवार सदस्यों को बीमा राशि की अदायगी किये जाने की व्यवस्था है। वर्तमान प्रणाली में अधिकतम सरलता एवं एकरूपता लाने की दृष्टि से मामले में निरीक्षण किया गया है और तत्पश्चात् सरकार द्वारा यह निर्णय लिया गया है कि भविष्य में स्कीम के नियम 2 (डी) के अनुसार सभी नियमित कर्मचारियों से उनके लाभप्राप्तकर्ता (beneficially) का नामांकन प्राप्त कर लिया जाये ताकि किसी कर्मचारी के मरणोपरान्त उसके नामांकित परिवार सदस्य को बीमा राशि बिना किसी बाधा के प्रदान की जा सके। लाभ प्राप्तकर्ता (nominee) की अनुपलब्धि में स्कीम के रूल 12 में अंकित क्रमानुसार बीमा राशि का भुगतान किया जाएगा।

2. आपसे निवेदन है कि ग्रुप बीमा योजना के अन्तर्गत सभी नियमित कर्मचारियों से निर्धारित फार्म (प्रतियां संलग्न) में नामांकन प्राप्त करके अपने रिश्ताद्वारा प्रेषित किया जाये और भविष्य में मृतक द्वारा दिये गये नामांकन के अनुसार ही बीमा राशि दिलाने हेतु इस विभाग को प्रस्ताव भेजा जाए।
3. कृपया इन हिदायतों का पालन दृढ़तापूर्वक किया जाये और इस पत्र की पावती भी भेजी जाये।

भवदीय,

हस्ता/-

उप सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी विभागाध्यक्षों, आयुक्त एवं सचिवों तथा सचिवों, सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

## FORM—I

## Nomination for benefits under the Haryana State Employee's Group Insurance Scheme

(When the Government servant has a family and wishes to nominate one member or more than one member)

I hereby nominate the person(s) mentioned below, who is/are member(s) of my family and confer on him/them the right to receive the amount that may be sanctioned by the Haryana Govt. under the Group Insurance Scheme in the event of my death while in service.

| Name and addresses of nominee/nominees | Relationship with Govt. Servant |
|----------------------------------------|---------------------------------|
|                                        |                                 |

Dated, this                      day of                      19                     

Signature of Govt. Servant

Signatures of two witnesses—

1.                     

2.                     

N.B.— The Govt. servant should draw lines across the blank space below his last entry to prevent insertion of any other name after he has signed.

## FORM—II

## Nomination for benefits under the Haryana State Employee's Group Insurance Scheme

When the Govt. servant has no family and wishes to nominate one person or more than one person.

I, having no family hereby nominate the person/persons mentioned below and confer him/them the right to receive the amount that may be sanctioned by the Haryana Govt. under the Group Insurance Scheme, in the event of my death while in service.

| Name and addresses of nominee/nominees | Relationship with Govt. Servant |
|----------------------------------------|---------------------------------|
|                                        |                                 |

Dated, this                      day of                      19                      at                     

Signatures of two witnesses—

1.                     

2.                     

Signature of Govt. Servant

N.B.—1. The Govt. servant should draw line across the blank below his last entry to prevent the insertion of any other name after he has signed.

2. Where a Govt. servant who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of the nomination will hold good in the event of his acquiring a family.

(Delete the inapplicable part)

क्रमांक 16/13-3 जी.एस. II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त एवं उप मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय चण्डीगढ़।

दिनांक, चण्डीगढ़, 26 जुलाई, 1979।

विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को सामूहिक बीमा योजना के अन्तर्गत बीमा राशि की सुविधा प्रदान करने के बारे में।

महोदय,

उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 5093-3 जी.एस.-II-75, दिनांक 30-4-75 के साथ प्रेषित किए गए हरियाणा स्टेट इम्प्लॉयमेंट ग्रुप इन्शोरेंस स्कीम रूलज, 1975 के नियम 4 की ओर दिलाते हुए मुझे यह कहने का निदेश हुआ है कि उक्त पैरा में निहित उपबन्ध अनुसार ग्रुप इन्शोरेंस स्कीम हरियाणा सरकार के सभी कर्मचारियों (केवल वर्क चार्ज्ड, पाटेंट टाईम तथा तदर्थधार पर लगे हुए कर्मचारियों को छोड़कर) पर लागू की गई है। वर्क चार्ज्ड कर्मचारियों को ग्रुप-इन्शोरेंस स्कीम के अन्तर्गत कवर किए जाने का प्रश्न कुछ समय से सरकार के विचाराधीन था। इस मामले पर विचारोपरान्त अब सरकार द्वारा यह निर्णय लिया गया है कि भविष्य में वर्क चार्ज्ड पर्सनल जो रैगुलर इस्टेबलिशमेंट पर हैं, को भी ग्रुप इन्शोरेंस स्कीम के अन्तर्गत कवर किया जाए।

2. कृपया इस निर्णय का दृढ़ता से पालन किया जाए।

भवदीय,

हस्ता/-

उप सचिव, सचिवालय स्थापना,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/19-3 जी.एस.-II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त एवं उप मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय चण्डीगढ़।

दिनांक चण्डीगढ़, 12 सितम्बर, 1979।

विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुदान व सुविधायें देना।

महोदय,

उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 8453-जी.एस.-II-7237/452, दिनांक 22-12-72 तथा क्रमांक 769-3 जी.एस.-76/5165 दिनांक 15-3-78 की ओर दिलाते हुए मुझे यह कहने का निदेश हुआ है कि इन हिदायतों के अनुसार मृत कर्मचारियों के आश्रित वधियों को डिग्री स्तर तक (Including professional course) निःशुल्क शिक्षा की सुविधा प्रदान किये जाने की व्यवस्था है। परन्तु वर्तमान हिदायतों में यह स्पष्ट नहीं किया गया था कि यह सुविधा फेल होने पर भी जारी रहेगी या नहीं। अतः इस प्रश्न पर अब सरकार द्वारा विचार किया गया है और यह निर्णय लिया गया है कि सरकारी कर्मचारियों के मरणोपरान्त पांच वर्ष तक उसके आश्रित वधियों को निःशुल्क शिक्षा की सुविधा दी जाती रहे, परन्तु उसके पश्चात् किसी भी कक्षा में पहली बार फेल होने पर निःशुल्क शिक्षा की सुविधा समाप्त कर दी जाये।

2. कृपया वर्तमान हिदायतों में इस हद तक संशोधन समझा जाये और तदनुसार इनकी भविष्य में दृढ़ता से पालन किया जाये।

भवदीय,

हस्ता/-

उप सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/21-3 जी.एस.II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त एवं उप मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय।

दिनांक चण्डीगढ़, 4-1-1980।

विषय : सेवा अवधि के दौरान मृत कर्मचारियों के परिवारों की अनुग्रहपूर्वक अनुदान की अदायगी के लिए प्रस्ताव भेजने बारे।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 4066-3 जी.एस.-II-71/22959, दिनांक 29-7-71 तथा 416-3 जी.एस.-II-72/2512, दिनांक 27-1-72 की ओर दिलाने तथा यह कहने का निर्देश हुआ है कि इन हिदायतों के साथ भेजे गये निर्धारित आवेदन-पत्र प्रोफार्मा के भाग-क तथा शपथ-पत्र से प्राप्ति द्वारा समस्त सम्बन्धित सूचना ठीक प्रकार से नहीं दी जाती है जिसके परिणामस्वरूप अपेक्षित सूचना सम्बन्धित विभाग से मंगवाने में अनावश्यक विलम्ब हो जाता है। इस विलम्ब का निवारण करने के उद्देश्य से आवेदन-पत्र/प्रोफार्मा के भाग-क तथा शपथ-पत्र में इस हद तक संशोधन कर दिया गया है कि अपेक्षित सूचना पहली बार ही पूर्ण रूप से प्राप्त हो सके। अतः अनुरोध है कि भविष्य में संलग्न संशोधित फार्म (भाग-क तथा शपथ-पत्र) कृपया आवेदकों से भरवा कर इस विभाग को भेजे जायें।

2. कृपया इन अनुदेशों का पालन दृढ़ता से किया जाये।

भवदीय,

हस्ता/-

उप सचिव, न्यायाचार,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तियुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

अनुग्रहपूर्वक अनुदान के लिये आवेदन-पत्र का फार्म

भाग-क

मृतक कर्मचारी का नाम श्री/श्रीमती

मृत्यु की तिथि

आवेदक के बारे में पूरी सूचना

- (1) नाम
- (2) पूरा पता
- (3) मृतक के साथ सम्बन्ध
- (4) आयु
- (5) क्या आवेदक मृतक कर्मचारी पर पूरी तरह आश्रित था ?
- (6) क्या आवेदक का काम का कोई अपना साधन है या नहीं ?
- (7) क्या आवेदक सरकारी सेवा में है या सेवा निवृत्त है ?  
(यदि सरकारी कर्मचारी है तो कार्यालय का नाम तथा मासिक वेतन, यदि सेवा निवृत्त हो चुका है तो मासिक पेंशन)
- (8) क्या आवेदक किसी करानिक रोग या शारीरिक अपंगता से पीड़ित तो नहीं है ? (यदि है तो उसका ब्यौरा दिया जाये)

मृतक कर्मचारी के जीवित सम्बन्धियों के बारे सूचना :-

| नाम | आयु | पूरा पता<br>(यदि सरकारी<br>सेवा में है तो<br>कार्यालय का नाम<br>व पता) | कमाई का साधन<br>सरकारी नौकरी<br>या निजी कार्य | मासिक आय | कोई अन्य<br>सूचना |
|-----|-----|------------------------------------------------------------------------|-----------------------------------------------|----------|-------------------|
|-----|-----|------------------------------------------------------------------------|-----------------------------------------------|----------|-------------------|

- (क) विधवा/पति
- (ख) पुत्र
- (ग) अविवाहित पुत्रियां
- (घ) विधवा/अविवाहित बहिन
- (ङ) मृतक कर्मचारी पर पूर्ण रूप से आश्रित माता/पिता

परिवार की सामान्य वित्तीय स्थिति (यह शपथ-पत्र प्रोफार्मा में भी दर्शाई जानी है।)

मृतक परिवार के जो सदस्य सरकारी नौकरी के इच्छुक हैं  
उनकी शैक्षणिक योग्यताएं एवं अन्य ब्यौरा।

अन्य सम्बन्धित सूचना।

(आवेदक के हस्ताक्षर  
व पूरा पता)

## शपथ-पत्र

मैं ..... निवासी ..... तहसील ..... जिला ..... इसके द्वारा सत्य निम्नलिखित बातें कहता/कहती हूँ (क) कि मेरे पति/पिता की मृत्यु के साथ उनके तथा उनके परिवार के सभी सदस्यों के पास निम्नलिखित सम्पत्ति थी :-

1. बैंक / डाकखाने में राशि

2. बीना पॉलिसी की राशि

3. नकदी/आभूषण

4. चल/अचल सम्पत्ति का विवरण तथा अन्य निवेश

(ख) कि परिवार के निम्नलिखित सदस्य नौकरी पर लगे हैं (प्रत्येक केस में अलग-अलग आय बताई जाये)

1.

2.

3.

(ग) कि परिवार के निम्नलिखित आय के साधन हैं (आय का ब्यौरा दे दिया जाना चाहिये)

(घ) कि मैं मृतक पर पूर्ण रूप से आश्रित था/थी।

## सत्यापन

मैं आगे निश्चय पूर्वक घोषणा करता/करती हूँ कि मेरे द्वारा अनुग्रहपूर्वक अनुदान के लिये भेजे गए आवेदन पत्र में दी गई सूचना तथा शपथ-पत्र में दी गई बातें मेरे ज्ञान एवं विश्वास के अनुसार ठीक हैं एवं सत्य हैं और मैंने इस में कोई बात छुपा कर नहीं रखी है।

अभि साक्षी

(यह शपथ-पत्र 10 पैसे वाले नान जूडिशियल पेपर पर होना चाहिए।)

No. 16/9/83-3-GS-II

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State.

Dated Chandigarh, the 27-6-83.

**Subject :—Raising the limit of Ex-gratia Grant admissible under the Ex-gratia Scheme.**

Sir,

I am directed to invite your attention to Haryana Government letter No. 9054-4GS-70/32231 dated 22-12-70 and to say that, at present, the ex-gratia grant equivalent to 10 times monthly emoluments (excluding House Rent Allowance) drawn by a deceased government employee subject to a minimum of Rs. 5000/- and maximum of Rs. 15,000/- as admissible is given to the family of the deceased. The question of enhancement of ex-gratia grant to the family of the deceased government employee has been engaging the attention of the government and it has been decided to raise these limit to a minimum of Rs. 10,000/- and a maximum of Rs. 25,000/-. This amount will be, however, continue to be calculated at 10 times of the last monthly emoluments (excluding House Rent Allowance) drawn by the deceased government employee.

2. I am, therefore, to request that the proposals in respect of the employees who die, while in service, on or after 4-1983 should be forwarded to Government on the basis of the aforesaid decision. You are requested to bring these instructions to the notice of all Heads of the offices under your control for strict compliance.

Yours faithfully,

Sd/-

D.S. Cheema

Under Secretary, General Administration,  
for Chief Secretary to Govt. Haryana.

A copy is forwarded for information and necessary action to Accountant General Haryana, and All Financial Commissioners to Government, Haryana, all Administrative Secretaries to Government, Haryana, Secretaries/Private Secretaries to the Chief Minister, Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

क्रमांक 16/1/84-3 जी.एस.-II

प्रधक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल तथा हिसार मण्डल, सभी उपायुक्त व उप-मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च-न्यायालय, चण्डीगढ़।

दिनांक चण्डीगढ़, 18 जनवरी, 1984।

विषय : सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान व नौकरी की सुविधायें प्रदान करना।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी.एस.-II-70/32230, दिनांक 22-12-70 तथा परिपत्र क्रमांक 60-3 जी.एस.-II-75/6408, दिनांक 13-3-1975 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि इस सम्बन्ध में राज्य सरकार द्वारा जो हिदायतें समय-समय पर जारी की गई हैं उससे यह स्पष्ट है कि ऐसे केसों के निपटान में बिल्कुल भी देरी नहीं होनी चाहिये तथा शोक संतप्त परिवार को राहत पहुंचाने के लिए हर स्तर पर हर संभव प्रयत्न करने चाहिये।

2. परन्तु यह देखने में आया है कि इन अनुदेशों को पालना भली प्रकार से नहीं की जा रही है जिससे संतप्त परिवार को समय पर सहायता न मिलने के कारण काफी कठिनाई का सामना करना पड़ता है तथा कई केसों में तो अनुग्रहपूर्वक अनुदान व नौकरी सम्बन्धी प्रस्ताव भेजने में संबंधित विभाग द्वारा बहुत अधिक समय (6 मास से ऊपर) लिया जाता है। अतः इस कठिनाई को दूर करने के लिये सरकार ने यह निर्णय लिया है कि भविष्य में अनुग्रहपूर्वक अनुदान व नौकरी संबंधी पूर्ण प्रस्तावों का एक महीने में फैसला होना चाहिये। इस निर्णय को क्रियान्वित करने के लिये आवश्यक है कि सारे प्रस्ताव अलग-अलग 21 दिन के अन्दर-अन्दर सरकार को पहुंचाने चाहिये ताकि इस प्रकार के केसों को (top priority basis) पर डील किया जा सके।

कृपया इन हिदायतों का दृढ़ता से पालन किया जाए व इन्हें अपने अधीनस्थ सभी कर्मचारियों के ध्यान में ला दिया जाए। भविष्य में इन हिदायतों को पालना न करने वाले दोषी कर्मचारी/अधिकारी के विरुद्ध कड़ी अनुशासनिक कार्यवाही की जाएगी।

कृपया इस पत्र को पावती भेजें।

हस्ता/-

उप सचिव, प्रोटोकॉल,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा के सभी वित्तायुक्तों, आयुक्त एवं सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/3/84-3 जी.एस. II

मुख्य सचिव, हरियाणा सरकार।

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (ना.) हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़, 6-2-1984।

सेवा अवधि के दौरान घरने वाले सरकारी कर्मचारियों के आश्रित सदस्यों को नौकरी सुविधा प्रदान करने बारे।

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 2283-3 जी.एस.-II-72/15439, दिनांक 9-5-1972 की ओर दिलाने और यह कहने के लिए प्राप्त हुआ है कि अनुग्रहपूर्वक अनुदान संबंधी सुविधायें तदर्थ आधार पर कार्य करने वाले कर्मचारियों के परिवारों को नहीं दी जाती हैं। परन्तु सरकार को कुछेक ऐसे मामले प्राप्त हुए हैं जिनमें विभिन्न विभागों द्वारा तदर्थ कर्मचारियों के परिवारों को ऐसी सुविधाएं करुणामूलक आधार पर प्रदान करने बारे सिफारिश की है। अतः आप के ध्वन्य में यह सुनिश्चित कर लें कि तदर्थ आधार पर कार्य करने वाले कर्मचारियों के परिवारों का अनुग्रहपूर्वक अनुदान देने बारे प्रस्ताव इस विभाग को न भेजे जाये। इसके प्रस्ताव में यह स्पष्ट किया जाये कि मृतक कर्मचारी तदर्थ आधार पर कार्य नहीं कर रहा था।

2. कृपया इन अनुदेशों का दृढ़ता से पालन किया जाये व इन्हें अपने अधीन काम करने वाले सभी कर्मचारियों के ध्यान में ला दिया जाये।
3. इस पत्र की पावती भी भेजी जाए।

हस्ता/-

उप सचिव, प्रोटोकॉल,

कृत: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तियुक्तों, आयुक्त एवं सचिवों व सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/4/84-3 जी.एस. II

मुख्य सचिव, हरियाणा सरकार।

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त मण्डल तथा हिसार मण्डल, सभी उपायुक्त तथा उपमण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक चण्डीगढ़, 22-2-1984।

सेवा अवधि के दौरान घरने वाले कर्मचारियों के परिवारों को सुविधाएं देना—भवन निर्माण ऋण पर लगी ब्याज की राशि को माफ करने बारे।

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 7260-3 जी.एस.-II-71/880, दिनांक 10-1-72 की ओर दिलाने तथा यह कहने का होता है कि सरकार के नोटिस में आया है कि मृतक कर्मचारियों द्वारा लिए गए भवन निर्माण ऋण पर लगने वाले ब्याज की माफी के लिये जो केस इस विभाग में होते हैं उनमें बहुत अधिक देरी की जाती है। जिसका कारण विभिन्न विभागों द्वारा यह बताया गया है कि भवन निर्माण ऋण पर लगने वाले ब्याज की वेरीफिकेशन समय लग जाता है। अतः यह निर्णय लिया गया है कि भविष्य में ब्याज की वेरीफिकेशन संबंधित विभागाध्यक्ष अपने विभागीय स्तर पर करवा कर केस सरकार के तदर्थ तथा बाद में महालेखाकार, हरियाणा की सहमति ले ली जाए और यदि वेरीफिकेशन में कोई अन्तर आए, तो मामला सरकार के साथ टेक-अप कर लिया जाये।

2. भविष्य में इन हिदायतों का दृढ़ता से पालन किया जाए व इस पत्र की पावती भी सरकार को भेजी जाए।

हस्ता/-

उप सचिव, प्रोटोकॉल,

कृत: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तियुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

No. 16/9/83-3 GS-II

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments, Commissioners of Divisions,  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.
- (2) Registrar, Punjab & Haryana High Court & All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 7th March, 1984.

Subject :-

Enhancement of Ex-gratia grant to the Government employees who become blind or disabled (having major disability) while in service.

Sir,

I am directed to invite your attention to Haryana Government letter No. 12155-3GII-75/34723, dated 2-12-75 on subject noted above and to say that, at present, the ex-gratia grant equivalent to 8 times monthly emoluments (excluding House Rent Allowance) drawn by an employee who becomes blind or disabled during service subject to a minimum of Rs. 4,000/- and maximum of Rs. 12,000/- as admissible is granted to him/her. The question of enhancement of ex-gratia grant to such Government employees has been engaging the attention of the government and it has been decided to raise the limit to a minimum of Rs. 8,000/- and a maximum of Rs. 20,000/-. This amount will be, however, continue to be calculated at 10 times of the last monthly emoluments (excluding House Rent Allowance) drawn by such Government employee. Therefore, to request that the proposals in respect of the employees who become blind or disabled, while in service after 1-4-1983 should be forwarded to Government on the basis of the aforesaid decision. These instructions may be brought to the notice of all Heads of the offices under your control for strict compliance.

Receipt of this communication may be acknowledged.

Yours faithfully,  
Sd/-Deputy Secretary, Protocol  
for Chief Secretary to Govt., Haryana

No. 16/9/83-3GS-II, dated Chandigarh, the 7th March, 1984.

A copy is forwarded to the Accountant General, All Financial Commissioners to Government, Haryana, Administrative Secretaries to Govt., Haryana, Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers, Haryana for information and necessary action.

क्रमांक 16/7/84-3 जी. एस.-II

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी (नागरिक) हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक चण्डीगढ़, 7 मार्च, 1984।

विषय :-

**Concession to the dependents of the employees working in Boards and Corporations of Haryana State who die while in service.**

संदर्भ,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर आकर्षित करूँ तथा कहूँ कि अभी तक अनुग्रहपूर्वक अनुदान की नीति के अन्तर्गत नौकरी की सुविधा केवल हरियाणा सरकार के रेगुलर/स्थाई कर्मचारियों जिनकी सेवा अवधि के दौरान मृत्यु हो जाती है के आश्रित परिवार के एक सदस्य को प्रदान की जाती है। अब सरकार ने यह निर्णय लिया है कि हरियाणा राज्य के विभिन्न बोर्डों व निगमों के कर्मचारियों को भी ऐसी सुविधा प्रदान की जाये। अतः आपसे अनुरोध है कि आप अपने अधीनस्थ बोर्डों व निगमों को यह निदेश देने का कष्ट करें कि वे भी हरियाणा सरकार की नीति अनुसार संतप्त परिवार के एक आश्रित सदस्य को नौकरी की सुविधा प्रदान करें।

यह हिदायतें 9-2-84 को व उसके बाद मरने वाले कर्मचारियों के एक आश्रित परिवार सदस्य को नौकरी की सुविधा प्रदान करने हेतु लागू होगी।

इसे अपने अधीनस्थ अधिकारियों/कर्मचारियों के नोटिस में ला दिया जाये व इस पत्र की पावती भी भेजी जाए।

हस्ता/-

उप सचिव, प्रोटोकॉल,

कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा सरकार के सभी वित्तीय, आयुक्त एवं सचिव तथा सचिव।

अशा: क्रमांक 16/1/84-3 जी. एस.-II

दिनांक, 7-3-84

एक-एक प्रति मुख्य मंत्री/मन्त्रीगण/राज्य मन्त्रीगण के प्रधान सचिव/निजी सचिवों/सचिवों को मुख्य मंत्री/मन्त्रीगण या राज्य मन्त्रीगण को सूचना के लिये भेजी जाती है।

हस्ता/-

उप सचिव, प्रोटोकॉल,

कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. मुख्य मंत्री के प्रधान सचिव तथा
2. मन्त्रीगण/राज्य मन्त्रीगण के सचिव/निजी सचिव।

अशा. क्र. 16/1/84-3 जी. एस.-II

दिनांक, 7-3-84

*Ex-gratia*

**No. 16/3/85-3GS-II**

From

The Chief Secretary to Govt., Haryana

To

1. All Heads of Departments,  
Commissioner of Divisions, All Deputy Commissioners &  
Sub-Divisional Officers (C) in Haryana

2. Registrar, Punjab and Haryana High Court Chandigarh.

Dated, Chandigarh the

**Subject :- Ex-gratia grant and other facilities for the families of Govt. employees who die while in service waiving of recovery of loans from employees belonging to Group 'C' & Group 'D' (Class III & Class IV).**

Sir,

In continuation of State Govt. letter No. 16/3/85-3GS-II dated 7-6-85 (copy enclosed for ready reference) on the Subject noted above, I am directed to say that State Government on consideration have decided that the concession enumerated in the above mentioned letter will be made applicable with effect from 1.4.1985 instead of from the date of issuing letter under reference. But this concession will, however, be applicable to the dependents of those Govt. employees who died on or after 1.4.1985. The cases of those Govt. employees who expired before this date will be treated to be governed according to previous instructions issued vide Haryana Govt. letter No. 7260-3GS-II-71/880, dated 10-1-72.

Yours faithfully,

Sd/-

Deputy Secretary Protocol,  
for Chief Secretary to Govt., Haryana.

No. 16/3/15-3GS-II

Dated, Chandigarh the

A copy is forwarded to the Accountant General, Haryana for information & necessary action.

Sd/-

Superintendent, General Service – II  
for Chief Secretary to Govt., Haryana.

No. 16/3/85-3GS-II

Dated Chandigarh the

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/3/85-3GS-II**

From

The Chief Secretary to Govt., Haryana.

To

All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub-Divisional Officers (C) in Haryana.

Dated, Chandigarh the 7-6-85

**Subject:- Ex-gratia grant and other facilities for families of Government employees who die while in service waiving of recovery of loans from employees belonging to Group 'C' and Group 'D' (Class – III & Class – IV).**

Sir,

In supersession of para (iv) of Haryana Government letter No. 7260-3GS-II-71 / 880, dated 10-1-72 on the above subject, I am to say that it has been decided that in the case of death of an employee belonging to Group 'C' and Group 'D' (Class – III & Class IV) while in service, the outstanding principle amount of house building advance, marriage advance wheat advance, festival advance and cycle advance and the recovery of outstanding interest on all the advances taken by such taken by such Group C and Group D employees will be waived, in the case of house building advance, however, the outstanding amount of the advance will be waived only in those cases where not more than one surviving member of the family if employed.

2. All other terms and conditions laid by the government on the subject remain unchanged, kindly acknowledge receipt.

Yours faithfully,

Sd/-

Deputy Secretary Protocol,  
for Chief Secretary to Government, Haryana.

Dated, Chandigarh the 7-6-85

No.16/3/85-3GS-II

A copy is forwarded to Accountant General Haryana, Chandigarh for information and necessary action.

Sd/-

Superintendent, General Services – II  
for Chief Secretary to Government, Haryana.

Dated, Chandigarh the 7-6-85

No. 16/3/85-3GS-II

A copy is forwarded to Commissioner & Secretary to Govt., Haryana (Ways & Means Branch) with reference to their U.O. No. 15/4/85-WM (3) dated the April, 1985 for information & necessary action.

Sd/-

Superintendent, General Services – II  
for Chief Secretary to Government, Haryana.

क्रमांक 16/11/85-3 जी. एस. II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी (ना.), हरियाणा
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश  
दिनांक चण्डीगढ़ 8/7/85

विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं प्रदान करना ।

महोदय,

मुझे आपका ध्यान उपरोक्त विषय की ओर आकर्षित करते हुए यह कहने का निदेश हुआ है कि हरियाणा सरकार के पत्र क्रमांक 3442-3 जी. एस.- II-77/19169, दिनांक 13-7-71 के अनुसार अन्य सुविधाओं के अतिरिक्त इस बात का विशेष उल्लेख किया हुआ है कि मृतक सरकारी कर्मचारी के आश्रित सदस्यों को ग्रुप सी. अथवा ग्रुप डी. के पदों पर नियुक्ति प्रदान करने की कार्यवाही की जाए परन्तु सरकार के ध्यान में यह बात आई है कि कई विभाग मृतक राजपत्रित अधिकारियों के आश्रित सदस्य को राजपत्रित पद पर नियुक्त करने के लिए प्रस्ताव सरकार को भेजते हैं या अपने स्तर पर मन्त्री परिषद को तथा लोक सेवा आयोग की अनुमति प्राप्त करके राजपत्रित पदों पर नियुक्ति कर देते हैं ।

2. सरकार ने इस मामले पर गम्भीरतापूर्वक पुनः विचार किया है और यह निर्णय लिया है कि भविष्य में सेवा अवधि के दौरान मरने वाले कर्मचारियों/अधिकारियों के एक आश्रित सदस्य को उपरोक्त वर्णित हिदायतों अनुसार आमतौर पर केवल ग्रुप सी या ग्रुप डी के पद पर ही नियुक्ति के प्रस्ताव मुख्य सचिव (सामान्य सेवाएं-II शाखा में) को भेजे जाये । अतः यह अनुरोध किया जाता है कि भविष्य में राज्य सरकार को जहां तक हो सके केवल इस बारे में ग्रुप सी या ग्रुप डी पद पर ही नियुक्ति देने हेतु ही प्रस्ताव भेजा जाए ।

कृपया इस पत्र की पावती भी भेजी जाए ।

भवदीय

हस्ताक्षर

उप सचिव, प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

दिनांक 8 जुलाई, 1985

क्र. 16/11/85-3 जी. एस. II

एक एक प्रति :-

- 1) सचिव, हरियाणा लोक सेवा आयोग, चण्डीगढ़ ।

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/3/85-3GSH**

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners & Sub-Divisional Officers (Civil)  
In Haryana.

2. Registrar, Punjab and Haryana High Court Chandigarh.

Dated, Chandigarh the 20.8.85

**Subject :- Ex-gratia grant and other facilities for the families of Govt. employees who die while in service waiving of recovery of loans from employees belonging to Group 'C' & Group 'D' (Class – III & Class – IV).**

Sir,

In continuation of State Govt. letter No. 16/3/85-3GS-II, dated 7.6.85 (copy enclosed for ready reference) on the subject noted above, I am directed to say that State Government on reconsideration have decided that the concession enumerated in the above mentioned letter will be made applicable with effect from 1.4.1985 instead of from the date of issuing letter under reference. But this concession will, however be applicable to the dependents of those Govt. employees who expired before this date will be treated to be Governed according to previous instructions issued vide Haryana Govt. letter No. 7260-3GS-II-71/880, dated 10.1.1972.

Yours faithfully.

Sd/-

Deputy Secretary, Protocol,  
for Chief Secretary to Govt., Haryana.

No. 16/3/85-3GS-II

Dated, Chandigarh the 20.8.85

A copy is forwarded to the Accountant General, Haryana, for information and necessary action.

Sd/-

Superintendent. General Services-II  
for Chief Secretary to Govt., Haryana.

*Ex-gratia*

**No. 16/19/85-3GSIL**

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments, Commissioners, Ambala & Hissar Divisions and all the Deputy Commissioner & Sub-Divisional Officers (Civil) in the State.
2. The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh the 26<sup>th</sup> July, 1985.

**Subject:- Grant of ex-gratia payment to the dependents of deceased Government employee waiving off principle and interest relating to house building advance taken by the deceased during Government service.**

Sir,

I am directed to invite your attention to the State Government letter No. 16/3/85-3GSII, dated 7-6-85 on the subject noted above and to say that there is a High Level Committee constituted by the State Government which considers the matter of waiving off interest accrued on House Building Loan taken by a deceased Government employee while in services. At present, after the recommendation of this Committee such cases, by the concerned department for getting the interest of the house building loan waived off, are referred to the Finance Department for their concurrence. In order to avoid unnecessary delay in the waiving off interest and loan on House Building loan and also to provide quicker relief to the dependents of the bereaved family, the State Government have decided to delegate the financial powers of waiving off interest / loan of house building to the above referred committee.

2. Keeping in view the decision of the State Government I am, therefore, to impress upon you that in future, whenever, any recommendation in the matter is received from the said Committee, the concerned Department, instead of seeking the concurrence of the Finance Department in the matter, will be competent to issue necessary sanction in the matter and a copy of those orders should be sent to the Finance Department invariably for their information.
3. This issues with the concurrence of Finance Department received vide letter No. 15/3/85-WM(3), dated 22.5.85.
4. These instructions should also be brought to the notice of all the subordinate officers.

Yours faithfully,

Sd/-

Deputy Secretary, Protocol,  
for Chief Secretary to Government, Haryana.

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-

Superintendent, General Services – II,  
*for* Chief Secretary to Government, Haryana.

To

All the Financial Commissioners & Administrative  
Secretaries to Government, Haryana.

U.O. No. 16/19/85-3 GSII

Dated Chandigarh, the 26<sup>th</sup> July, 1985.

A copy is forwarded to the Principal Secretary to Chief Minister & Secretaries / Private Secretaries to the Ministers / State Ministers / Chief Parliamentary Secretary / Parliamentary Secretary for information and necessary action.

Sd/-

Superintendent, General Services – II,  
*for* Chief Secretary to Government, Haryana.

To

The Principal Secretary to Chief Ministers/ Secretaries / Private Secretaries to Ministers /  
State Ministers/ Chief Parliamentary Secretary / Parliamentary Secretary.

U.O No. 16/19/85-3GSII

Dated Chandigarh, the 26th July, 1985

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**क्रमांक 16/21/84-3 जी. एस. II**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी (ना.)
  2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय चण्डीगढ़
- दिनांक 9-9-85

**विषय :- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को सुविधायें प्रदान करना ।**

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 16/21/84-3 जी. एस. II, दिनांक 29-11-84 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि सरकार के ध्यान में आया है कि मृतक कर्मचारियों के परिवारों को विभिन्न प्रकार की सुविधायें समय पर प्रदान नहीं की जाती हैं । सरकार इस बात को गम्भीरता से लेती है तथा आपसे अनुरोध है कि इस प्रकार की सुविधायें कर्मचारी की मृत्यु के 6 मास के भीतर उसके परिवार को अवश्य प्रदान कर दी जाये । इस प्रकार के केसों में अनावश्यक रूप से देरी करने वाले कर्मचारियों के विरुद्ध कड़ी अनुशासनिक कार्यवाही की जायेगी ।

इसे अपने अधीनस्थ सभी कर्मचारियों के नोटिस में ला दिया जावे व इस पत्र की पावती भेजी जावे ।

हस्ताक्षर

उप सचिव, प्रोटोकॉल,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/3/85-3GS II**

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments, Commissioner of Divisions, All Deputy Commissioners and Sub-Divisional Officers (C) in Haryana.

2. Punjab & Haryana High Court Chandigarh.

Dated, Chandigarh the 24.1.86

**Subject :- Ex-gratia grant and other facilities for the families of Government employees who die while in service waiving of recovery of loans from employees belonging to Group C and Group D (Class III and Class IV).**

Sir,

I am directed to invite your attention to State Government letter No. 16/3/85-3GSII, dated 20.8.85 read with letter No.16/3/85-3GSII, dated 7.6.1985 on the subject noted above and to say that it is clearly stated in these letters that in case of an employee belonging to Group C & Group D (Class III & IV) while in service, the outstanding principle amount of House Building advance, marriage advance, wheat advance, festival advance, cycle advance and the recovery of outstanding interest on all the advances taken by group C and group D employees will be waived. It was further clarified in the letter dated 7.6.85 that in the case of house building advance, however, the outstanding amount of the advance will be waived only in those cases where not than one surviving member of the family is employed. These instructions were made applicable w.e.f. 1.4.85 means thereby that this concession will however, be applicable to the dependents of those Govt. employees who died on or after 1.4.85. All the cases of those Govt. employees who expired before this date will be governed according to the previous instructions issued vide Haryana Govt. letter No. 7260-3GSII-71/880 dated 10.1.72.

2. According to these instructions, the Heads of Departments / Administrative Secretaries are competent to dispose of such cases at their own level but instead of doing so, they are referring these cases to the State Govt. for their disposal.

3. Keeping in view the provisions contained in the instructions under reference, I am to impress upon you that, in future, no case should be referred to the State Govt. for disposal if an employee has expired on or after 1.4.86 and Heads of Departments / Administrative Secretaries will be competent to take decision at their own level.

4. I may also add that these instructions were issued with the concurrence of Finance Department and the Heads of Department / Administrative Secretaries are also not required to seek the concurrence of the Finance Department in such matters.

Yours faithfully,

Sd/-

Deputy Secretary (Protocol)  
for Chief Secretary to Govt. , Haryana.

No. 16/3/85-3GS-II

Dated 24.1.86

A copy is forwarded to the Accountant General, Haryana, for information and necessary action.

*Ex-gratia*

**No. 16/3/85-3GS-II**

From

The Chief Secretary to Govt., Haryana

To

1. All Heads of Departments,  
Commissioner of Divisions, All Deputy Commissioners &  
Sub-Divisional Officers (C) in Haryana
2. Registrar, Punjab and Haryana High Court Chandigarh.

Dated, Chandigarh the 20-8-1985

**Subject :- Ex-gratia grant and other facilities for the families of Govt. employees who die while in service waiving of recovery of loans from employees belonging to Group 'C' & Group 'D' (Class III & Class IV).**

Sir,

In continuation of State Govt. letter No. 16/3/85-3GS-II dated 7-6-85 (copy enclosed for ready reference) on the Subject noted above, I am directed to say that State Government on consideration have decided that the concession enumerated in the above mentioned letter will be made applicable with effect from 1.4.1985 instead of from the date of issuing letter under reference. But this concession will, however, be applicable to the dependents of those Govt. employees who died on or after 1.4.1985. The cases of those Govt. employees who expired before this date will be treated to be governed according to previous instructions issued vide Haryana Govt. letter No. 7260-3GS-II-71/880, dated 10-1-72.

Yours faithfully,

Sd/-

Deputy Secretary Protocol,  
for Chief Secretary to Govt., Haryana.

No. 16/3/15-3GS-II

Dated, Chandigarh the 20-8-1985

A copy is forwarded to the Accountant General, Haryana for information & necessary action.

Sd/-

Superintendent, General Service – II  
for Chief Secretary to Govt., Haryana.

No. 16/3/85-3GS-II

Dated Chandigarh the

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/3/85-6GS-II**

From

The Chief Secretary to Govt. Haryana.

To

1. All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub-Divisional Officers (Civil) in Haryana.
2. The Registrar, High Court of Punjab & Haryana at Chandigarh.

Dated Chandigarh the 7/13-1-87.

**Subject :- Ex-gratia grant and other facilities for the families of Government employees who die while in service due to accident-waiving off recovery of loans obtained for the purchase of Scooter, Moped and Motor-cycle belonging to Group 'C' and 'D' (Class – III and Class – IV)**

Sir,

In continuation of Haryana Government letter No. 16/3/85-3GS-II dated 7.6.85 on the subject noted above, I am directed to say that a proposal regarding waiving off loan, obtained by a deceased Government employee for the purchase of Moped / Scooter Motor-cycle during his service, to his family after his death was under the active consideration of the State Government. It has been decided now that in case of death of an employee belonging to Group C&D (Class-III & Class – IV employees only) while in service, the outstanding principle amount taken as advance for the purchase of Moped / Scooter or Motor-cycle, the recovery will be waived off in such cases only where the death of an employee occur due to the accident and not in other cases.

2. It is made clear that the Heads of department / Administrative Secretaries will be competent to waive off such advances at their own level as is being done in other cases according to powers delegated to them by the State Govt. vide their letter under reference and there will be no need for referring such cases to the officers committee.

3. This issues with the concurrence of the Finance Deptt. Conveyed vide their U.O. No. 15/4/85 WM(3) dated 18.11.85.

Yours faithfully,

Sd/-

Deputy Secretary, (Protocol)  
for Chief Secretary to Govt., Haryana.

No. 16/3/85-6GS-II

Dated Chandigarh the 7/13/-1-87.

A copy is forwarded to Accountant General, Haryana for information and necessary action.

Sd/-

Superintendent General Services – II,  
for Chief Secretary to Government Haryana.

*Ex-gratia*

No. 16/3/85-6GS-II

Dated Chandigarh the 7/13-1-87

A copy is forwarded to Commissioner & Secretary to Govt. Haryana (Ways & Means Branch) with reference to their U.O. No. 15/4/85-WM(3) dated the 18.11.86 for information and necessary action.

Sd/-

Superintendent General Services – II,  
for Chief Secretary to Government, Haryana.

A copy is forwarded information & necessary action to :

1. All Financial Commissioners to Govt., Haryana
2. All Administrative Secretaries to Government Haryana.
3. Secretaries / P.S. to the C.M./ Ministers / State Ministers.

Sd/-

Superintendent General Services – II,  
for Chief Secretary to Government, Haryana.

To

1. All Financial Commissioners to Govt., Haryana
2. All Administrative Secretaries to Govt., Haryana
3. Secretaries / Private Secretaries to the Chief Minister / Ministers /State Ministers.

U.O. No. 16/3/85-6CS-II

Dated, Chandigarh the 7/13-1-87.

\_\_\_\_\_

(To be substituted bearing the same No. and date)

**No. 16/24/86-6GS-II**

From

The Chief Secretary to Government, Haryana, Chandigarh.

To

- (i) All Heads of Departments.
- (ii) All the Commissioners of Divisions, Deputy Commissioners and S.D.Ms. (Civil) in the State.
- (iii) All the District and Sessions Judges.
- (iv) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 25-3-87.

**Subject :- Delegation of powers under ex-gratia scheme to the Heads of Departments-payment to the members of the family of deceased Govt. employees.**

Sir,

I am directed to refer to State Government letter No. 9054-4GS-70/32230, dated 22nd December, 1970 on the subject noted above and to say that the State Government introduced Ex-gratia Scheme on 22nd December, 1970 for the welfare of the bereaved family of deceased Govt. employee of Haryana State who died while in services. Under this Scheme the ex-gratia to be given to the family of the deceased Govt. employee is equivalent to 10 times of the last drawn monthly emoluments excluding house rent allowance drawn by the deceased Govt. employee subject to minimum of Rs. 10,000/- and maximum of Rs. 25,000/- This grant is given to assist the dependent members of the destitute family of a deceased Govt. employee at such a critical juncture. The Chief Secretary was competent to sanction this grant in favour of the dependent of the destitute family of a deceased Govt. employee, whereas Deputy Secretary (Protocol) was Drawing and Disbursing Officer under the relevant Head.

The matter regarding delegation of powers under the ex-gratia scheme to the Heads of Department has been under consideration of State Government for some time past. The State Govt. on the recommendations of Administrative Secretaries have decided to delegate the financial powers in the matter to all the Heads of Departments in order to avoid delay in making payment to the dependents of the destitute family of deceased Govt. employee at the critical juncture. These financial powers quo class I and II employees will also vest in the Heads of Deptts. Instead of Administrative Secretaries under this Scheme. The Heads of Deptts. will be competent authority to sanction the ex-gratia grant to the dependent member of the destitute family of a deceased Govt. employee and will also function as Drawing and Disbursing Officer under the Scheme as well as under the relevant head of this grant viz. "2235-Social Security and Welfare 200-other Scheme (X) Ex-gratia grant to the heirs of Govt. employees." They may however, authorize any officer of his Deptt. to work as D.D.O under this Scheme. As such there will be no need to refer the cases to the Administrative Secretaries for conveying their sanction qua Class I and Class II employees before releasing payment to the destitute family of a deceased Govt. employee.

*Ex-gratia*

The other matters regarding providing employment, medical facilities, education facilities and retention of Govt. house for a period of one year will remain under the Administrative control of Chief Secretary to Govt., Haryana in G.S. II Branch as before.

The funds for this purpose will be released to all the Heads of Departments by Govt. for making payment to the claimant of deceased Govt. employee. They are, therefore, requested to send their demands accordingly by 31-3-87.

These orders will come into force with effect from 1-4-1987.

The procedure regarding conveying sanction preparing bills, drawing payment from banks and making disbursement to the claimant of deceased Govt. employee will be explained separately to all the Heads of departments.

The approval of the Finance Department has been obtained in the matter vide their U.O. No.3 (4)–3FR-II-84/3907, dated 13-1-1987.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary (Protocol),  
for Chief Secretary to Govt., Haryana.

\_\_\_\_\_

**No. 16/24/86-6GSII**

From

The Chief Secretary to Govt., Haryana

To

- (i) All Heads of Departments.
- (ii) All the Commissioners of Divisions Deputy Commissioners and S.D.Ms. (Civil) in the State
- (iii) All the Districts and Sessions Judges.
- (iv) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 25-5-87

**Subject :- Delegation of powers under ex-gratia Scheme to the Heads of Departments – payment to the members of the family of deceased Govt. employees Procedure regarding.**

Sir,

In continuation of Haryana Government circular letter No. 16/24/86-6GSII, dated 25-3-87 on the above subject. I am directed to say that it was mentioned in the said circular that procedure regarding conveying sanction, preparing bills, drawing payment from banks and making disbursements to the claimant of deceased Govt. employee will be explained separately. Accordingly the procedure is explained here under for guidance and necessary action. You may, however, adopt any change in this procedure according to your convenience and circumstances depending upon merits of each case :-

**Procedure :**

- (i) Sanction (by the Head of Deptt) will be issued as per specimen enclosed for guidance after completion of all formalities as were here to fore being done by the Departments.
- (ii) Bills will be prepared by the D.D.O's office on the proforma S.T.R. 23 prescribed for detailed pay bills of the Permanent Establishments etc.
- (iii) Payments will be made to the concerned family member / member of the deceased by means of Bank Drafts drawn at the State Bank of India after getting the said Bills passed from the Treasury concerned.
- (iv) The amount to be paid to the minor children of the deceased Govt. employee will remain with D.D.O. in the form of F.D.R. got prepared from Haryana State Cooperative Bank by writing to the Bank as per specimen enclosed. Period of each F.D.R. will depend upon the age of minors which will mature for payment after the minor (Male & Female) becomes major i.e. attains the age of 18 years. Where there are minor than one minor, F.D.R. will be prepared of equal amount in respect of each of the minors in equal distribution. A copy of Govt. instructions regarding this is also enclosed.

3 The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary (Protocol),  
for Chief Secretary to Govt., Haryana.

*Ex-gratia*

**REGD.**

No.

From

(Head of Deptt. concerned)

To

The Manager,  
Haryana State Co-operative Bank Ltd;  
Place concerned.

Dated Chandigarh, the

**Subject :- Opening of Fixed Deposit Account in respect of minors.**

Sir,

I am sending herewith Govt. Bank Drafts/ Draft No. \_\_\_\_\_

Dated \_\_\_\_\_ for Rs. \_\_\_\_\_

duly discharged on the reverse with the request that fixed deposit Account / Accounts may kindly be opened in the name of the following minors for a period till they become major :-

| <b>Sr. No.</b> | <b>Name of the Minor</b> | <b>Date of birth</b> | <b>Amount</b> |
|----------------|--------------------------|----------------------|---------------|
|----------------|--------------------------|----------------------|---------------|

The account/ accounts shall be operated upon the undersigned till the minors become major.

Yours faithfully,  
Sd/-  
D.D.O.  
for Head of Department.

**ORDER**

Sanction is accorded in terms of Haryana Government circular letter No. 16/24/86-6GSII dated 25-3-87 to the payment of Rs. \_\_\_\_\_

(Rs. \_\_\_\_\_)

ex-gratia to Smt. \_\_\_\_\_ W d/o Late Sh. \_\_\_\_\_ formerly  
in the office of the

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

2. The expenditure will be met out of the budget grant under the head “2235-Social Security & Welfare – 200-Other Programmes (X). Ex-gratia grant to the heir of Govt. employees”, during the financial year 1987-88.

Dated (Place), the

Head of Department

No.

Dated

A copy is forwarded to the Treasury Officer, Haryana (Plan) (i.e. the Try. Concerned) for information:-

Sd/-

*for* Head of Department

No.

Dated

A copy is forwarded to Smt. \_\_\_\_\_  
widow of \_\_\_\_\_  
for information.

Sd/-

*for* Head of Department

\_\_\_\_\_

**No. 16/24/86-6GSII**

From

The Chief Secretary to Govt., Haryana

To

- (i) All Heads of Departments.
- (ii) All the Commissioners of Divisions Deputy Commissioners and S.D.Ms. (Civil) in the State.
- (iii) All the Districts and Session Judges.
- (iv) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 18-9-87

**Subject :- Providing employment to one dependent member of a deceased family who is killed / dies due to terrorists activities in the State**

Sir,

I am directed to address you on the above cited subject and to say that for some time past the question of providing employment/ relief to the dependents of any person killed / effected by the terrorists activities in the State, was engaging the attention of the State Govt. After due consideration it has now been decided to provide employment to one dependent member of a person (s) who has been killed in terrorists shoot out in the month of July, 1987 near village Daryapur (Fatehabad, Haryana) as well as to the victims of Lalru (Punjab) incidents belonging to Haryana State only. The employment to one dependent of the family of the deceased person under the Haryana Govt. will be provided subject to the following conditions :—

The basic qualifications and conditions and experience prescribed for respective posts shall have to be fulfilled by a person seeking employment under the Haryana Govt. provided that relaxation may be allowed by Govt. in cases of hardship.

2. A member of family of a person killed as a result of the aforesaid terrorist's action, seeking employment shall also be required to furnish the following documents along with the application for employment:—

- (1) Certificate of death and full details of the circumstances under which the death occurred, certifying that it was as a result of terrorist's action near village Daraypur (Fatehabad Haryana) / Lalru (Punjab) incident to be obtained from the Deputy Commissioner of the Distirct within the territorial limits of which the death occurred.
- (2) An affidavit duly attested to corroborates the fact that the person being employed is in fact a member of the family of the deceased person; and
- (3) Details of all dependents i.e. names, their age, their occupation along with reasons in support of the claim of the person seeking employment vis-à-vis other dependents.

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3. For the definition of a 'family' of deceased person, the following will be included in the terms for the purpose of employment :—

- (i) Husband/ wife.
- (ii) Sons / daughters (unmarried).
- (iii) Father /mother.
- (iv) Dependent brothers / sisters.

Appointment to a dependent of a person who is killed as a result of the aforesaid terrorists action will not be provided to Class I or II post / service. The dependent member will be provided employment only against Class III or IV service as the case may be and that too with the approval of competent authority as per the procedure being followed for giving employment to the dependents of Govt. employees who die while in service.

4. It may further add that there will be no need for getting the approval of the Departmental Selection Committee / S.S.S. Board as the case may be, nor there would be any requirement for seeking the registration in the Employment Exchange of the dependent of the deceased while providing employment in Govt. service.

5. These orders will apply only in the case of persons killed in Daryapur shoot out and victim of Lalru incidents belonging to Haryana State only.

6. It is also made clear that no age limit will be laid down in the case of widows, who may seek employment under the above mentioned categories provided they are below the prescribed age of supprannuation.

7. These orders will be deemed to have come into force with effect from 1-7-1987.

8. All cases for giving employment under this policy may be referred to Chief Secretary to Govt. Haryana (in G.S.II Br.)

**For Deputy Commissioners only :**

They are requested to spot out the cases which are covered under the above mentioned instructions and sent their recommendations for providing employment to one dependent members of a deceased person. This may be given 'top priority'.

Yours faithfully

Sd./-

Deputy Secretary Protocol,  
for Chief Secretary to Government, Haryana

*Ex-gratia*

**No. 16/6/88-6 GSII**

From

The Chief Secretary to Govt., Haryana

To

1. All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub-Divisional Officers (C ) in Haryana
2. Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 4-4-1988

**Subject :- Providing of employment to the dependent members of deceased Govt. employees who die while in service, under the ex-gratia scheme.**

Sir,

I am directed to address you on the subject noted above and to say that in some cases proposals are received from various departments for giving employment to the dependent members of deceased Govt. employees against category 'C' & 'D' vacant posts reserved for SC/ST and in such cases, approval is given by the Govt. on the condition that as and when a post of general category may fall vacant, person so appointed against the aforesaid reserved category post, may be adjusted against that post i.e. general category post, and the reserved category post should be restored for appointment from amongst persons belonging to the reserved category. It has come to the notice of the Govt. that in some cases, services of adhoc employees belonging to SC/ST category have been terminated to provide employment to the dependent members of the deceased Govt. employees. It is, therefore, clarified that henceforth, while providing employment to the dependent members of the deceased Govt. employees against reserved category posts, appointment should be made only against such posts which are lying vacant and does not result in termination of services of adhoc employees belonging to SC/ST/BC.

These instructions should be followed in future.

Yours faithfully,

Sd/-

Deputy Secretary Protocol  
for Chief Secretary to Govt., Haryana.

A copy is forwarded for information and necessary action to:—

1. All Financial Commissioners to Govt., Haryana.
2. All Administrative Secretaries to Govt., Haryana.

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

3. Secretaries / P.S. to the C.M./Dy. C.M./Ministers / State Ministers / Chief Parliamentary Secretary.

Sd/-

Superintendent General Services – II,  
for Chief Secretary to Govt., Haryana

To

1. All the Financial Commissioners to Govt., Haryana.
2. All Administrative Secretaries to Govt., Haryana
3. Secretaries / Private Secretaries to the C.M. / Dy. Chief Minister/ Ministers/ State Ministers/Chief Parliamentary Secretary.

U.O.No. 16/6/88-6 GS II

Dated Chandigarh, the 4-4-1988

\_\_\_\_\_

क्रमांक 16/21/88-6 जी. एस. II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
2. आयुक्त अम्बाला एवं हिसार मण्डल ।
3. सभी उपायुक्त एवं उपमण्डल अधिकारी (नागरिक) ।
4. रजिस्ट्रार, पंजाब एवं हरियाणा हाईकोर्ट, चण्डीगढ़ ।

दिनांक : 3-11-88

विषय: - सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को नौकरी तथा अन्य सुविधायें प्रदान करना।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 16/21/84-3 जी. एस.- II दिनांक 9-9-85 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि सरकार के पास कई मामले ऐसे प्राप्त होते रहे हैं जहां मृतक का परिवार एक लम्बे अरसे के बाद नौकरी तथा अन्य सुविधायें देने बारे अनुरोध करता है । इस मामले पर विचारोपरान्त यह निर्णय लिया गया है कि भविष्य में उन मामलों में नौकरी तथा वित्तीय सहायता देने बारे विचार नहीं किया जायेगा । जहां मृतक के परिवार से उसकी मृत्यु के तीन वर्ष के अन्दर-2 ऐसी प्रार्थना प्राप्त नहीं होगी। जिन मामलों में संबंधित व्यक्ति, जिसे कि नौकरी की सुविधा दी जानी है, अभी नाबालिग है, इसके बारे में प्रार्थना भी कर्मचारी की मृत्यु के तीन वर्ष के अन्दर-2 सरकार को विचार/निर्णय हेतु पहुंच जानी चाहिये । यह निर्णय इस पत्र की जारी की तिथि से लागू होगा व जो मामले पहले प्राप्त हो चुके हैं उन पर वर्तमान हिदायतों अनुसार कार्यवाही की जायेगी ।

इसके अतिरिक्त यह भी निर्णय लिया गया है कि भविष्य में केवल उन्हीं केसों में मृतकों के परिवार के सदस्यों को श्रेणी-II के पदों बारे लगाने बारे विचार किया जायेगा जहां संबंधित व्यक्ति के पास तकनीकी योग्यतायें जैसे कि एम. बी. बी. एस., बी. ई., बी. टैक, बी. बी. एस. सी इत्यादि हों और उसे श्रेणी-II के पद या उसके ऊपर के पदों पर ही लगाया जा सकता हो । बाकी मामलों में राजपत्रित पदों पर लगाने बारे विचार न किया जाये और प्रार्थी की योग्यता को देखते हुये केवल श्रेणी-III व 4 के पदों पर लगाने बारे प्रस्ताव सरकार को भेजा जाये ।

4. कृपया इन आदेशों की कड़ी पालना की जाये व इस पत्र की पावती भी सरकार को भेजी जाये ।

हस्ता/-

उप सचिव, प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

**क्रमांक 16/21/88-6 जी. एस. II**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
2. आयुक्त अम्बाला एवं हिसार मण्डल ।
3. सभी उपायुक्त एवं उपमण्डल अधिकारी (नागरिक) ।
4. रजिस्ट्रार, पंजाब एवं हरियाणा हाईकोर्ट, चण्डीगढ़ ।

दिनांक : 19-5-1989

विषय: - सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को नौकरी तथा अन्य सुविधायें प्रदान करना।

महोदय,

कृपया उपरोक्त विषय पर इस विभाग के परिपत्र क्रमांक 16/21/88-6 जी. एस.- II दिनांक 3-11-88 की ओर ध्यान दें ।

2. सरकार ने मामले में पुनर्विचार के बाद निम्नलिखित निर्णय लिये हैं :-
  - (I) जिन कर्मचारियों की मृत्यु 3-11-88 वा उसके पश्चात होती है उन पर आश्रित सदस्य मृत्यु की तिथि से 3 वर्ष के अन्दर-2 नौकरी के लिये अपना आवेदन पत्र संबंधित अधीनस्थ कार्यालय/विभागाध्यक्ष को दे सकते हैं, जो आवेदन पत्र 3 वर्ष के पश्चात प्राप्त होंगे, उन पर नौकरी के लिये विचार नहीं किया जायेगा । यह निर्णय उन केसिज पर भी लागू होगा जिनमें कर्मचारी की मृत्यु 3-11-88 से पूर्व हो चुकी थी परन्तु आश्रितों ने अभी तक आवेदन पत्र नहीं दिये है ।
  - (II) नौकरी के लिये जो आवेदन पत्र अधीनस्थ कार्यालयों/विभागाध्यक्षों के पास 3-11-88 से पहले प्राप्त हो चुके हैं, वे अपना पूर्ण प्रस्ताव सरकार को इन हिदायतों की जारी की तिथि से 3 मास के अन्दर-2 अवश्य भेजेंगे ।

हस्ता / -

उप सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता / -

उप सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा सरकार के सभी वित्तायुक्त

आयुक्त एवं सचिव, तथा सचिव ।

अशा: क्रमांक : 16/21/88-6 जी. एस. - II

दिनांक 19-5-1989

एक प्रति मुख्यमन्त्री/मन्त्रीगण/राज्य मन्त्रीगण/उप मन्त्रीगण/मुख्य संसदीय सचिव महोदय के वरिष्ठ सचिवों/सचिवों/निजी सचिवों को मुख्य मन्त्री/राज्य को भेजी जाती है

हस्ता / -

उप सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

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**क्रमांक 39/18/89-6 जी. एस. II**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
2. आयुक्त अम्बाला एवं हिसार मण्डल ।
3. सभी उपायुक्त एवं उपमण्डल अधिकारी (नागरिक) ।
4. रजिस्ट्रार, पंजाब एवं हरियाणा हाईकोर्ट, चण्डीगढ़

दिनांक : 3-8-1989

**विषय: - सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को नौकरी तथा अन्य सुविधायें प्रदान करना ।**

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 16/21/88-6 जी. एस. - II दिनांक 3-11-88 की और दिलाने तथा यह कहने का निदेश हुआ है कि भविष्य में जिन केशों में मृतकों के आश्रितों को श्रेणी I व II के पदों पर लगाया जाना प्रस्तावित हो उन केशों में मुख्य मन्त्री महोदय का अनुमोदन प्राप्त करके मन्त्री परिषद के सम्मुख वही प्रशासकीय विभाग ज्ञापन ले जायेगा, जिसके अधीन मृतक के आश्रित को नियुक्ति दी जानी है परन्तु ऐसे मामलों में सम्बन्धित विभाग द्वारा मुख्य सचिव (सामान्य सेवाएं - II शाखा) की मन्त्रणा भी अवश्य प्राप्त करनी होगी और उसे मन्त्री परिषद के सम्मुख विचारार्थ अनुमोदनार्थ पेश किये जाने वाले ज्ञापन में शामिल किया जायेगा।

इन आदेशों की दृढ़ता से पालना की जाये और इन्हें अपने अधीनस्थ सभी कर्मचारियों/अधिकारियों के नोटिस में ला दिया जाये ।

हस्ता / -

उप सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता / -

उप सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 16/35/89-6 जी. एस. II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
2. आयुक्त अम्बाला तथा हिसार मण्डल ।
3. सभी उपायुक्त एवं उपमण्डल अधिकारी (नागरिक) ।
4. रजिस्ट्रार, पंजाब एवं हरियाणा हाईकोर्ट, चण्डीगढ़

दिनांक : 7-8-1989

विषय: - सेवा अवधि के दौरान मरने/नकारा होने वाले सरकारी कर्मचारियों के परिवार के आश्रित एक सदस्य को नौकरी प्रदान करने बारे ।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 16/21-3 जी. एस. - II-79 दिनांक 4-1-80 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि विभिन्न विभागों द्वारा मृतकों/नाकारा कर्मचारियों के आश्रितों को नौकरी प्रदान करने सम्बन्धी मामले भेजते समय पूर्ण रूप से सूचना प्रदान नहीं की जाती है जिससे केसों के निपटान में विलम्ब होता है तथा मृतकों के परिवारों को अनावश्यक कठिनाई का सामना करना पड़ता है । अतः आपसे पुनः अनुरोध है कि भविष्य में प्रस्ताव भेजते समय संलग्न प्रोफार्मा में पूर्ण रूप से सूचना भरकर भेजी जाये और प्रत्येक कालम में स्पष्ट रूप से सूचना दी जाये तथा अधूरी सूचना भेजने के कारण हुई देरी के लिये स्वयं विभाग उत्तरदायी होगा।

कृपया इसे अपने अधीनस्थ सभी कर्मचारियों/अधिकारियों के ध्यान में ला दिया जाये ।

हस्ता / -

अधीक्षक सामान्य सेवाएं - II

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता / -

अधीक्षक सामान्य सेवाएं - II

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा सरकार के सभी वित्तायुक्त,

आयुक्त एवं सचिव तथा सचिव ।

अशा : क्रमांक : 16/35/89-6 जी. एस. II

दिनांक 7-8-89

**क्रमांक 41/90/88-9 जी. एस. II**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
2. आयुक्त अम्बाला एवं हिसार मण्डल ।
3. सभी उपायुक्त एवं उपमण्डल अधिकारी (नागरिक) ।
4. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़

दिनांक : 11-9-1989

**विषय: - सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवार को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधायें देना ।**

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 16/2/3 जी. एस.- II-79 दिनांक 22 फरवरी, 1979 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि भविष्य में लापता तथा गुमशुदा कर्मचारियों के एक आश्रित सदस्य को नौकरी की सुविधा गुमशुदा/लापता कर्मचारी के लापता होने की तिथि से 2 वर्ष के पश्चात उपलब्ध कराने बारे विचार किया जाएगा बशर्ते इस मामले में पुलिस रिपोर्ट प्राप्त हो जाती है ।

हस्ता / -

उप सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचनार्थ तथा आगामी कार्यवाही हेतु प्रस्तुत है ।

हस्ता / -

उप सचिव, प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा के सभी वित्तायुक्त, आयुक्त एवं सचिव तथा सचिव ।

अशा : क्रमांक 41/90/88-6 सामान्य सेवाएं - II

दिनांक 11-9-89

**No. 16/43/90-6 GS-II**

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments in Haryana.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners of Divisions and the Deputy Commissioners in the State.

Dated, Chandigarh the 21-8-90

**Subject :- Ex-gratia grant and other facilities for the families of the Government employees who die while in service.**

Sir,

I am directed to invite your attention to the instructions issued by this department vide circular letter No. 3442-3GS-II-71/19169, dated the 13th July, 1971 on the above subject wherein it was made clear that it was not the intention to provide employment to the dependents of the deceased Government employees as a matter of course and instead each case should be examined carefully and employment should be provided only if it is justified in order to avoid exceptional hardship and not otherwise. These instructions were reiterated vide circular letter No. 1107-3GS-II-72/10292 for meticulous compliance.

2. It is further made clear that for the purpose of employment under the ex-gratia scheme, a child is normally to be taken as dependent on the father where both the parents are employed or have independent sources of income. However, in cases where the father is unemployed or retired and getting only meager pension, the child may be treated as dependent on the mother if she was in Government service prior to her death.

3. Since employment is to be provided only if it is justified in order to avoid exceptional hardship and not as a matter of course, therefore, if both the parents are employed then in the event of demise of one of them while in service the dependent will not be entitled to government employment automatically, but only if there are some special circumstances of hardship.

4. It is, therefore, requested that the above instructions should be followed meticulously and while sending proposals, the department should certify that the case is of exceptional hardship and the special circumstances exist which justify the employment under the ex-gratia scheme. All relevant details should be furnished along with the proposal to avoid the need for back references.

Yours faithfully,

Sd/-

Deputy Secretary Protocol,  
for Chief Secretary to Govt., Haryana.

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

A copy is forwarded for information and necessary action to:-

1. All Financial Commissioners to Govt. , Haryana
2. All Administrative Secretaries to Govt., Haryana.
3. Secretaries / PS to the C.M./ Ministers / State Ministers.

Sd/-

Superintendent General Services – II  
for Chief Secretary to Govt., Haryana.

To

1. All Financial Commissioners to Govt. , Haryana
2. All Administrative Secretaries to Govt., Haryana.
3. Secretaries / PS to the C.M./ Ministers / State Ministers.

U.O.No. 16/43/90-6GS-II

Dated 21-8-90

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क्रमांक 16/1/91-6 जी. एस. II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष हरियाणा ।
2. आयुक्त अम्बाला, हिसार, गुड़गांव तथा रोहतक मण्डल ।
3. रजिस्ट्रार, पंजाब व हरियाणा हाईकोर्ट, चण्डीगढ़ ।

दिनांक : 22/2/91

विषय : सेवा अवधि के दौरान नकारा होने वाले कर्मचारियों के परिवारों को सुविधायें ।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 12155-3 जी एस-II-75/34723, दिनांक 2-12-75 की ओर दिलाने तथा यह कहने का निर्देश हुआ है कि सरकार ने सेवा अवधि के दौरान अन्धे व नकारा होने वाले कर्मचारियों के परिवार के आश्रितों को दी जाने वाली नौकरी की सुविधा को समाप्त कर दिया है ।

2. कृपया इस पत्र की पावती भेजें ।

भवदीय,

हस्ता/-

अवर सचिव, प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा सभी वित्तायुक्त एवं सचिवों को सूचनार्थ तथा आगामी कार्यवाही हेतु प्रेषित है।

हस्ता/-

अवर सचिव, प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

वित्तायुक्त, राजस्व हरियाणा तथा सभी वित्तायुक्त एवं सचिव हरियाणा ।

अशा: क्रमांक: 16/1/91-6 जी. एस-II

दिनांक: 22-2-91

**क्रमांक 35/17/90-5 जी. एस. II**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
2. आयुक्त अम्बाला, हिसार, रोहतक एवं गुड़गांव मण्डल ।
3. सभी उपायुक्त एवं उपमण्डल अधिकारी (नागरिक) ।
4. रजिस्ट्रार, पंजाब एवं हरियाणा हाईकोर्ट, चण्डीगढ़ ।

दिनांक : 27-3-91

विषय: – **सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को नौकरी तथा अन्य सुविधायें प्रदान करना ।**

महोदय,

मुझे उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 16/21/88-6 जी. एस-II दिनांक 3-11-88 द्वारा जारी की गई हिदायतों के बारे निम्नलिखित स्थिति स्पष्ट करने के आदेश हुये हैं :-

- (I) हिदायतों में यह लिखा हुआ है कि जिस व्यक्ति को अनुग्रहपूर्वक अनुदान की नीति के अन्तर्गत नौकरी की सुविधा उपलब्ध कराई जानी है, यदि वह नाबालिग है तो भी मृतक के आश्रितों द्वारा उस व्यक्ति को नौकरी दिये जाने के लिये मृतक की मृत्यु के पश्चात 3 वर्ष के अन्दर-2 प्रार्थना पत्र सरकार को विचार/निर्णय हेतु भेज देना चाहिये परन्तु हिदायतों में यह स्पष्ट नहीं किया गया है कि मृतक की मृत्यु के पश्चात उसके नाबालिग, आश्रित को जिसे अनुग्रहपूर्वक अनुदान की नीति के अन्तर्गत नौकरी की सुविधा प्रदान की जानी है, उसके बारे केवल प्रार्थनापत्र ही सरकार को 3 वर्ष के अन्दर-2 पहुंच जाना चाहिये या नौकरी भी केवल 3 वर्ष के अन्दर-2 ही दी जानी चाहिये। सरकार ने निर्णय लिया है कि ऐसी स्थिति में मृतक की मृत्यु के पश्चात उसके आश्रितों द्वारा वर्तमान हिदायतों अनुसार नाबालिग आश्रित को नौकरी देने के लिये प्रार्थनापत्र तो सरकार को मृतक की मृत्यु के 3 वर्ष के अन्दर-2 दे देना चाहिये परन्तु जब वह नाबालिग बच्चा 17 वर्ष का हो जाये तो उसी समय उसकी नौकरी के बारे पूर्ण प्रस्ताव विभाग द्वारा सरकार को भेज देना चाहिये और यह प्रस्ताव उस नाबालिग बच्चे के 17 वर्ष का होने जाने के 6 मास के अन्दर-2 हर हालत में सरकार के पास पहुंच जाना चाहिये वरना ऐसे मामले पर किसी हालत में भी सरकार द्वारा विचार नहीं किया जायेगा और इसके लिये विभाग जिम्मेवार होगा ।
- (II) दिनांक 3-11-88 से पहले जब किसी कर्मचारी की सरकारी सेवा के दौरान मृत्यु हो जाती थी तो उसके आश्रितों द्वारा किसी भी समय नौकरी की सुविधा के लिये प्रार्थनापत्र दिया जा सकता था परन्तु 3-11-88 को सरकार द्वारा हिदायतें जारी की गई थी जिसमें यह लिखा गया था कि भविष्य में मृत्यु के 3 वर्ष के अन्दर-2 ही प्रार्थना पत्र प्राप्त हो जाना चाहिये । इन हिदायतों में यह भी कहा

गया था कि यह हिदायतें, जो मामले पहले प्राप्त हो चुके हैं, उन पर भी लागू होंगी परन्तु इन हिदायतों में जो पुराने मामले थे, उनको कोई समय नहीं दिया गया था कि यदि उन्होंने नौकरी की सुविधा के लिये आवेदन पत्र नहीं दिया तो वे 3-11-88 के पश्चात कब तक ऐसे आवेदनपत्र दे सकते हैं। सरकार ने अब निर्णय लिया है कि जिन कर्मचारियों की मृत्यु 3-11-88 से पहले हो गई थी और उनके आश्रितों द्वारा यदि 3-11-88 को हिदायतें जारी किये जाने के पश्चात 6 मास के अन्दर-2 (3-5-89 तक) नौकरी के लिये प्रार्थना पत्र दे दिया था तो उन पर विचार कर लिया जाये।

2. कृपया इन हिदायतों की कड़ी पालना की जाये और इस पत्र की पावती भी सरकार को भेजी जाये।

भवदीय

हस्ता / -

अवर सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता / -

अवर सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा सरकार के सभी वित्तायुक्त, आयुक्त, एवं सचिव तथा सचिव।

आशा. क्रमांक 25/5/90 जी. एस - II

दिनांक 27-3-91

**क्रमांक 16/1/91-6जी. एस. II**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, हरियाणा ।
2. आयुक्त, अम्बाला, हिसार, गुड़गांव तथा रोहतक मण्डल ।
3. सभी उपायुक्त एवं उपमण्डल अधिकारी (ना.) हरियाणा ।
4. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़ ।

दिनांक : 23-11-92

**विषय: - सेवा अवधि के दौरान नकारा होने वाले कर्मचारियों के परिवारों को सुविधाएं-अंधे व नकारा होने वाले कर्मचारियों के आश्रितों को नौकरी प्रदान करने बारे ।**

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 16/1/91-6 जी. एस.- II, दिनांक 22/2/91 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि सरकार ने इस मामले में पुनः विचार करके यह निर्णय लिया है कि इस पत्र के जारी होने की तिथि के पश्चात सेवा अवधि के दौरान अन्धे व नकारा होने वाले नियमित कर्मचारियों के परिवार के आश्रितों में से केवल एक आश्रित को नौकरी दी जाए ।

2. यह स्पष्ट किया जाता है कि नकारा होने वाले कर्मचारियों को स्वास्थ्य विभाग द्वारा गठित किए जाने वाले विशेष मैडिकल बोर्ड से नकारा होने बारे प्रमाण पत्र प्राप्त करना होगा । आपसे अनुरोध है कि इन हिदायतों की दृढ़ता से पालना की जाये और भविष्य में प्रस्ताव इन हिदायतों के अनुसार ही सरकार को पूर्ण सूचना सहित भेजा जाए।
3. इस पत्र के जारी होने की तिथि से पूर्व के मामले रि-ओपन (re-open) नहीं किए जायेंगे ।
4. कृपया इस पत्र की पावती भेजें ।

भवदीय

हस्ता / -

अवर प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सभी वित्तायुक्त तथा सभी प्रशासकीय सचिवों को सूचनार्थ तथा आगामी कार्यवाही हेतु भेजी जाती है ।

हस्ता / -

अवर सचिव प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

सभी वित्तायुक्त, तथा हरियाणा

सभी प्राशासकीय सचिव, हरियाणा ।

अशा: पत्र क्रमांक 16/1/91-6 जी. एस- II

दिनांक 23-11-9

पृष्ठ: क्रमांक 16/1/91-6 जी. एस. - II

दिनांक 23-11-92

एक प्रति महा निदेशक, स्वास्थ्य सेवाएं, हरियाणा को भेजकर अनुरोध किया जाता है कि उपरोक्त हिदायतों के दृष्टिगत एक विशेष मैडीकल बोर्ड, जिसमें उच्च कोटि के तथा वरिष्ठ ortho opedic surgeons तथा Eye specialist डाक्टर सम्मिलित हों, का गठन करके तथा उक्त बोर्ड के कार्य करने के स्थान बारे आवश्यक प्रस्ताव स्वीकृति हेतु इस विभाग को एक सप्ताह के अन्दर-2 कृपया भेजा जाए ताकि तदनुसार सभी विभागाध्यक्षों इत्यादि को उक्त विशेष मैडीकल बोर्ड के गठन की सूचना भेजी जा सके ।

हस्ता / -

अवर सचिव प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

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*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/19/92-6 GS-II**

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments in Haryana.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners of Divisions and the Deputy Commissioners in the State.

Dated, Chandigarh the 25th Nov., 1992.

**Subject :- Ex-gratia grant and other facilities for the families of the Government employees who die while in service.**

Sir,

I am directed to invite your attention to the Subject noted above and to inform you that on Reconsideration it has been decided to withdraw the instructions issued vide State Government letter No. 16/43/90-6GS-II, dated 21.8.90.

2. The receipt of this letter may please be acknowledged.

Yours faithfully.

Sd/-

Under Secretary, Protocol,  
for Chief Secretary to Govt. Haryana.

A copy is forwarded for information and necessary action to :-

1. All the Financial Commissioners to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.
3. Secretaries / PS to the CM / Ministers / State Ministers / Chief Parliamentary Secretary.

Sd/-

Under Secretary, Protocol,  
for Chief Secretary to Govt. Haryana

To

1. All the Financial Commissioners to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.
3. Secretaries / PS to the CM/Ministers / State Ministers / Parliamentary Secretary.

U.O. No. 16/19/92-6GS-II

Dated 28.11.92

**क्रमांक 36/114/93-5 जी. एस-II**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, ।
2. रजिस्ट्रार, पंजाब एवं हरियाणा हाईकोर्ट, चण्डीगढ़
3. आयुक्त अम्बाला/हिसार/गुड़गांव/रोहतक मण्डल ।
4. हरियाणा सरकार के सभी उपायुक्त/उपमण्डल अधिकारी ।

दिनांक 13-12-93

**विषय:- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान नीति के अन्तर्गत नौकरी तथा अन्य सुविधाएं प्रदान करने बारे ।**

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय के संदर्भ में आपका ध्यान आकर्षित करते हुए आपको सूचित करूं कि इस मामले में पुनः विचारोपरान्त सरकार ने यह निर्णय लिया है कि सरकार के परिपत्र क्रमांक 16/21/88-6 जी. एस.- II, दिनांक 3-11-88 के पैरा-1 में हरियाणा सरकार के मृतक कर्मचारी के परिवार द्वारा सम्बन्धित मृतक कर्मचारी की मृत्यु की तिथि से 3 वर्ष के अन्दर-अन्दर अनुग्रहपूर्वक अनुदान स्कीम के तहत नियुक्ति देने हेतु अपेक्षित प्रार्थना-पत्र सरकार को भेजने हेतु लगाई शर्त को वापिस ले लिया जाए और सरकार के परिपत्र क्रमांक 35/17/90-5 जी. एस.- II, दिनांक 27-3-91 द्वारा जारी की गई हिदायतों को भी वापिस ले लिया जाए । तदनुसार सरकार के उपरोक्त वर्णित पत्र दिनांक 30-11-81 के पैरा-1 में मृतक कर्मचारी के परिवार द्वारा मृतक कर्मचारी की मृत्यु से 3 वर्ष के अन्दर-अन्दर अनुग्रहपूर्वक अनुदान स्कीम के तहत नियुक्ति देने हेतु प्रार्थना-पत्र भेजने की शर्त को वापिस लिया जाता है और इस सम्बन्ध में जो हिदायतें सरकार के उपरोक्त संदर्भित पत्र दिनांक 27-3-91 द्वारा जारी की गई थी वे भी वापिस ली जाती हैं । सरकार के परिपत्र क्रमांक 16/21/88-6 जी. एस.- II, दिनांक 3-11-88 के पैरा-2 में मृतक कर्मचारी के परिवार के सदस्यों को श्रेणी-II या उसके ऊपर के पदों पर लगाने हेतु जो व्यवस्था की गई है वह यथावत लागू रहेगी ।

2. उपरोक्त वर्णित स्थिति के समक्ष आपसे अनुरोध है कि इस पत्र द्वारा जारी की गई हिदायतें आपके अधीन कार्यरत सभी अधिकारियों/कर्मचारियों के नोटिस में दृढ़ता से पालन करने हेतु कृपया ला दी जाए और उनको निदेश दिए जायें कि सभी ऐसे मामलों में सरकार द्वारा समय-समय पर जारी की गई सभी हिदायतों की दृढ़ता से पालना करते हुए भविष्य में अपेक्षित प्रस्ताव, निर्धारित प्रोफार्मा में, पूर्ण सूचना देते हुए एवं रिक्ति सहित सरकार को यथा शीघ्र भेजा जाए और यह बात विशेष रूप से ध्यान में रखी जाए कि जो प्रस्ताव आपके विभाग द्वारा सरकार को भेजा जाए वह स्पष्ट हो और भली प्रकार से सारे डाक्यूमेंट्स अटैस्ट किये गये हों । इसके अतिरिक्त प्रोफार्मा “ग” के सभी कालमों में स्पष्ट

रूप से सूचना दी जाए और प्रोफार्मा “ग” के नीचे विभागाध्यक्ष या उस अधिकारी जिसकी ऐसे मामलों में विभागाध्यक्ष द्वारा शक्तियां प्रदान की गई हों द्वारा ही केवल हस्ताक्षर किए जाया करें और यह भी सुनिश्चित किया जाए कि ऐसे मामलों में जो सूचना विभागाध्यक्ष द्वारा फारवरडिंग लैटर में दी जाती है वह प्रोफार्मा “ग” में पूर्ण रूप से मेल खाती हो ।

कृपया इस पत्र की पावती भेजें ।

भवदीय,

हस्ता / -

अवर सचिव, प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

- 1) हरियाणा सरकार के सभी वित्तायुक्त ।
- 2) हरियाणा सरकार के सभी प्रशासकीय सचिव ।
- 3) मुख्य मंत्री महोदय/मन्त्रीगण/राज्यमन्त्रीगण/मुख्य संसदीय सचिव/संसदीय सचिव के सचिवों को मुख्य मंत्री महोदय/मन्त्रीगण/राज्य मन्त्रीगण/मुख्य संसदीय सचिव/संसदीय सचिव को सूचनार्थ ।

हस्ता / -

उप सचिव प्रोटोकोल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- 1) हरियाणा सरकार के सभी वित्तायुक्त ।
- 2) हरियाणा सरकार के सभी प्रशासकीय सचिव ।
- 3) मुख्य मंत्री महोदय/मन्त्रीगण/राज्य मन्त्रीगण/मुख्य संसदीय सचिव/संसदीय सचिव के सचिव ।

अशा: क्रमांक 36/114/93-5 जी. एस. - II

दिनांक 13.12.93

क्रमांक 16/35/89-जी. एस.- II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष,
2. आयुक्त अम्बाला/हिसार, गुड़गांव/रोहतक मण्डल ।
3. सभी उपायुक्त एवं उपमंडल अधिकारी (नागरिक) ।
4. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़ ।

दिनांक 1-12-1994

विषय: - सेवा अवधि के दौरान मरने/नकारा होने वाले कर्मचारियों के परिवार के एक आश्रित सदस्य को नौकरी प्रदान करने बारे ।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 16/35/89-6 जी. एस.- II, दिनांक 7.8.89 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि विभिन्न विभागों द्वारा मृत/नकारा कर्मचारियों के आश्रितों को नौकरी प्रदान करने सम्बन्धी मामले भेजते समय पूर्ण रूप से सूचना प्रदान नहीं की जाती है जिससे केसों के निपटान में विलम्ब होता है तथा मृतकों के परिवारों को अनावश्यक कठिनाईयों का सामना करना पड़ता है । अतः आपसे पुनः अनुरोध है कि भविष्य में प्रस्ताव भेजते समय प्रोफार्मा में पूर्ण रूप से सूचना भरकर भेजी जाए और प्रत्येक कालम में स्पष्ट रूप से सूचना दी जाए तथा अधूरी सूचना भेजने के कारण हुई देरी के लिए स्वयं विभाग उत्तरदायी होगा और सरकार इसे गम्भीरता से लेगी । अतः पूर्ण प्रस्ताव संलग्न प्रोफार्मा (भाग - क, ख, ग) पर ही सरकार को भेजे जाएं तथा पुराने निर्धारित किए गए प्रोफार्मा में प्रस्ताव न भेजें ।

हस्ता / -

अधीक्षक सामान्य सेवाएं - II

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता / -

अधीक्षक सामान्य सेवाएं - II

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा सरकार के सभी वित्तायुक्त, आयुक्त  
एवं सचिव तथा सचिव ।

अशा : क्रमांक 16/35/99-6 जी. एस.- II

दिनांक, 1-12-1994

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners &  
Sub-Divisional Officers (C),  
in Haryana.

2. Registrar, Punjab & Haryana High Court, Chandigarh.  
Memo No. 16/5/95-6 GS-II

Dated, Chandigarh, the 8th May, 1995.

Subject :—Employment to the dependents of deceased Govt. Employee under ex-gratia Scheme.

Sir,

I am directed to refer to State Government letter No. 9054-4/GS-II-70/32230, dated 22-12-1970 and letter No. 3442-3-GS-II-71/19169, dated 13th July, 1971, No. 16/21-88-6 GS-II, dated 3-11-88 and No. 34/114/93-5 GS-II, dated 13.12.1993 on the subject noted above, and to say that the State Govt., is implementing ex-gratia scheme for the welfare of the bereaved family of any deceased government employee of Haryana State who dies while in service. Under this scheme, besides other facilities, a dependent of the deceased employee is considered for employment on Compassionate grounds.

2. In the light of the latest decision of the Hon'able Supreme Court dated 4.5.94 in SLP No. 10504 of 1993, Umesh Kumar Nagpal versus State of Haryana and others, it has become necessary to suitably modify the ex-gratia scheme in so far it relates to compassionate appointment. The Government have considered the matter in detail and taken the following decisions :—

- (i) Ex-gratia employment shall be confined to Class-III and Class-IV posts only, irrespective of the status of the deceased employee. Further, the compassionate employment being offered shall be at latest one step lower than that of the deceased employee except in cases where the deceased employee was working at the lowest level in the government.
- (ii) The applicant having a monthly income of Rs. 2500- per month or more from all sources shall not be eligible for getting appointment on ex-gratia basis.
- (iii) The spouse of the deceased employee being in government service would not be a bar to the dependent of the deceased from seeking employment under this scheme if other conditions of eligibility are fulfilled.
- (iv) 'Dependent' of the deceased employee would denote only his/her spouse and unmarried children. If any dependent of deceased government employee's family is married at the time of death of the employee, he/she would not be eligible for employment under the scheme.
- (v) The dependent of the deceased employee shall be required to apply for employment within 3 years, of the death of the employee.
- (vi) The prescribed qualifications for a given Class-III post shall not be relaxed for appointment under the scheme. The competent authority may relax qualifications on a case to case basis.

case basis in respect of a Class-IV post, if relaxation in qualifications does not impinge upon the performance of duties.

- vii) All cases of ex-gratia appointment shall be processed and decided by Heads of the Departments within 3 months of the receipt of the application.

3. Ex-gratia appointment shall be made by the concerned Head of the Department strictly within the frame-work of the laid down policy.

4. You are, requested to bring these instructions/policy to the notice of all concerned offices under your control for strict compliance. The receipt of this communication may please be acknowledged.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

No. 16/5/95-6GS-II

From

The Chief Secretary to Govt., Haryana.

To,

1. All Heads of Departments, the Commissioners,  
Ambala/Rohtak/Hissar/Gurgaon and all the Deputy  
Commissioners and Sub-Divisional Officers.

2. The Registrar, Punjab & Haryana High Court,  
and all District and Sessions Judges in Haryana.

Dated, Chandigarh, the 31st August, 1995.

Subject :—Employment to a dependant of a deceased government employee under the ex-gratia scheme.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 16/5/95-6GS-II, dated 8-5-1995 on the subject cited above vide which policy for giving employment to a dependant of a government employee who dies while in service was laid down. The matter has been further examined by the government and it has been decided to make the following modifications/clarifications :—

1. All cases of ex-gratia appointment pending on the date of issue of policy shall be examined irrespective of the date of death of the deceased employee.

2. The married dependants shall also be considered for appointment under ex-gratia scheme in view of the early marriages in many cases. An undertaking shall be obtained from the married dependent that he/she will look after the family of the deceased employee. This undertaking should be attested by two respectable members of the society. The married dependent will be eligible only if there is no other eligible unmarried son/daughter in the family.

3. The Supreme Court has clearly laid down that the qualifications of the dependent can not be the criteria for deciding the post to which appointment on compassionate ground is being made. The existing policy, therefore, to offer appointment on compassionate grounds under ex-gratia scheme only to Class-III and Class-IV posts, is in order.

4. In cases where no Class-III and IV post is available within the department for offering appointment under ex-gratia scheme, the Head of the department will take up the matter for appointment with

**भाग - क**

**अनुग्रहपूर्वक अनुदान निति के तहत नौकरी के लिए आवेदन पत्र का फार्म**

**पार्ट - 1**

1. मृतक कर्मचारी का नाम :
2. मृत्यु की तिथि  
(मृत्यु प्रमाण पत्र सहित) :
3. आवेदन के बारे में पूरी सूचना
  - (1) नाम :
  - (2) पूरा पता :
  - (3) मृतक के साथ सम्बन्ध :
  - (4) क्या आवेदक मृतक कर्मचारी पर पूरी तरह आश्रित था ?  
यदि हाँ तो उस सम्बन्ध में प्रमाण दिया जाए :
  - (5) क्या आवेदक की आय का कोई अपना साधन है या नहीं :
  - (6) क्या आवेदक इस समय किसी सरकारी/गैर सरकारी सेवा में है या बेकार है  
(यदि सरकारी कर्मचारी/गैर सरकारी कर्मचारी है तो कार्यालय का नाम तथा मासिक वेतन सूचित किया जाए) :
  - (7) क्या आवेदक किसी क्रोनिक रोग या शारीरिक अपंगता से पीड़ित तो नहीं है  
(यदि है तो उसका ब्यौरा) :

## 4. मृतक कर्मचारी के परिवार के आश्रित सदस्यों बारे सूचना :-

| नाम | आयु | पूरा पता<br>(यदि सरकारी<br>सेवा में है<br>तो कार्यालय<br>का पता) | कमाई का<br>साधन/सरकारी<br>नौकरी या निजी<br>कार्य का ब्यौरा | मासिक<br>आय | चल तथा<br>अचल सम्पत्ति<br>का ब्यौरा तथा<br>उससे होने<br>वाली प्रति<br>मास आय | कोई<br>अन्य सूचना |
|-----|-----|------------------------------------------------------------------|------------------------------------------------------------|-------------|------------------------------------------------------------------------------|-------------------|
| 1   | 2   | 3                                                                | 4                                                          | 5           | 6                                                                            | 7                 |

(क) विधवा/पति

(ख) पुत्र

विवाहित

अविवाहित

(ग) अविवाहित पुत्रियां

(घ) मृतक कर्मचारी पर पूर्ण रूप  
से आश्रित माता/पिता ।5. परिवार की सामान्य वित्तीय  
स्थिति (यह सूचना शपथपत्र  
प्रोफार्मा में भी दर्शायी जानी है)6. मृतक के परिवार का जो सदस्य  
सरकारी नौकरी के लिये इच्छुक है  
उसकी शैक्षणिक योग्यताएं एवं अन्य  
ब्यौरा ।7. मामले से सम्बंधित अन्य सूचना यदि  
कोई हो8. आवेदक को इस स्कीम के अन्तर्गत  
नौकरी दिये जाने सम्बंधी दुखित  
परिवार के अन्य सदस्यों से प्राप्त  
अनापत्ति प्रमाण पत्र संलग्न किया जाये ।

स्थान :

आवेदक के हस्ताक्षर व पूरा पता

दिनांक :

**फार्म - क**

**पार्ट - II**

**(इस भाग में निम्नलिखित सूचना केवल सम्बन्धित विभागाध्यक्ष द्वारा भरी जाए।)**

मृतक कर्मचारी के आश्रितों को सरकार द्वारा दी गई/दी जाने वाली निम्नलिखित राशियों का ब्यौरा :-

रुपये

1. ग्रुप इन्श्योरैन्स स्कीम की राशि :
2. एक्स ग्रेशिया स्कीम के तहत :
3. डेथ - कम - रिटायरमेंट ग्रेच्यूटी की राशि :
4. लीव इनकैशमेंट की राशि :
5. जी. पी. एफ. की राशि :
6. मासिक पेंशन की राशि :
7. परिवार की चल तथा अचल सम्पत्ति से होने वाली आय प्रति मास (यह सूचना आवेदक द्वारा इस सम्बन्ध में भेजे गए ब्यौरे पर आधारित होनी चाहिए)
8. अन्य साधनों से होने वाली आय :

नोट:- उपरोक्त सूचना आवेदक द्वारा इस सम्बन्ध में भेजे गए ब्यौरे पर आधारित होनी चाहिए।

2. यह प्रमाणित किया जाता है कि मृतक परिवार की आय सम्बन्धी उपरोक्त वर्णित सूचना आवेदक द्वारा दिए गए ब्यौरे तथा विभाग के रिकार्ड अनुसार पूर्णतः सही है।

स्थान :

विभागाध्यक्ष के हस्ताक्षर

दिनांक:

(सील)

## भाग - ख

(यह शपथ-पत्र 3/- रुपये वाले स्टाम्प पेपर पर होना चाहिए) जोकि प्रथम श्रेणी मैजिस्ट्रेट/ओथ कमीशनर से सत्यापित हो

## शपथ पत्र

मैं-----

(निवासी) गांव/शहर का नाम)----- तहसील

जिला----- इस शपथपत्र द्वारा सत्यनिष्ठा

से कहता/कहती हूँ कि

(क) मेरे पति/पिता की मृत्यु के समय उसके तथा उसके परिवार के सभी सदस्यों के पास निम्नलिखित सम्पत्ति थी: -

1. बैंक/डाकखाने में जमा राशि :
2. सामान्य बीमा पालिसी की राशि :
3. नकदी/आभूषण :
4. चल/अचल सम्पत्ति का विवरण :  
तथा अन्य निवेश
5. अनुग्रहपूर्वक अनुदान नीति के तहत :  
यदि कोई राशियाँ प्राप्त हुई है तो  
उसका ब्यौरा

(ख) परिवार के निम्नलिखित सदस्य इस समय नौकरी पर लगे हैं (प्रत्येक केस में अलग-अलग आय बताई जाए)

| सदस्य का नाम       | आय | सदस्य विवाहित | नौकरी का ब्यौरा तथा |
|--------------------|----|---------------|---------------------|
| तथा मृतक से रिश्ता |    | या अविवाहित   | मासिक आय            |

(ग) परिवार के सदस्यों के निम्नलिखित आय के साधन हैं :-

- (1)
- (2)
- (3)

(घ) कि मैं मृतक पर पूर्ण रूप से आश्रित था/थी :

मैं आगे निश्चयपूर्वक घोषणा करती हूँ/करता हूँ कि मेरे द्वारा अनुग्रहपूर्वक अनुदान नीति के तहत नौकरी के लिए भेजे गए आवेदनपत्र में दी गई सूचना तथा इस शपथपत्र में दी गई सूचना मेरे ज्ञान व विश्वास के अनुसार ठीक है एवं सत्य है और मैंने इसमें कोई बात छुपाकर नहीं रखी है ।

स्थान :

शपथकर्ता का नाम व हस्ताक्षर

दिनांक :

**विभाग की टिप्पणी**

**(यह फार्म केवल विभागाध्यक्ष द्वारा ही भरा जाए)**

भाग - ग

1. मृतक कर्मचारी का नाम :
2. पद संज्ञा वेतनमान तथा नियुक्ति स्थान :
3. मृत्यु की तिथि :  
(मृत्यु प्रमाण पत्र सहित)
4. क्या मृतक कर्मचारी रैगुलर कर्मचारी था/थी :
5. नौकरी के लिए परिवार के किस सदस्य की :  
सिफारिश की जाती है
6. पद जिस पर प्रार्थी को लगाना प्रस्तावित है :
7. पद का वेतनमान तथा श्रेणी :
8. पद पर नियुक्ति देने हेतु विभाग द्वारा निर्धारित :  
योग्यताओं का ब्यौरा
9. प्रार्थी की योग्यताओं का ब्यौरा :
10. क्या विभाग में इस उद्देश्य हेतू पद रिक्त हैं :
11. नियमों में/योग्यता में यदि कोई ढील देनी है :  
तो उसका ब्यौरा
12. नौकरी के लिए आवेदन पत्र (फार्म - क) :  
तथा शपथ पत्र (भाग-ख) मूलरूप में  
सलंगन है
13. प्रार्थी द्वारा नौकरी के लिए आवेदन पत्र किस :  
तिथि को विभाग को दिया गया था  
(आवेदन पत्र मूलरूप में साथ भेजें)
14. प्रार्थी किस वर्ग से सम्बन्ध रखता है :  
(सामान्य वर्ग से या किसी आरक्षित वर्ग से)
15. अन्य कोई सूचना :

स्थान :

विभागाध्यक्ष के हस्ताक्षर

दिनांक :

(सील)

From

Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners &  
Sub-Divisional Officers (C),  
in Haryana.
2. Registrar Punjab and Haryana High  
Court, Chandigarh.

Memo No. 16-5-95-6GS-II

Dated, Chandigarh, the 8th May, 1995.

**Subject :- Employment to the dependents of deceased Govt. employee under ex-gratia scheme :-**

Sir,

I am directed to refer to State Government letter No. 9054-4 GS-II-70/32230, dated 22-12-1970, and letter No. 3442-3 GS-II-71/19169, dated 13th July, 1971, No. 16/21/88-6 GS-II, dated 3-11-88 and No. 34/114/93-5 GS-II, dated 13-12-1993 on the subject noted above, and to say that the State Govt., implementing ex-gratia scheme for the welfare of the bereaved family of any deceased Government employee of Haryana State who was while in service. Under this scheme, besides other facilities, a dependent of the deceased employee is considered for employment on compassionate grounds.

2. In the light of the latest decision of the Hon'ble Supreme Court dated 4-5-94 in SLP No. 10504 of 1993, Umesh Kumar Nagpal Versus State of Haryana and others, it has become necessary to suitably modify the ex-gratia scheme in so far it relates to compassionate appointment. The Government have considered the matter in detail and taken the following decisions :-

- (i) Ex-gratia employment shall be confined to Class – III and Class – IV posts only, irrespective of the status of the deceased employee. Further, the compassionate employment being offered shall be at least one step lower than of the deceased employee except in cases where the deceased employee was working at the lowest level in the Government.
- (ii) The applicant having a monthly income of Rs. 2500/- per month or more from all sources shall not be eligible for getting appointment on ex-gratia basis.
- (iii) The spouse of the deceased employee being in government Service would not be a bar to the dependent of the deceased from seeking employment under this scheme if other conditions of eligibility are fulfilled.
- (iv) 'Dependent of the deceased employee would denote only his/her spouse and unmarried children. If any dependent of deceased govt. employees family is married at the time of death of employee. He/she would not be eligible for employment under the scheme.

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- (v) The dependent of the deceased employee shall be required to apply for employment within 3yrs. of the death of the employee.
  - (vi) The Prescribed qualification for a given Class – III post shall not be relaxed for appointment under the scheme. The competent authority may relax qualifications on a case to case basis in respect of a Class – IV post, if relaxation in qualifications does not impinge upon the performance of duties.
  - (vii) All cases of ex-gratia appointment shall be processed and decided by Heads of the Departments within 3 months of the receipt of application.
3. Ex-gratia appointment shall be made by the concerned Head of the Department strictly within the frame-work of the laid down policy.
4. You are requested to bring these instructions / policy to the notice of all concerned offices under your control for strict compliance. The receipt of this communication may please be acknowledged.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government Haryana.

\_\_\_\_\_

**No. 16/6/95-6 GS- II**

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of the Departments,
- (2) All the Commissioners of Sub-Divisions  
Deputy Commissioners and S.D.O. Civil in the State.
- (3) The Registrar, Punjab and Haryana  
High Court, Chandigarh.
- (4) All District & Sessions Judges

Dated, Chandigarh, the 12th June, 95

**Subject : Providing employment to one dependent member of a deceased family which is killed / dies due to Terrorist Activities in the State.**

Sir,

I am directed to address you on the Subject cited above and to say that State Government *vide* circular letter No. 16/24/86- 6 GS – II, dated 18-9-87, introduced a policy to provide employment / relief to dependent of any person killed affected in the Terrorist Violence in Lalru (Punjab) and Dariyapur (Haryana) the main components of these instruction are as follows :-

- (i) This facility is available only if the deceased person is the sole bread winner of the family and is also the domicile of the Haryana State.
- (ii) The benefit is restrict to the bereaved family of only those persons who were killed in terrorist Shoot outs at Dariyapur and Lalru.
- (iii) The appointment can be made only on a Class – III or Class – IV Post.
- (iv) The procedure to be followed is the same as in the case of employment under the ex-gratia scheme.

2. Government having reconsidered the matter has decided that employment to a dependent of any person killed in terrorist violence any where in the State of Haryana would be considered as per procedure given as under :-

- (a) The Deputy Commissioner would satisfy himself about the fact of occurrence of the incident of terrorist violence in the district. Terrorist incident would include terrorist shoot – out, bomb blast etc.
- (b) On being satisfied that the casualties have been on account of terrorist violence, the Deputy Commissioner would entertain applications for employment to dependent of the victim on compassionate grounds.
- (c) The applications would be examined by the Deputy Commissioner in the light of the instructions to determine if the applicant is eligible for Such employment.

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- (d) In the event of a dependent being eligible for employment, the Deputy Commissioner will identify a Class III or Class IV Vacancy depending upon the qualifications of the applicant, existing in any department within the district and end the case with his recommendation to the concerned Head of Department for making appointment.
  - (e) The concerned Head of the Department, on receipt of any Such case from the Deputy Commissioner would offer appointment latest within a month of the receipt of the recommendations from the Deputy Commissioner.
3. The Maximum income limit of the bereaved family for taking benefit of appointment under this scheme shall be Rs. 2500/- per month from all sources.
4. The definition of 'dependent' for the purpose of this policy will be the same as in ex-gratia scheme, circulated *vide* letter No. 16/5/95 – 6 GS – II, dated 8-5-1995.
5. Other conditions regarding eligibility and documents to be furnished etc. would remain as before.
6. You are requested to bring these instructions / policy to the notice of all concerned offices under your control for strict compliance. The receipt of this communication may please be acknowledged

Sd/-

Under Secretary Protocol,  
for Chief Secretary to Govt., Haryana.

A copy is forwarded to all the Financial Commissioners / Commissioners / Addl. Secretary to Government Haryana for information and necessary action.

Sd/-

Under Secretary Protocol,  
for Chief Secretary to Govt., Haryana

To

All the financial Commissioners / Commissioners /  
Add/- Secretary to Government Haryana.

U.O. No. 16/6/95 – 6 GS – II

Dated, Chandigarh, the 12.6.95

Endst. No. 16/6/95 – 6 GS-II

Dated, Chandigarh, the 12.6.95

A copy is forwarded to all the Sr. Secy./ Secys / Private Secretary to Chief Minister / Ministers/ Ministers of State / Chief Parliamentary Secretary / Parliamentary Secretary for information and necessary action.

Sd/-

Under Secretary Protocol,  
for Chief Secretary to Govt., Haryana

No. 16/6/95 – 6 GS-II

Dated, Chandigarh, the 12-6-95

A copy is forwarded to all the M.L.AS of Haryana State for information and necessary action Please.

Sd/-

Under Secretary Protocol  
for Chief Secretary to Govt., Haryana.

**No. 16/5/95-6 GS – II**

From

Chief Secretary to Govt. Haryana.

To

1. All Heads of Departments, the Commissioners, Ambala / Rohtak / Hisar / Gurgaon and all the Deputy Commissioners and Sub-Divisional Officers.
2. The Registrar, Punjab and Haryana High Court, and all District and Sessions Judges, In Haryana.

Dated, Chandigarh, the 31st August, 1995.

**Subject : Employment to a dependent of a deceased government employee under the ex-gratia scheme.**

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 16/5/95-6 GS – II, dated 8-5-1995 on the subject noted above *vide* which policy for giving employment to a dependent of a government employee who dies while in service was laid down. The matter has been further examined by the government and it has been decided to make the following modifications / clarifications :—

1. All cases of ex-gratia appointment pending on the date of issue of policy shall be examined and decided in the light of the new policy irrespective of the death of the deceased employee.
2. The married dependents shall also be considered for appointment under ex-gratia scheme in view of the early marriages in many cases. An undertaking shall be obtained from the married dependent that he/ she will look after the family of the deceased employee. This undertaking should be attested by two respectable members of the society. The married dependent will be eligible only if there is no other eligible unmarried son/daughter in the family.
3. The Supreme Court has clearly laid down that the qualifications of the dependent can be the criterion for deciding the post to which appointment on compassionate ground is being made. The existing policy, therefore, to offer appointment on compassionate grounds under ex-gratia scheme, only to Class – III and Class – IV posts, is in order.
4. In cases where no Class – III and IV post is available within the department for offering appointment under ex-gratia scheme, the head of the Department will take up the matter for appointment with other department(s). A quarterly report will be submitted to the Chief Secretary office by all departments. A seniority list in respect

of pending ex-gratia appointment cases will be maintained by every Head of the Department and the cases shall be kept alive **till the time the appointment is offered against a vacancy either in that department or some other department**. It should be ensured that no subsequent case of ex-gratia appointment is considered / decided in preference to an earlier case.

5. The facility of compassionate employment to a dependent of a government servant shall be available, if the latter is declared medically unfit / blind incapacitated by the Special Medical Board and retired on or before attaining the age of 55 years in the case of Class – I , II , III officers/ officials and 57 years in the case of Class- IV employees. A government employee who is declared incapacitated / blind after 55 years of age in the case of Group A, B, C and after 57 years in the case of Group D employees, will not be entitled to this facility. Subject to this, terms and conditions and procedure applicable in the case of compassionate employment to a dependent of a deceased employee would be applicable in these cases as well.
6. 'One Step Lower' employment is interpreted as 'One Pay below' that of the deceased employee. It is further clarified that appointment on compassionate grounds under ex-gratia scheme can be offered only on a post in a Pay Scale lower than that of the deceased employee.
7. For the purpose of calculating monthly income of Rs. 2500/- per month, the family pension will be excluded and only regular income from other sources be taken into account. For this purpose the income of the family of the deceased employee will be taken into account and not just the dependent who has applied for appointment on compassionate grounds.
8. A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.
9. The appointing authority will be competent to grant relaxation in age cases of appointment under ex-gratia scheme.
10. Appointment on compassionate grounds under ex-gratia scheme will not be made against vacancies falling under 10% cut.

You are, requested to bring these modification/clarifications to the notice of all concerned offices under your control for strict compliance. The receipt of this communication may please be acknowledged.

Sd/-

Under Secretary, Protocol,  
for Chief Secretary to Govt., Haryana.

A copy is forwarded for information and necessary action:—

1. All Financial Commissioners to Govt. Haryana.
2. All Administrative Secretaries to Govt., Haryana

*Ex-gratia*

Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-

Superintendent General Services-II  
for Chief Secretary to Govt., Haryana.

To

1. All Financial Commissioners to Govt. Haryana
2. All Administrative Secretaries to Govt., Haryana.
3. Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 16/5/95-6 GS-II

Dated, Chandigarh, the 31-8-95

Endst. No. 16/5/95-6 GS-II

Dated, Chandigarh, the 31-8-95

A copy is forwarded to all M. Ds/C. As of Boards/Corporations in the State of Haryana for information and necessary action.

They are advised to consider adoption of the revised policy for giving employment to one of the dependents of the deceased employee of Board/Corporation under the ex-gratia scheme.

Sd/-

Superintendent General Services-II  
for Chief Secretary to Govt., Haryana.

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**क्रमांक 16/10/96-6 जी. एस.- II**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
2. मंडल आयुक्त, अम्बाला, हिसार, रोहतक एवं गुड़गांव
3. सभी उपायुक्त एवं उप मंडल अधिकारी (ना) ।
4. रजिस्ट्रार, पंजाब एवं हरियाणा हाईकोर्ट, चण्डीगढ़ ।

दिनांक 11-1-1996

**विषय : अनुग्रह पूर्वक अनुदान नीति के अन्तर्गत मृतक/नकारा कर्मचारियों के आश्रितों को अनुग्रहपूर्वक अनुदान नीति के अन्तर्गत नौकरी देने बारे ।**

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार द्वारा जारी की गई अनुग्रहपूर्वक अनुदान नीति/हिदायतें क्रमांक 16-5-95-6 जी. एव. II दिनांक 8-5-95, क्रमांक 16-5-95-6 जी. एस. II दिनांक 31-8-95 एवं क्रमांक 16-6-95-6 जी. एस. II दिनांक 12-6-95 की ओर दिलाऊँ और कहूँ कि इन हिदायतों के तहत विभागाध्यक्ष को नियोक्ता प्राधिकारी की शक्तियाँ प्रदत्त की गई हैं । परन्तु विस्तृत मार्गदर्शन/हिदायतों के बावजूद अब भी विभाग ऐसे मामले जिनमें निर्णय लेने में वे स्वयं सक्षम हैं और उन्हीं द्वारा अपने स्तर पर निपटाए जाने हैं, सरकार को भेजते रहते हैं जिससे इन मामलों के निपटान में अनावश्यक विलम्ब होता है और केसिज लम्बित होते रहते हैं जिस कारण से कोर्ट केसों में भी अनावश्यक बढ़ावा हो रहा है । अतः आपसे अनुरोध है कि अनुग्रहपूर्वक अनुदान नीति के तहत सरकारी नौकरी देने सम्बन्धी मामलों का भली भाँति परीक्षण, जारी की गई हिदायतों के तहत, करते हुए अपने स्तर पर निपटान किया जाए और यदि किसी बिन्दू विशेष पर, जो हिदायतों में स्पष्ट न हो, के बारे पूर्ण ब्यौरा/औचित्य देते हुए, प्रस्ताव प्रशासकीय विभाग के माध्यम से सरकार को मन्त्रणा हेतु भेजे जाएँ ।

आपसे अनुरोध है कि सरकार की इन हिदायतों की दृढ़तापूर्वक पालना की जाए । कृपया इस पत्र की पावती भेजी जाए ।

भवदीय

हस्ता / -

अवर सचिव, प्रोटोकोल,

कृते : मुख्य सचिव, हरियाणा सरकार ।

इसकी एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है :-

1. सभी वित्तायुक्त एवं सचिव, हरियाणा सरकार ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

3. मुख्य मंत्री/मंत्रीगण/राज्य मंत्रीगण/मुख्य संसदीय सचिव/संसदीय सचिव/वरिष्ठ सचिवों/सचिवों निजी सचिवों को मुख्यमंत्री/मंत्रीगण/राज्य मंत्रीगण/मुख्य संसदीय सचिव/संसदीय सचिव महोदय को सूचना हेतू प्रेषित है ।

हस्ता/-

अवर सचिव, प्रोटोकॉल,  
कृते : मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

मुख्य मंत्री/मंत्रीगण/राज्य मंत्रीगण/मुख्य संसदीय सचिव/संसदीय सचिव के वरिष्ठ/सचिव तथा निजी सचिव ।

आशा: क्रमांक 16-10-96-6 जी. एस. II

दिनांक 11-1-1996

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*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/43/96-6 GSII**

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Department, Haryana,
2. Commissioners of Divisions, Ambala, Rohtak, Hisar and Gurgaon
3. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.
4. The Registrar, Punjab and Haryana High Court, Chandigarh

Dated, Chandigarh, the 22nd August, 1996

**Subject:- Employment to the dependents of deceased Government employees under ex-gratia scheme.**

Sir,

I am directed to refer to para 2(ii) of the State Government instructions issued *vide* letter No. 16/5/95-6GSI dated 8.5.95 which provides that the spouse of the deceased employee being in Government Service would not be a bar to the dependents of the deceased for seeking employment under this scheme if other conditions of eligibility are fulfilled. These provisions were challenged in the High Court in CWP No. 18400/95 in the case titled "Suraj Parkash Vs. State of Haryana" in which the Hon'ble Court has decided that the dependent of a deceased government employee shall not be entitled to employment on compassionate grounds in case one of his parents is alive and is in government employment.

2. In view of the above judgement, the State Government have reviewed the above provisions made in para 2(ii) of its letter No. 16/5/95-6 GS-II, dated 3.5.95 and have decided that the dependent of a deceased government employee shall not be entitled to employment on compassionate grounds in case one of his parents is alive and is in government employment.

3. You are requested to bring these instructions to the notice of all concerned under your kind control for strict compliance. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary, Protocol.

*for* Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action-

- i) All the Financial Commissioners & Administrative Secretaries to Government, Haryana.
- ii) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/Chief Parliamentary Secretary for information of Chief Minister/Ministers/Chief Parliamentary Secretary.

Sd/-

Superintendent General Services-I

*for* Chief Secretary to Government, Haryana.

*Ex-gratia*

To

- i) All the Financial Commissioners and Administrative Secretaries to Govt., Haryana.
- ii) Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/  
Chief Parliamentary Secretary.

U.O. No. 16/43/96-6 GS-II

Dated Chandigarh, the 22.8.96

Endst. No. 16/43/96-6 GS-II

Dated Chandigarh, the 22.8.96

A copy is forwarded to all Managing Directors/Chief Administrators of Boards/Corporations  
in the State of Haryana for information and necessary action.

Sd/-

Superintendent General Services-II  
for Chief Secretary to Government, Haryana.

\_\_\_\_\_

No. 16/5/95-6GSII

From

The Chief Secretary to Government, Haryana.

1. All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (C)  
in Haryana.
2. Registrar, Punjab & Haryana High Court,  
Chandigarh.

Dated, Chandigarh, the 13.8.98

Subject : Employment to the dependents of deceased Govt. Employees under Ex-gratia Scheme.

Sir,

I am directed to invite a reference to Haryana Govt. Circular letter No. 16/5/95-6GSII, Dated 8.5.95 on the above subject vide which the policy for giving employment to a dependent of a Govt. employee, who dies while in service was laid down. According to para-2 (i) of these instructions compassionate employment to be offered should be atleast one step lower than that of the deceased employee except in cases where the deceased employee was working at the lowest level under Govt. These instructions were further clarified in para-6 of the instructions issued vide Haryana Govt. Circular No. 16/5/95-6GSII, dated 31.8.95 as under :

" 'One step Lower' employment is interpreted as 'One pay Scale Below' that of the deceased employee. It is further clarified that appointment on compassionate grounds under ex-gratia scheme can be offered only on a post in a pay scale lower than that of the deceased employee."

2. Now this matter has been further examined and it has been decided that appointments under ex-gratia scheme are to be given one step lower i.e. one pay scale below keeping in view only the pay scale of the deceased employee drawn at the time of death and not pay scale of the post held by deceased employee, for example, if a clerk was drawing pay scale of Rs. 1200-2000/1400-2600 by virtue of first Higher Standard scale/ACP scale/Second Higher standard scale/Second A.C.P. scale after his death, the dependent of the deceased employee will be entitled for employment as a clerk in the initial scale.

3. These instructions will take immediate effect and the cases already decided on the basis of previous instructions dated 31.8.95 will not be re-opened.

4. You are requested to bring these clarifications to the notice of all concerned officers/officials under your control for strict compliance. The receipt of this communication may please be acknowledged.

Sd —

Under Secretary, Protocol,

for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to :—

1. All Financial Commissioners to Govt., Haryana.

2. All Administrative Secretaries to Govt., Haryana.
3. Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers.

Sd/—

Under Secretary, Protocol,  
for Chief Secretary to Govt., Haryana.

To

1. All Financial Commissioners to Govt., Haryana.
2. All Administrative Secretaries to Govt., Haryana.
3. Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers.

U.O. No. 16/5/95-6GS-II

Dated, Chandigarh, the 13.8.98

Endst. No. 16/5/95-6GS-II

Dated, Chandigarh, the 13.8.98

A copy is forwarded to all M.Ds/C.As. of Boards/Corporations in the State of Haryana for information and necessary action.

2. They are advised to consider adoption of the revised policy for giving employment to one of the dependents of the deceased employees of Boards/Corporations under the ex-gratia scheme.

Sd/—

Under Secretary, Protocol,  
for Chief Secretary to Govt., Haryana.

No. 38/4/97—5 GSII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioners of Ambala/Rohatak/Hisar and Curgaon Divisions and all the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court and all the District and Sessions Judges, Haryana.

Dated : Chandigarh, the 28th August, 1998.

Subject :—Providing of employment to the dependents of deceased Government employees under the ex-gratia scheme.

Sir,

I am directed to invite a reference to Haryana Government letter No. 16/5/95—6 OS-II, dated 8-5-95 and letter No. 16/5/95—6 GS-II, dated 31-8-95 on the subject cited above vide which the policy for providing employment to the dependents of Government employees, who die while in service, was laid down. How in pursuance of the directions of Hon'ble Punjab and Haryana High Court in Civil writ petition No. 363/1997—Surinder Pal V/s Haryana Stat and others, the State Government have decided to restructure the General Services Branch-II of the Haryana Civil Secretariat dealing with the matter of the ex-gratia scheme, in the form of a "Cell" under the administrative control of

Chief Secretary, Haryana to monitor the ex-gratia appointments on the basis of categorywise priority list/seniority list to be maintained by this cell.

- (i) This cell will deal with the cases of the compassionate appointments of the persons, who do not get such appointments, due to non-availability of vacant posts in the departments/offices, where the deceased employees was working. If the appointment on compassionate grounds can not be given by the concerned Head of Department/Head of office, where the deceased employee was serving, then an intimation regarding the same alongwith the each application submitted by all such persons seeking appointments should be sent to this "Cell" within three months of the date of the receipt thereof and, as far as possible, the appointment will be given to the applicant in other department/office by this "Cell" strictly in order of priority.
- (ii) Each Head of Department/office will send a statement every three months to this "Cell" of the posts, which are available for compassionate appointments.

The Government have also decided that every Head of Department/Head of Office should maintain categorywise priority list/Seniority list of the persons, who seek appointment on compassionate grounds and the appointment should be made against the available posts meant to be filled by direct recruitment strictly in accordance with the priority/seniority position, subject to the fulfilment of other conditions.

You are requested to bring these instructions to the notice of all concerned officers under your control for strict compliance. The receipt of this Communication may please be acknowledged.

Sd/—

Under Secretary, Protocol,  
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action—

1. All the Financial Commissioners & Administrative Secretaries to Government, Haryana.
2. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers for information of Chief Minister/Ministers.

Sd/—

Superintendent General Services-II,  
for Chief Secretary to Government, Haryana.

To

1. All the Financial Commissioners & Administrative Secretaries to Government, Haryana.
2. Principal Secretary to Chief Minister/Additional Principal Secretary to Chief Minister/Deputy Principal Secretary to Chief Minister and
3. Sr. Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers.

U.O. No. 38/4/97—5 GS-II

Dated 26-8-98

Endst. No. 38/4/97—5 GS-II

Dated 26-8-98

A copy is forwarded to all Managing Directors/Chief Administrators, Boards/Corporations in the State of Haryana for information and necessary action.

Sd/—

Superintendent General Services-II,  
for Chief Secretary to Government, Haryana.

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 38/4/97-5 GSII**

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioners of Ambala/Rohtak/Hisar and Gurgaon Divisions and all the Deputy Commissioners and sub-Divisional officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court and all the District and Sessions Judges, Haryana.

Dated : Chandigarh, the 28th August, 1998.

**Subject:- Providing of employment to the dependants of deceased Government employees under the ex-gratia scheme.**

Sir,

I am directed to invite a reference to Haryana Government letter No. 16/5/95-6 OS-II, Dated 8-5-95 and letter No. 16/5/95-6 GS-II, dated 31-8-95 on the subject cited above vide which the Policy for providing employment to the dependents of Government employees, who die while in service, was laid down. How in pursuance of the directions of Hon'ble Punjab and Haryana High court in Civil writ petition No. 363/1997-Surinder Pal V/s Haryana State and others, the State Government Have decided to restructure the General Services Branch-II of the Haryana civil Secretariat dealing With the matter of the ex-gratia scheme, in the form of a "Cell" under the administrative control of Chief Secretary, Haryana to Monitor the ex-gratia appointments on the basis of categorywise priority list/seniority list to be maintained by this cell.

- (i) This cell will deal with the cases of the compassionate appointments of the persons, Who do not get such appointments, due to non-availability of vacant posts in the Departments/Offices, where the deceased employees was working. If the appointment on Compassionate grounds can not be given by the concerned Head of Department/ Head of office, where the deceased employee was serving, then an intimation regarding the same along with the each application submitted by all such persons seeking appointments should be sent to this "Cell" within three months of the date of the receipt thereof and, as far as possible, the appointment will be given to the applicant in other department/office by this "Cell" strictly in order of priority.
- (ii) Each Head of Department/office will sent a statement every three months to this "Cell" of the posts, which are available for compassionate appointments.

The Government have also decided that every Head of Department/Head of Office should maintain categorywise priority list/Seniority list of the persons, who seek appointment on compassionate grounds and the appointment should be made against the available posts meant to be filled by direct recruitment strictly in accordance with the priority/seniority position, subject to the fulfillment of other conditions.

*Ex-gratia*

You are requested to bring these instructions to the notice of all concerned officers under your control for strict compliance. The receipt of this communication may please be acknowledged.

Sd/-

Under Secretary, Protocol,  
for Chief Secretary to Govt. , Haryana.

A copy is forwarded for information and necessary action-

1. All the Financial Commissioners & Administrative Secretaries to Government, Haryana.
2. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers for Information of Chief Minister/Ministers.

Sd/-

Superintendent General Services-II,  
for Chief Secretary to Govt. , Haryana.

To

1. All the Financial Commissioners & Administrative Secretaries to Government, Haryana.
2. Principal Secretary to Chief Minister/Additional Principal Secretary to Chief Minister Deputy Principal Secretary to Chef Minister and
3. Sr. Secretaries/Secretaries/Private Secretaries to the Chef Minister/Ministers.

U.O.No. 38/4/97-5 GS-II

Dated 26-8-98

Endst. No. 38/4/97-5 GS-II

Dated 26-8-98

A copy is forwarded to all Managing Directors/Chief Administrators, Boards/Corporations in the State of Haryana for information and necessary action.

Sd/-

Superintendent General Services-II  
for Chief Secretary to Govt. , Haryana.

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*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/5/95-6 GSII**

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (C) in Haryana.
2. Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 31.8.98

**Subject :- Employment to the dependents of deceased Govt. Employees under Ex-gratia Scheme.**

Sir,

I am directed to invite a reference to Haryana Govt. Circular letter No. 16/5/95-5GSII, Dated 8.5.95 on the above subject vide which the policy for giving employment to a dependent of a Govt. employee, who dies while in service was laid down. According to para -2(i) of these instructions compassionate employment to the offered should be atleast one step lower than that of the deceased employee except in cases where the deceased employee was working at the lowest level under Govt. These instructions were further clarified in para -6 of the instructions issued vide Haryana Govt. Circular No. 16/5/95-6GSII, dated 31.8.95 as under:

"One step Lower' employment is interpreted as 'One pay Scale Below' that of the deceased employee. it is further clarified that appointment on compassionate grounds under ex-gratia scheme can be offered only on a post in a pay scale lower than that of the deceased employee."

2. Now this matter has been further examined and it has been decided that appointments under ex-gratia scheme are to be given one step lower i.e. one pay scale below keeping in view only the pay scale of the deceased employee drawn at the time of death and not pay scale of the post held by deceased employee, for example, if a clerk was drawing pay scale of Rs. 1200-2000/1400-2600 by virtue of first Higher Standard scale/ACP scale/Second Higher standard scale/Second A.C.P. scale after his death, the dependent of the deceased employee will be entitled for employment as a clerk in the initial scale.

3. These instructions will take immediate effect and the cases already decided on the basis of previous instructions dated 31.8.95 will not be re-opened.

4. You are, requested to bring these clarifications to the notice of all concerned officers/officials under your control for strict compliance. The receipt of this communication may please be acknowledged.

Sd/-

Under Secretary, Protocol,  
for Chief Secretary to Government, Haryana.

*Ex-gratia*

A copy is forwarded for information and necessary action to:-

1. All Financial Commissioners to Govt., Haryana.
2. All Administrative Secretaries to Govt., Haryana.
3. Secretaries/Private Secretaries to the Chief Minister/Ministers/ State Ministers.

Sd/-

Under Secretary, Protocol,  
for Chief Secretary to Govt. , Haryana.

To

1. All Financial Commissioners to Govt., Haryana.
2. All Administrative Secretaries to Govt., Haryana.
3. Secretaries/Private Secretaries to the  
Chief Minister/Ministers/State Ministers.

U.O. No. 16/5/95-6GS-II

Dated, Chandigarh, the 31.8.98

Endst. No. 16/5/95-GS-II

Dated, Chandigarh, the 31.8.98

A copy is forwarded to all M. Ds/C.As of Boards/Corporations in the State of Haryana for Information and necessary action.

2. They are advised to consider adoption of the revised policy for giving employment to one of the dependents of the deceased employee of Boards/Corporations under the ex-gratia scheme.

Sd/-

Under Secretary, Protocol,  
for Chief Secretary to Govt. , Haryana.

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*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 33/7/96-5GSII**

From

The Chief Secretary to Govt., Haryana.

To

- (1) All Heads of departments.
- (2) The Commissioners, Ambala, Rohtak, Hisar and Gurgaon Divisions.
- (3) All the Deputy Commissioners and Sub Divisional officer (Civil) in Haryana.
- (4) The Registrar, Punjab & Haryana High Court.

Dated: Chandigarh the 8th June, 1999.

**Subject: - Employment to the dependents of the deceased Govt., employees under the ex-gratia scheme.**

Sir

I am directed to invite your attention to the instructions issued by the Govt. vide letter No. 16/5/95-5 GS II, dated 8-5-95, 31-8-95 and 13-8-98 on the above subject and to enclose herewith a copy of the orders passed by the Hon'ble supreme Court in petition for special leave to appeal (civil) no. 778 of 1999, wherein the Clause of "One Step Below" has been clarified as under :—

"This clause means that the offer of appointment to the deceased employee's dependent is not to be on a post equivalent to the one which was held by the deceased employee but should be on a lower post by at least one stop."

It is, therefore, made clear that ordinarily the post carrying the lowest scale in class-IV or III, as the case may be, should be offered and the concept of "next below scale" should be applied in rare cases of extreme hardship.

It has also been brought to the notice of the Government that some of the dependents of the deceased Govt. /Employees insist that they should be given some higher posts on the basis of their qualifications. It is clarified that jobs under ex-gratia scheme are provided to the dependents of the deceased Govt. employees so that the bereaved family can overcome the trauma of death of the bread earner. It should be understood that the job is not being offered to match the person's qualification but to see the family through the economic calamity. Though if the dependent of the deceased employee finds it below his dignity to accept the post offered, he/she is free not to do so, and may seek employment elsewhere according to his/her deserts. The Hon'ble Supreme Court of India in "Umesh Kumar Nagpal V/s State of Haryana and others." Has made it clear that the qualification of the dependent is not relevant. As such this channel of the ex-gratia scheme cannot be used for providing a job according to the qualifications.

The above clarifications may be brought to the notice of all concerned officers/officials under your control for guidance and strict compliance.

The receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

Superintendent General Services-II  
for Chief Secretary to Government, Haryana.

*Ex-gratia*

A copy is forwarded for information and necessary action:-

- (i) All the Financial Commissioners & Administrative Secretaries to Government Haryana.
- (ii) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/Chief Parliamentary Secretary for information of Chief Minister/Ministers/Chief Parliamentary Secretary.

Sd/-

Superintendent General Services-II  
for Chief Secretary to Government, Haryana.

To

- (i) All the Financial Commissioners and Administrative Secretaries to Govt. Haryana
- (ii) Senior Secretaries/Secretaries/Private Secretaries to to Chief Minister/Ministers/Chief Parliamentary Secretary.

U.O. No. 33/7/96-5GS II

Dated: 8-6-99

Endst. No. 33/7/96/5GS II

Dated: 8-6-99

A Copy is forwarded to all Managing Directors, Chief Administrators of Boards/Corporations in the State of Haryana for information and necessary action.

Sd/-

Superintendent General Services-II,  
for Chief Secretary to Government, Haryana.

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**In the Supreme Court of India**

**Civil Appellate Jurisdiction**

**Petition for special leave to appeal (Civil) No. 228 of 1999**

(Under Article 136 of the Constitution of India from the Judgement and order dated 3rd November, 1998 of the High Court of Punjab and Haryana at Chandigarh in Civil writ Petition No. 8487 of 1998.

**With a Prayer for Interim Relief**

1. State of Haryana through the  
Chief Secretary to Government of  
Haryana, Haryana Civil Secretariat  
Chandigarh.
2. The Secretary to Government of  
Haryana, Home Department, Haryana  
Civil Secretariat, Chandigarh.
3. Director General of Police,  
Haryana Sector-6, Panchkula,  
Haryana.

..... Petitioners

Versus

Rejiv Doshwal Son of Late Shri Mehtab Singh,  
resident of village Anta, Sub-Division Safidon,  
District Jind ( Haryana).

..... Respondent

22nd March, 1999

Coram :

Hon'ble Mr. Justice B.N. Kirpal

Hon'ble Mr. Justice S. Rajindra Babu

For the Petitioners : Mr. Prem Malhotra, Advocate.

For the Respondent : Mr. Gopal Subramaniam, Senior Advocate  
(M/s. Jasbir Malik, Advocate with him)

THE PETITION FOR SPECIAL LEAVE TO APPEAL with a prayer for interim relief above mentioned being called on for hearing before the Court on the 22nd day of March, 1999 upon perusing the papers and hearing counsel for the parties herein. THIS COURT DOETH MAKE the following order :—

“We have heard learned counsel for the parties. The High Court has interpreted the clause which reads as under:

*Ex-gratia*

"Further, the compassionate employment being offered shall be at least one step lower than that of the deceased employee except in cases where the deceased employee was working at the lowest level in the Government."

According to the High Court this clause means that an applicant has a right to be considered for appointment to a post which is only one step below the one which was held by the deceased employee.

In our opinion, this interpretation of the said clause by the High Court is erroneous. This clause means that the offer of appointment to the deceased employee's dependant is not to be on a post equivalent to the one which was held by the deceased employee but should be on a lower post by the least one step. Therefore, in the present case when the deceased employee was Deputy Superintendent of Police, the offering of the post of A.S.I. was not incorrect. However, as the High Court has found that four posts of Inspectors were lying vacant to which the respondent could have been appointed we do not wish to interfere in this case. Special leave petition is disposed of in the aforesaid terms."

And Consequently this Court's Order dated 1st February, 1999, made, on the prayer for interim relief in the matter above mentioned be and is hereby vacated:

AND THIS COURT DOTH FURTHER ORDER THAT THIS ORDER be punctually observed and carried into execution by all concerned.

WITNESS THE HON'BLE Dr. Adarsh Sein Anand, Chief Justice of India at the Supreme Court, New Delhi dated this the 22nd day of March, 1999.

Sd/-

(VINOD KUMAR)

DEPUTY REGISTRAR (JUDL.)

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*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/30/98-5GS-II**

From

The Chief Secretary to Government, Haryana.

To

The Managing Directors/Chief Administrators of all the Boards and Corporations in Haryana.

Dated Chandigarh, the 20.5.2002

**Subject:- Employment to the dependents of deceased Government employees under the ex-gratia scheme.**

Sir,

I am directed to refer to the subject cited above and to say that the State Government formulated the Ex-gratia Scheme for providing employment to the dependents of the deceased Government employees and the same was circulated vide Government memo No. 16/5/95-6GSII, dated 8<sup>th</sup> May, 1995 and memo No. 16/5/95-6GSII, dated 31.8.95. This scheme has further been modified vide letters issued by the Government from time to time. Now a question has been raised as to whether the ex-gratia policy/scheme formulated by the State Government applies to the Boards and Corporations or they should formulate their own ex-gratia policy independently of the Government. This matter has been considered by the Government and it has been decided that the ex-gratia Scheme/Policy formulated by the State Government and as modified from time to time apply to all the Boards/Corporations and Autonomous Bodies in Haryana and they are requested to adopt this policy by adopting proper procedures of passing resolutions by the Competent body like Boards of Directors/Administrators or any other similar body.

Yours faithfully

Deputy Secretary Protocol,  
for Chief Secretary to Government, Haryana.

No. 16/30/98-5GSII,

Dated Chandigarh the 20.5.2002,

A copy is forwarded to all Managing Director, H.V.P.N. Ltd. Shakti Bhawan, Sector-6, Panchkula for information with reference to his communication dated 11.10.2001.

Deputy Secretary Protocol,  
for Chief Secretary to Government, Haryana.

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### भाग - III

हरियाणा सरकार

#### सामान्य प्रशासन विभाग

अधिसूचना

दिनांक 28 फरवरी, 2003

**संख्या सा. का. नि. 1/संवि. अनु. 309/2003.** - भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदान की गई शक्तियों तथा इस निमित्त उन्हें समर्थ बनाने वाली सभी अन्य शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, इसके द्वारा, सरकारी कर्मचारी जब सेवा में हो मृत्यु हो जाती है मृतक के परिवार के सदस्यों को अनुकम्पा आधार पर अनुग्रहपूर्वक वित्तीय सहायता या अनुग्रहपूर्वक नियुक्ति के द्वारा अनुकम्पा सहायता को विनियमित करने के लिये निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. **संक्षिप्त नाम तथा प्रारम्भ:** - (1) ये नियम हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता नियम, 2003 कहे जा सकते हैं ।

(2) ये तुरन्त प्रभाव से लागू होंगे ।

2. **नियमों का उद्देश्य :** - नियमों का उद्देश्य मृतक कर्मचारी के परिवार को जीविका कमाने वाले की कमी के कारण आपातकालीन स्थिति को नियन्त्रित करने के लिये निम्नलिखित विकल्पों में से किसी एक की सहायता देना है :-

- i) परिवार के किसी सदस्य को अनुकम्पा आधार पर अनुग्रहपूर्वक नियुक्ति जो मृतक कर्मचारी पर “पूर्णतया आश्रित” था तथा मृतक के खोने के कारण अत्याधिक वित्तीय संकट में है, अर्थात्, सरकारी कर्मचारी जो “साज-सज्जा” में मर गया है;
- ii) मृतक के परिवार को देय सभी अन्य लाभों के अतिरिक्त जैसा कि उसके परिवार को देय अनुग्रहपूर्वक अनुदान, अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता 2.50 लाख रुपये की दर पर भुगतान की जानी है ऐसे मामलों में जहां मृतक का परिवार अनुग्रहपूर्वक नियोजन का विकल्प नहीं देता है ।

3. **परिभाषाएं:** - इन नियमों में, जहां तक संदर्भ से अन्यथा अपेक्षित न हो, -

- (क) “नियुक्ति प्राधिकारी” से अभिप्राय है, विभागाध्यक्ष, जहां मृतक सरकारी कर्मचारी कार्यरत था;
- (ख) “अनुकम्पा वित्तीय सहायता” से अभिप्राय है, मृतक के गरीब परिवार के पूर्णतया आश्रित सदस्यों को सभी अन्य लाभों के अतिरिक्त अनुग्रहपूर्वक सहायता के रूप में उपबन्धित 2.50 लाख रुपये की दर पर वित्तीय सहायता;
- (ग) “सक्षम प्राधिकारी” से अभिप्राय है समबद्ध विभाग का मुखिया जहां मृतक/गुमशुदा कर्मचारी कार्यरत था;
- (घ) “मृतक सरकारी” कर्मचारी से अभिप्राय है, कोई सरकारी कर्मचारी -
  - (i) जो नियमित आधार पर नियुक्त किया गया है तथा दैनिक वेतनभोगी, आकस्मिक, शिक्षार्थी, वर्कचार्ज, तदर्थ, सविदात्मक या पुनः नियोजन के आधार पर कार्यरत नहीं हो;

- (ii) जिसने कम से कम 3 वर्ष के लिये सरकारी सेवा की हो;
- (iii) जो 55 वर्ष की आयु से ऊपर नहीं होना चाहिये ।
- (ड.) “आश्रित” से अभिप्राय है –
  - (i) मृतक सरकारी कर्मचारी या गुमशुदा सरकारी कर्मचारी के पति/पत्नी;
  - (ii) पुत्र (में दत्तक पुत्र भी शामिल है) हिन्दू दत्तक और भरण पोषण अधिनियम, 1956 (1956 का 78), में यथा विचारित दत्तक ग्रहण के सबूत के अध्याधीन जब तक कि वह दत्तक की दशा में 25 वर्ष की आयु पूरी करता है;
  - (iii) अविवाहित पुत्री (में दत्तक पुत्री भी शामिल है) हिन्दू दत्तक और भरण पोषण अधिनियम, 1956 (1956 का 78), में यथा विचारित दत्तक ग्रहण के सबूत के अधिनियम जब तक कि वह दत्तक की दशा में 25 वर्ष की आयु पूरी करती है;
  - (iv) व्यक्ति जो उसकी मृत्यु के समय पर पूर्णतया आश्रित था ।
- (च) “सरकार” से अभिप्राय है, प्रशासकीय विभाग में हरियाणा सरकार;
- (छ) “विभागाध्यक्ष” से अभिप्राय है, विभागाध्यक्ष जिसमें मृतक/गुमशुदा सरकारी कर्मचारी सेवा में था ;
- (ज) “गरीब परिवार” जहां मृतक/गुमशुदा सरकारी कर्मचारी का परिवार उस पर पूर्णतया आश्रित है तथा अभावग्रस्तता से राहत के लिये शीघ्र सहायता लेने का पात्र हो तथा जिसकी आय पारिवारिक पेंशन को निकाल कर 6000/- रुपये प्रति मास से अधिक नहीं हो;
- (झ) “गुमशुदा सरकारी कर्मचारी” से अभिप्राय है, कोई व्यक्ति जो सरकारी सेवा में है तथा पिछले सात वर्षों से अनुमार्गणीय नहीं है तथा जिसका पता ठिकाना ज्ञात नहीं है; तथा
  - (क) इस सम्बन्ध में पुलिस में कोई प्रथम सूचना रिपोर्ट (एफ. आई. आर.) दायर की गई है; तथा
  - (ख) “नियुक्ति प्राधिकारी” समझता है कि मामला निष्कपट है; तथा
- (ञ) “विकल्प” से अभिप्राय है, मृतक/गुमशुदा सरकारी कर्मचारी के आश्रित द्वारा स्वैच्छिक रूप से प्रयोग किया गया विकल्प;
- (ट) “अनाथ” से अभिप्राय है, कोई बच्चा जो पूर्व एक माता पिता को खो चुका है तथा सरकारी कर्मचारी के देहान्त पर अनाथ हो गया है;
- (ठ) “राज्य” से अभिप्राय है, हरियाणा राज्य;
- (ड) “सेवा” से अभिप्राय है, किसी सिविल पद पर 55 वर्ष की आयु तक की सेवा तथा जिसमें सेवा में विस्तार या पुनः नियोजन शामिल नहीं होगा;
- (ढ) “कल्याण अधिकारी” से अभिप्राय है सम्बद्ध विभाग की स्थापना का इस प्रकार पदाभिहित प्रभारी अधिकारी।

4. विकल्प: - (1) मृतक/गुमशुदा सरकारी कर्मचारी का कोई आश्रित, सरकारी कर्मचारी की मृत्यु की तिथि से तीन वर्ष के भीतर अपना/अपनी अभिरूचि का विकल्प निम्नलिखित में से एक के लिये लिखित में देगा/देगी: -

- (क) परिवार का कोई सदस्य जो मृतक कर्मचारी पर पूर्णतया आश्रित था को अनुकम्पा आधार पर अनुग्रहपूर्वक नियुक्ति तथा मृतक की कमी के कारण अत्याधिक वित्तीय संकट में है, अर्थात् सरकारी कर्मचारी जिसकी “सेवा” में मृत्यु हो जाती है; या
- (ख) मृतक के परिवार को देय सभी अन्य लाभों के अतिरिक्त जैसा कि उसके परिवार को देय अनुग्रहपूर्वक अनुदान, अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता 2.50 लाख रुपये की दर पर भुगतान की जानी है ऐसे मामलों में जहां मृतक का परिवार अनुग्रहपूर्वक नियोजन का विकल्प नहीं देता है।

(2) विकल्प का प्रयोग केवल एक बार अनुज्ञात होगा तथा एक बार दिया गया विकल्प परिवर्तित नहीं होगा।

5. आवेदन का प्रस्तुत करना :- मृतक/गुमशुदा सरकारी कर्मचारी का आश्रित अनुकम्पा आधार पर अनुग्रहपूर्वक नियुक्ति या अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता, जैसी भी स्थिति हो, के लिये प्रारूप अ या प्रारूप आ में आवेदन करेगा।

6. सक्षम प्राधिकारी :- (1) सम्बद्ध विभाग का अध्यक्ष जहां मृतक/गुमशुदा व्यक्ति नियोजित था मृतक/गुमशुदा सरकारी कर्मचारी के परिवार के पूर्णतया आश्रित गरीब सदस्य को नियुक्ति देने/अनुकम्पा वित्तीय सहायता, देने के लिये सक्षम है।

- (क) विभागाध्यक्ष ऐसे आश्रितों की एक सूची तैयार करेगा जो तीन वर्ष की अवधि के लिये वैध होगी तथा विभाग द्वारा नियुक्तियां इस प्रकार बनाई गई वरिष्ठता के अनुसार यथार्थ रूप से दी जाएगी।
- (ख) सूची की वैधता तीन वर्ष के बाद समाप्त हो जाएगी।
- (ग) मृतक सरकारी कर्मचारी का आश्रित इन नियमों के नियम 4 के उप नियम (1) के खण्ड (ख) में यथा अन्तर्विष्ट विकल्प के सम्बन्ध में, विभाग द्वारा तैयार की गई सूची की वैधता की समाप्ति के बाद एक मास की अवधि के भीतर, यदि अनुग्रहपूर्वक नियुक्ति के लिये विभाग में कोई पद विद्यमान नहीं है, अपनी अभिरूचि प्रयोग कर सकता है।

(2) किसी गुमशुदा सरकारी कर्मचारी के परिवार के पूर्णतया आश्रित गरीब सदस्य को अनुग्रहपूर्वक नियुक्ति/अनुकम्पा वित्तीय सहायता देने के प्रयोजन के लिये मुख्य सचिव, हरियाणा सरकार प्राधिकारी होगा।

7. पद जिन पर नियुक्तियां की जा सकती हैं: - (क) इन नियमों के अधीन नियुक्तियाँ केवल ग्रुप ग तथा ग्रुप घ पदों के भीतर की जाएंगी।

- (ख) नियुक्ति देने के लिए मृतक कर्मचारी की हैसियत या आश्रित की उच्चतर योग्यताओं के लिए कोई मापदण्ड नहीं होगा।
- (ग) नियुक्ति, मृतक सरकारी कर्मचारी के पद से कम से कम एक श्रेणी नीचे दी जाएगी उन मामलों को छोड़कर जहां मृतक कर्मचारी उस प्रवर्ग में निचले स्तर पर कार्यरत था:

परन्तु इन नियमों के अधीन पद देते समय केवल वास्तविक स्थानापन्न पद जिस पर मृतक सरकारी कर्मचारी कार्यरत था विचारा जाएगा तथा न कि मृतक का वेतनमान।

8. पात्रता का मापदण्ड :- इन नियमों के अधीन पात्रता के लिए माप दण्ड निम्न प्रकार होंगे :-
- (क) परिवार गरीब है तथा वित्तीय अभाव ग्रस्तता से राहत के लिए तुरन्त सहायता योग्य है ।
  - (ख) परिवार की मासिक आय, पारिवारिक पेंशन से भिन्न सभी स्रोतों से प्रति मास 6000 रूपए से अनधिक है। इस प्रयोजन के लिए, मृतक सरकारी कर्मचारी के सम्पूर्ण परिवार की आय हिसाब में ली जाएगी तथा मात्र भर उस आश्रित की आय को हिसाब में नहीं लिया जाएगा जिसने अनुकंपा आधारों पर नियुक्ति के लिए आवेदन किया हो ।
  - (ग) नियुक्ति के लिए आवेदक सुसंगत भर्ती के नियमों के उपबन्धों के अधीन सभी प्रकार से पद के लिए पात्र तथा उपयुक्त होना चाहिए ।
  - (घ) जहां मृतक का पति या पत्नी पहले से ही सरकारी सेवा में है कोई अन्य आश्रित सदस्य नियुक्ति या अनुग्रहपूर्वक अनुकंपा वित्तीय सहायता के लिए पात्र नहीं होगा ।
  - (ङ.) मृतक का विवाहित पुत्र केवल तभी पात्र होगा यदि सरकारी सेवा के लिए परिवार का कोई अन्य सदस्य पात्र नहीं है तथा उसका पति या पत्नी पहले से ही सरकारी सेवा में नहीं है तथा अविवाहित पात्र आश्रित सेवा में पद ग्रहण करने के लिए इच्छुक नहीं है तथा इस आशय का शपथ पत्र देता है ।
  - (च) जहां मृतक सरकारी कर्मचारी का आश्रित किसी भी आधार पर अथवा सरकारी कर्मचारी की मृत्यु के तीन वर्ष के भीतर नियुक्ति के लिए पात्र नहीं होता तो वह अनुग्रहपूर्वक अनुकंपा वित्तीय सहायता के लिए भी पात्र नहीं होगा ।
  - (छ) विहित शैक्षणिक योग्यताएं तथा न्यूनतम/ऊपरी आयु सीमा में नियुक्तियों के लिए छूट नहीं होगी ।
9. पदों का निर्धारण/उपलब्धता :- (क) इन नियमों के अधीन नियुक्तियां, केवल नियमित आधार पर की जाएंगी तथा केवल तभी, यदि इस प्रयोजन के लिए नियमित पद उपलब्ध हैं ।
- (ख) इन नियमों के अधीन नियुक्तियों प्रत्येक वर्ष 31 मार्च को विभागाध्यक्ष द्वारा निर्धारित किए जाने वाले ग्रुप ग तथा घ प्रवर्गों में स्वीकृत पदों (सीधी भर्ती कोटा के अधीन आने वाले) के अधिकतम 5 प्रतिशत तक की जा सकती है । नियुक्ति प्राधिकारी, कर्मचारी चयन आयोग के माध्यम से या अन्यथा सीधी भर्ती द्वारा भरे जाने वाले उपरोक्त प्रवर्गों में पदों के 5 प्रतिशत तक अपने पास रख सकता है ताकि ऐसे पदों को अनुकंपा के आधारों पर नियुक्ति द्वारा भर सके ।
  - (ग) अनुग्रहपूर्वक आधार पर नियुक्ति के लिए चयनित कोई व्यक्ति समुचित प्रवर्ग अर्थात् अनुसूचित जाति/अनुसूचित जनजाति/पिछड़े वर्ग/सामान्य प्रवर्ग पर आश्रित जिससे वह सम्बन्धित है के विरुद्ध रोस्टर भर्ती में समायोजित किया जाएगा ।
10. छूट :- इन नियमों के अधीन नियुक्तियों को निम्नलिखित अपेक्षाओं की अनुपालना से छूट दी जाती है :-
- (क) भर्ती प्रक्रिया अर्थात् कर्मचारी चयन आयोग अथवा रोजगार कार्यालय की एजेंसी के बिना ।
  - (ख) वित्त विभाग द्वारा जारी पदों को भरने पर रोक आदेश ।

11. गुमशुदा सरकारी कर्मचारी के मामले में अनुग्रहपूर्वक नियुक्ति :- लापता सरकारी कर्मचारियों के मामले निम्नलिखित शर्तों के अधीन रहते हुए नियुक्ति के लिये इन नियमों के अधीन आते हैं :-

- (क) गुमशुदा सरकारी कर्मचारी के सम्बन्ध में नियुक्ति का लाभ, उस तिथि, जिससे सरकारी कर्मचारी लापता है तथा इस आशय की प्रथम सूचना रिपोर्ट दर्ज की गई हो, से केवल सात वर्ष की समाप्ति के बाद दिया जाएगा।
- (ख) लाभ उस सरकारी कर्मचारी के मामले में उपलब्ध नहीं होगा, -
  - (i) जिसने सेवा के ऐसे वर्ष पूर्ण कर लिए हों जो उसे/उसके परिवार को पेंशन लाभ लेने का हकदार बनाते हैं अथवा 55 वर्ष की आयु पूर्ण कर ली जो भी पहले हो, उस तिथि को, जिससे वह लापता हुआ हो;
  - (ii) जो संदिग्ध है कि उसने, धोखाधड़ी की है अथवा संदिग्ध है कि वह किसी उग्रवादी संगठन में शामिल हो गया है या संदिग्ध है कि वह विदेश में चला गया हो;
- (ग) गुमशुदा सरकारी कर्मचारी के मामले में नियुक्ति अधिकार का विषय नहीं होगी तथा ये सभी शर्तों के पूरा होने अधीन होगा, जिसमें इन नियमों के अधीन ऐसी नियुक्ति के लिए अधिकथित रकित की उपलब्धता शामिल होगी।
- (घ) ऐसे अनुरोध पर विचार करते समय, पुलिस अन्वेषण का परिणाम भी हिसाब में लिया जाएगा।
- (ङ) नियुक्ति के लिए किसी ऐसे अनुरोध पर निर्णय, मुख्य सचिव, हरियाणा सरकार के स्तर पर लिया जाएगा।

12. प्रक्रिया: -

- (क) अनुग्रहपूर्वक नियुक्ति के मामलों में आवश्यक सूचना तथा प्रक्रिया सुनिश्चित करने विभाग द्वारा प्रोफार्मा जोकि प्रारूप इ में है प्रयुक्त किया जाएगा।
- (ख) प्रत्येक विभाग एक या अधिक कल्याण अधिकारी(यों) नामांकित कर सकता है। कल्याण अधिकारी निधन होने पर तुरन्त मृतक/गुमशुदा सरकारी कर्मचारी के परिवार के सदस्यों को, इन नियमों के अधीन अनुग्रहपूर्वक अनुकंपा सहायता प्राप्त करने में परिवार को सलाह तथा सहायता देने के लिए मिलेगा। आवेदक को प्रथमतः व्यक्तिगत रूप में बुलाया जाएगा तथा उसके द्वारा पूर्ण की जाने वाली अपेक्षाओं तथा औपचारिकातओं के बारे में व्यक्तिगत रूप से सलाह दी जाएगी।
- (ग) नियुक्ति के लिए आवेदन पर विचार इन नियमों को ध्यान में रखते हुए किया जाना चाहिए सम्बद्ध विभागाध्यक्ष पूर्व मास के दौरान प्राप्त मामलों पर विचार, प्रति मास में, एक बार आवेदनों की हैसियत का पुनर्विलोकन करने पर करेगा। मामले के तथ्यों के बेहतर मूल्यांकन के लिए, यदि आवश्यक हो, सम्बद्ध विभागाध्यक्ष द्वारा आवेदक को, व्यक्तिगत सुनवाई दी जाएगी।
- (घ) अनुकंपा वित्तीय सहायता तथा अनुग्रहपूर्वक के मामलों में नियुक्तियां जहां तक संभव हो सके शीघ्रता से संसाधित तथा विनिश्चित होगी।

13. वचनबद्धता (शपथपत्र के रूप में) :- इन नियमों के अधीन नियुक्त कोई व्यक्ति लिखित रूप में वचनबद्धता देगा जो प्रारूप ई में है कि वह सभी अन्य सदस्यों का भरण-पोषण करेगा जो मृतक/गुमशुदा सरकारी कर्मचारी पर

पूर्णतया आश्रित थे तथा यदि यह तत्पश्चात् सिद्ध हो जाता है कि परिवार के सदस्य उपेक्षित किए जा रहे हैं या उसके द्वारा भरण - पोषण नहीं किया जा रहा है तो उसकी नियुक्ति तुरन्त समाप्त की जा सकती है। इस आशय की शर्त, उसके नियुक्ति पत्र में भी रखी जाएगी।

14. पद विभागों में परिवर्तन के लिए अनुरोध पर विचार न करना :- (क) जब एक बार मृतक सरकारी कर्मचारी के आश्रित को नियुक्ति दी जाती है, तो पद के परिवर्तन के लिए अनुरोध किन्हीं परिस्थितियों के अधीन किसी अन्य पद या विभाग के सम्बन्ध में विचार नहीं किया जाएगा।
- (ख) जब कोई व्यक्ति इन नियमों के अधीन किसी विशेष पद पर नियुक्ति किया गया हो, परिस्थितियों का संवर्ग जो ऐसी नियुक्ति की ओर ले जाती है विद्यमान नहीं हुई समझी जाएगी, इसलिए -
- (i) वह भविष्य में तरक्की के लिए अपने सहकर्मियों की तरह अपने कैरियर में मेहनत करेगा तथा अनुकंपा के प्रतिफल पर किसी उच्चतर पद पर नियुक्ति के लिए अनुरोध अस्वीकृत कर दिया जाएगा।
- (ii) इन नियमों के अधीन की गई कोई नियुक्ति किसी अन्य व्यक्ति को हस्तांतरित नहीं की जाएगी तथा अनुकंपा के प्रतिफल पर उसके लिए कोई अनुरोध निरपवाद रूप से अस्वीकृत कर दिया जाएगा।
15. ज्येष्ठता :- (क) इस प्रकार नियुक्त किए गए व्यक्तियों की परस्पर ज्येष्ठता, उनकी नियुक्ति की तिथि के संदर्भ में उनके सम्बद्ध संवर्ग में, नियत की जाएगी। उनका अन्तरगणन सीधी भर्तियों/पदोन्नतियों के साथ सीधी भर्तियों/पदोन्नतियों की परस्पर ज्येष्ठता भंग किए बिना नियुक्ति की तिथि के संदर्भ में की जाएगी।
- (ख) इस प्रकार नियुक्त किए गए व्यक्ति की कार्य ग्रहण की तिथि उसकी नियमित नियुक्त की तिथि के रूप में समझी जाएगी।
16. सामान्य :- (क) इन नियमों के अधीन की गई नियुक्तियाँ ऐसे रूप में की जाएंगी कि पदों पर नियुक्त व्यक्ति प्रशासन की दक्षता के अनुरक्षण की अपेक्षा से सुसंगत पद के लिए अपेक्षित आवश्यक शैक्षणिक/तकनीकी शिक्षा, आयु तथा अनुभव रखते हैं।
- (ख) नियुक्ति, केवल इस आधार पर कि यहां विभाग/कार्यालय में पुनर्गठन है, इन्कारित या विलम्बित नहीं की जाएगी। यह सम्बद्ध व्यक्ति को, यदि वहां ऐसी नियुक्ति के लिये कोई रिक्ति है और वह ऐसी नियुक्ति के लिये पात्र तथा उपयुक्त है, उपलब्ध करवाई जाएगी।
- (ग) इन नियमों के अधीन नियुक्ति अधिशेष कर्मचारियों का समावेशन तथा अस्थाई हैसियत के साथ/बिना दैनिक मजदूर/आकस्मिक कर्मकार को नियमितिकरण से अग्रगमिता प्राप्त होगी।
- (घ) मृतक कर्मचारी का आश्रित, कर्मचारी की मृत्यु के तीन वर्ष के भीतर नियुक्ति के लिये आवेदन करने हेतु अपेक्षित होगा। वह भर्ती नियमों की अपेक्षा के सम्बन्ध में इस अवधि के भीतर पात्र होगा। मृतक सरकारी कर्मचारी के आश्रित का उनकी नियुक्ति के सम्बन्ध में दावा, सरकारी कर्मचारी की मृत्यु की तिथि को प्रचलित परिस्थितियों के आधार पर अथवा आश्रित के आवेदन की तिथि को जो सही अर्थों में कर्मचारी की मृत्यु की तिथि के तीन वर्षों के भीतर होगी, विचार किया जाएगा। यह

सुनिश्चित करना होगा कि आश्रित जिसे नियमित नियोजन दिया गया है, नियोजन देते समय पात्रता मापदण्ड पूरा करता है ।

17. **सन्देशों का निवारण :** - यदि इन नियमों के लागूकरण, व्याख्या तथा विस्तार के सम्बन्ध में कोई संदेह उत्पन्न होता है तो यह सरकार को सामान्य प्रशासन विभाग (सामान्य सेवाएं शाखा - II में) निर्दिष्ट किया जाएगा जिसका निर्णय उस पर अन्तिम होगा ।

18. **छूट :** - यहां इन नियमों के किसी उपबन्ध को कोई छूट नहीं दी जाएगी । तथापि विशेष मामले के रूप में, इन नियमों में केवल उन बच्चों के मामले में, छूट दी जाएगी जो सरकारी कर्मचारी की मृत्यु पर अनाथ हो गए हैं । ऐसे अनाथों की नियुक्ति का दावा, तब तक बना रहेगा जब तक उनमें से एक बच्चा बालिगी/सरकारी सेवा में प्रवेश के लिये न्यूनतम पात्रता आयु पूरी नहीं कर लेता ।

19. **निरसन तथा व्यावृत्ति :** - हरियाणा सरकार द्वारा अनुग्रहपूर्वक स्कीम के अधीन वित्तीय सहायता तथा नियुक्तियों को उपलब्ध करने के सम्बन्ध में समय-समय पर जारी किये गये विद्यमान अनुदेशों को इसके द्वारा निरसित किया जाता है :

परन्तु इस प्रकार निरसित किए गए इन नियमों तथा अनुदेशों के अधीन की गई कोई कार्रवाई इन नियमों के अनुरूप उपबन्धों के अधीन की गई कार्रवाई समझी जाएगी ।

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**प्ररूप अ**

(देखिए नियम 5)

**अनुग्रहपूर्वक स्कीम के अधीन नियोजन के लिए आवेदन प्ररूप**

**भाग क**

1. मृतक/गुमशुदा कर्मचारी का नाम :
2. कर्मचारी की मृत्यु/गुमशुदा की तिथि (सबूत सहित) :
3. आवेदक की सम्पूर्ण सूचना :
  - (1) नाम
  - (2) पूरा पता
  - (3) मृतक/गुमशुदा कर्मचारी से संबंध
  - (4) क्या आवेदक मृतक/गुमशुदा कर्मचारी पर पूर्णतया आश्रित था ? यदि हाँ, निम्नलिखित सबूत प्रस्तुत करें:-
  - (5) क्या आवेदक की आय का कोई स्रोत है?
  - (6) क्या आवेदक सरकारी या अर्द्ध सरकारी कार्यालय में सेवारत है या वह बेरोज़गार है?
  - (7) यदि आवेदक सरकारी/अर्द्ध सरकारी कर्मचारी है, यदि हां तो, मूल वेतन के साथ कार्यालय का नाम बताएं।
  - (8) क्या आवेदक चिरकालिक (पुरानी) बीमारी से पीड़ित है या क्या वह शारीरिक रूप से विकलांग है? यदि हां, तो उसके ब्यौरे दें :-
4. मृतक/गुमशुदा कर्मचारी के आश्रितों के बारे में सूचना :-

| नाम | आयु | पूरा पता (यदि सरकारी सेवा में है तो कार्यालय का नाम) | सरकारी/प्राईवेट सेवा की आय के स्रोत/विवरण | मासिक आय | चल/अचल सम्पत्ति के ब्यौरे तथा मासिक आय | कोई अन्य सूचना |
|-----|-----|------------------------------------------------------|-------------------------------------------|----------|----------------------------------------|----------------|
| 1   | 2   | 3                                                    | 4                                         | 5        | 6                                      | 7              |

- (क) विधवा/पति  
(ख) पुत्र (अविवाहित)  
(ग) अविवाहित पुत्रियां  
(घ) मृतक/गुमशुदा कर्मचारी पर आश्रित माता/पिता
5. परिवार की सामान्य वित्तीय दशा (यह सूचना शपथ-पत्र प्रोफार्मा में दी जानी है)
  6. मृतक/गुमशुदा कर्मचारी के परिवार का सदस्य जो सरकारी सेवा में आने का इच्छुक है। उसकी शैक्षणिक योग्यताएं तथा अन्य सूचना।
  7. कोई अन्य सम्बन्धित सूचना, यदि कोई हो।
  8. इस स्कीम के अधीन यदि कोई नौकरी दी जाती है। तो परिवार के अन्य सदस्यों से लिया अनापत्ति प्रमाण-पत्र साथ लगाया जाए।

स्थान :

आवेदक के हस्ताक्षर तथा

तिथि :

पूरा पता

भाग ख

(यह शपथ पत्र 3 रूपए के स्टाम्प पेपर पर टाईप किया जाना है, जोकि प्रथम श्रेणी मैजिस्ट्रेट द्वारा सत्यापित किया जाना है)

शपथ पत्र

मैं, ..... पुत्र/पुत्री श्री .....  
निवासी (गांव/शहर का नाम) ....., तहसील .....  
जिला ....., प्रतिज्ञान से प्रतिज्ञा करता/करती हूं तथा निम्न प्रकार से घोषणा करता/करती हूं कि -

(क) मेरे पति/पिता की मृत्यु के समय उनके तथा उनके परिवार के सदस्यों के पास निम्नलिखित सम्पत्ति थी

- (1) बैंक/डाकखाने में जमा राशि का विवरण
- (2) सामान्य जीवन बीमा की राशि तथा अन्य निवेशों से आय
- (3) नकदी/आभूषण
- (4) चल/अचल सम्पत्ति का विवरण तथा अन्य निवेश
- (5) अनुग्रहपूर्वक अनुदान पालिसी से प्राप्त की गई राशि, यदि कोई है, उसका विवरण

(ख) परिवार के सदस्य जोकि सरकारी नौकरी पर लगे है

(प्रत्येक मामले में आय वर्णित की जाए)

| सदस्य का नाम तथा<br>मृतक के साथ सम्बन्ध | आयु | विवाहित या अविवाहित<br>सदस्य | नौकरी का विवरण तथा<br>मासिक आय |
|-----------------------------------------|-----|------------------------------|--------------------------------|
|-----------------------------------------|-----|------------------------------|--------------------------------|

(ग) परिवार के सदस्यों की आय के निम्नलिखित स्रोत हैं :-

(1)

(2)

(3)

(घ) मैं मृतक/गुमशुदा कर्मचारी पर पूर्ण रूप से आश्रित था ।

अभिसाक्षी

**सत्यापन :**

मैं आगे इसके द्वारा घोषणा करता/करती हूँ कि अनुग्रहपूर्वक अनुदान स्कीम तथा शपथ पत्र के अधीन आवेदन प्ररूप में दी गई सूचना मेरे ज्ञान तथा विश्वास के अनुसार सही तथा सत्य है और इसमें कोई भी बात छुपाकर नहीं रखी है ।

स्थान :

अभिसाक्षी

तिथि :

## प्ररूप आ

(देखिए नियम 5)

अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता के लिए आवेदन प्ररूप

1. आवेदक का नाम तथा पूरा पता :
2. मृतक/गुमशुदा कर्मचारी के साथ सम्बन्ध :
3. मृतक की मृत्यु/गुमशुदा कर्मचारी की गुमशुदा तिथि :
4. मृतक/गुमशुदा कर्मचारी का वेतनमान तथा पदनाम :
5. मृतक/गुमशुदा कर्मचारी के आश्रितों के सम्बन्ध में विस्तृत सूचना :

| क्रम संख्या | नाम | सम्बन्ध | आयु/जन्म तिथि | व्यवसाय | विवाहित/अविवाहित |
|-------------|-----|---------|---------------|---------|------------------|
| 1           | 2   | 3       | 4             | 5       | 6                |

6. परिवार की सभी स्त्रोतों से मासिक आय :
7. सरकारी नियुक्ति के लिए विचारणीय परिवार के सदस्य की जन्म तिथि तथा शैक्षणिक योग्यताएं :
8. कोई अन्य सूचना :

स्थान :

आवेदक के हस्ताक्षर

तिथि :

\_\_\_\_\_

**प्ररूप इ**

(देखिए नियम 12)

(यह प्ररूप विभागाध्यक्ष द्वारा भरा जाना है)

1. मृतक/गुमशुदा कर्मचारी का नाम :
2. पदनाम/वेतनमान तथा तैनाती स्थान :
3. मृत्यु की तिथि (मृत्यु प्रमाण-पत्र सहित) :
4. क्या मृतक कर्मचारी नियमित था :
5. नियोजन के लिए परिवार के किस सदस्य को सिफारिश किया गया है :
6. पद जिस पर नियुक्ति के लिए आवेदक की सिफारिश की गई है :
7. पद की श्रेणी तथा वेतन मान :
8. पद जिस पर विभाग द्वारा नियुक्ति की जानी है की योग्यताओं का विवरण :
9. आवेदक की योग्यताओं का विवरण :
10. क्या विभाग में पद रिक्त है :
11. क्या नियमों/योग्यताओं में ढील दी जानी है, उनका विवरण :
12. नियोजन के लिए आवेदन (प्ररूप अ) तथा शपथ - पत्र (भाग - आ) मूल रूप से संलग्न) :
13. तिथि जिसको नियोजन के लिए विभाग में आवेदन दिया गया था (आवेदन मूल रूप में भेजा जाए) :
14. प्रवर्ग जिससे आवेदक का सम्बन्ध है (सामान्य प्रवर्ग या आरक्षित प्रवर्ग) :
15. कोई अन्य सूचना

स्थान :

विभागाध्यक्ष के हस्ताक्षर

तिथि :

(मोहर सहित)

\_\_\_\_\_

**प्ररूप ई**  
(देखिए नियम 13)

**शपथ पत्र**

मैं, ..... पुत्र/पुत्री  
स्वर्गीय श्री/श्रीमती ....., आयु ..... वर्ष,  
निवासी .....गांव व डाकघर .....  
तहसील ..... जिला ..... इसके द्वारा प्रतिज्ञा करता/करती हूँ तथा  
घोषणा करती/करती हूँ:-

कि मैं परिवार के सभी सदस्य जो मृतक कर्मचारी श्री/श्रीमती .....  
पद ..... के आश्रित हैं/थे की उचित रूप से देखभाल करूंगा/करूंगी तथा यदि किसी समय यह साबित  
हो जाता है कि उक्त परिवार के सदस्यों की मेरे द्वारा उपेक्षा की जा रही है या अच्छी तरह से देखभाल नहीं की जा  
रही है, तो मेरी सेवाएं समाप्त कर दी जाएं तथा सरकार के विरुद्ध इस बारे में मेरा कोई दावा नहीं रहेगा।

स्थान : अभिसाक्षी  
तिथि :

**सत्यापन**

मैं ..... उपरोक्त अभिसाक्षी इसके द्वारा प्रतिज्ञा करता/करती  
हूँ तथा घोषणा करता/करती हूँ कि मेरे उपरोक्त कथन मेरे ज्ञान तथा विश्वास के अनुसार ठीक एवं सत्य हैं और मैंने  
इसमें कोई भी बात छुपाकर नहीं रखी है।

स्थान : अभिसाक्षी  
तिथि :

ए. एन. माथुर,  
मुख्य सचिव, हरियाणा सरकार।

**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**

**NOTIFICATION**

**The 28th February, 2003**

**No. G.S.R. 1/Const/Art/ 309/2003.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules to regulate the compassionate assistance by way of ex-gratia financial assistance or ex-gratia appointment on compassionate grounds to members of the family of a deceased Government employee who dies while in service, namely:-

**1.** *Short title and commencement:*— (1) These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2003.

(2) They shall come into force with immediate effect.

**2.** *Object of rules:*—The object of the rules is to assist the family of a deceased employee in tiding over the emergency situation, resulting from the loss of the bread-earner by giving either of the following options:-

- (i) ex-gratia appointment on compassionate grounds to a member of the family who was "completely dependent" on the deceased employee and is in extreme financial distress due to the loss of the deceased, namely, the Government employee who dies in "Harness";
- (ii) ex-gratia compassionate financial assistance to the family of the deceased, over and above all other benefits like ex-gratia grant due to his family to be paid @2.5 lacks, in cases where the family of the deceased does not opt for ex-gratia employment.

**3.** *Definitions :*— In these rules unless the context otherwise requires,-

- (a) "appointing authority" means the Head of Department, where the deceased Government employee was working;
- (b) "compassionate financial assistance" means the financial assistance to the tune of 2.5 lacks, provided as ex-gratia assistance over and above all other benefits to the completely dependent members of the indigent family of the deceased.
- (c) "competent authority" means the Head of the concerned department where the deceased/missing employee was serving;
- (d) "deceased Government employee" means a Government employee-
  - (i) appointed on regular basis, and not working on daily wages, casual, apprentice, work charged, adhoc, contractual or re-employment basis;
  - (ii) who has served the Government for atleast 3 years;
  - (iii) who should not have crossed the age of 55 years.

- (e) "dependent" means -
  - (i) spouse of the deceased Government employee or missing Government employee;
  - (ii) son (including adopted son) till he attains the age of 25 years subject to the proof of adoption as envisaged in the Hindu Adoption and Maintenance Act, 1956. (78 of 1956);
  - (iii) unmarried daughter (including adopted daughter) till she attains the age of 25 years subject to the proof of adoptions as envisaged in the Hindu Adoption and Maintenance Act, 1956 (78 of 1956);
  - (iv) the person who was wholly dependent at the time of his/her death.
- (f) "Government" means the Government of Haryana in the Administrative Department;
- (g) "Head of the Department" means the Head of the Department in which the deceased/missing Government employee was serving;
- (h) "Indigent family" Where the family of the deceased/missing Government employee is completely dependent upon him/her and deserve immediate assistance for relief from destitution and whose income does not exceed Rs. 6000/- per month excluding the family pension;
- (i) "missing Government employee" means a person who is in Government service and not traceable for the last seven years and whose where about are not known; and
  - (a) an FIR to this effect has been lodged with the police; and
  - (b) the "appointing authority" feels that the case is genuine;
- (j) "option" means the option exercised voluntarily by the dependents of the deceased/missing Government employees;
- (k) "orphan" means a child who has previously lost one parent and has become an orphan upon the demise of the Government employee;
- (l) "state" means the State of Haryana;
- (m) "service" means service upto to the age of 55 years on a civil Post and shall not include extension in service or reemployment;
- (n) "welfare officer" means the officer incharge of establishment of the concerned department, so designated.

**4.** *Option :—* (1) A dependent of the deceased/missing Government employee shall give in writing his/her preference of option, within 3 years from the date of death of the Government employee, for one of the following:-

- (a) ex-gratia appointment on compassionate grounds to a member of the family who was "completely dependent" on the deceased employee and is in extreme financial distress due to the loss of the deceased, namely, the Government employee who dies in "service"

or

- (b) ex-gratia compassionate financial assistance to the family of the deceased, over and above all other benefits like ex-gratia grant due to his/her family, to be paid @ Rs. 2.5 lacs in case of the family of the deceased not opting for ex-gratia employment.

(2) Exercise of option shall be permitted only once and shall not be changed, once exercised.

5. *Submission of application* :—A dependent of the deceased/missing Government employee shall make an application in Form 'A' or Form 'B' for ex-gratia appointment on compassionate grounds or ex-gratia compassionate financial assistance, as the case may be.

6. *Competent authority* :— (1) The Head of the concerned department where the deceased/missing person was employed is competent to give appointment/provide compassionate financial assistance to the completely dependent indigent member of the family or the deceased/missing Government employee.

- (a) The Head of the Department shall prepare a list of such dependents which shall be valid for a period of 3 years and appointments will be given by the department strictly in accordance with the seniority so maintained.
- (b) The validity of the list shall lapse after 3 years.
- (c) The dependent of the deceased Government employee can exercise his preference with regard to option as contained in clause (b) of sub rule (1) of rule 4 of these rules within a period of one month after the expiry of the validity of the list prepared by the department, if no post exist in the department for ex-gratia appointment.

(2) The competent authority for the purpose of providing ex-gratia appointment/compassionate financial assistance to the completely dependent indigent members of the family of a missing Government employee, shall be the Chief Secretary of Government Haryana.

7. *Post to which appointment can be made* :—

- (a) The appointments under these rules shall be confined to Group C and Group D posts only.
- (b) Status of the deceased employee or the higher qualifications of the dependent shall be no criteria for giving appointment.
- (c) The appointment being offered shall be at least one step lower than that of the post of the deceased Government employee, except in cases where the deceased employee was working at the lowest level in that category:

Provided that while giving the post under these rules only the substantive/officiating post on which the deceased Government employee was working is to be considered and not the pay scale of the deceased.

8. *Criteria of eligibility* :— The criteria for eligibility under these Rules shall be as under:-

- (a) The Family is indigent and deserves immediate assistance for relief from financial destitution.

- (b) The monthly income of the family shall not exceed Rs. 6000/- per month, from all sources other than family pension. For this purpose, the income of the entire family of the deceased Government employee will be taken into account and not just the income of the dependent who has applied for appointment on compassionate grounds.
- (c) The applicant for appointment should be eligible and suitable for the post in all respects under the provision of the relevant recruitment rules.
- (d) Where spouse of the deceased is already in Government service, no other dependent member shall be eligible for appointment or ex-gratia compassionate financial assistance.
- (e) Married son of the deceased will be eligible only if no other member of the family is eligible for Government service and his spouse is not already in Government service and unmarried eligible dependent is not willing to join service and give an affidavit to this effect.
- (f) Where dependent of the deceased Government employee does not become eligible for appointment on any ground or within three years of the death of the Government employee he/she shall not be eligible for the ex-gratia compassionate financial assistance also.
- (g) The prescribed educational qualifications and lower/upper age limits, would not be relaxed for appointments.

9. *Determination/availability of posts. :—*

- (a) Appointments under these rules shall be made only on regular basis and that too only, if regular posts meant for that purpose are available.
- (b) Appointments under these rules can be made up to a maximum of 5% of sanctioned posts (falling under direct recruitment quota) in Group C and D categories to be determined by the Head of the Department on the 31st of March of each year. The appointing authority may hold back upto 5% of posts in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise, so as to fill such posts by appointment on compassionate grounds.
- (c) A person selected for appointment on ex-gratia basis shall be adjusted in the recruitment roster against the appropriate category viz., Scheduled Caste/Scheduled Tribes/Backward Classes/General depending upon the category to which he/she belongs.

10. *Exemption :—* Appointments under these rules are exempted from observance of the following requirements:-

- (a) Recruitment procedure i.e., without the agency of the Staff Selection Commission or the Employment Exchange.
- (b) The ban orders on filling up of posts issued by the department of finance.

11. *Ex-gratia Appointment in case of missing Govt. employee :—* The cases of missing Government employees are covered under these rules for appointment, subject to the following

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conditions:—

- (a) The benefit of appointment with regard to missing Government employee shall be granted only after a lapse of seven years from the date from which the Government employee is missing and a F.I.R. has been lodged to this effect.
- (b) This benefit will not be available in the case of a Government employee;
  - (i) who had put in such years of service as entitle him/her family to draw pensionary benefits of the age of 55 years whichever is earlier, on the date from which he has been missing; or
  - (ii) who is suspected to have committed fraud, or suspect to have joined any terrorist organization or suspected to have gone abroad.
- (c) Appointment in the case of a missing Government employee would not be a matter of right and it will be subject to fulfillment of all the conditions, including the availability of vacancy, down for such appointment under these rules.
- (d) While considering such a request, the results of the post investigation shall also be taken into account.
- (e) A decision on any such request for appointment will be taken at the level of the Chief Secretary, Government of Haryana.

12. *Procedure :—*

- (a) The proforma as in Form C may be used by departments for ascertaining necessary information and processing the cases of ex-gratia appointment.
- (b) Each Department may nominate one or more Welfare Officer(s). The “Welfare Officer” shall meet the members of the family of the deceased/missing Government employee immediately upon the demise to advise and assist the family in obtaining ex-gratia compassionate assistance under these rules. The applicant shall be called in person at the very first instance and advised in person about the requirements and formalities to be completed by him/her.
- (c) An application for appointment is to be considered in the light of these rules. The concerned Head of Department shall review the status of applications once every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the concerned Head of the Department, if necessary, for better appreciation of the facts of the case.
- (d) The cases of compassionate financial assistance and Ex-gratia appointments shall be processed and decided expeditiously as far as possible.

13. *Undertaking (by way of an affidavit) :—* A person appointed under these rules shall give an undertaking in writing as in Form D that he/she will maintain all the other members who were completely dependent on the deceased/missing Government employee; and in case it is proved subsequently, that the family members are being neglected or, are not being maintained by him/her, his/her appointment may be terminated forthwith. A condition to this effect, shall also be inserted in his/her appointment letter.

14. *No entertainment of request for change in post/department :—*

(a) Once an appointment has been offered to the dependent of a deceased Government employee, no request for change of post shall be entertained with respect to any other post or department under any circumstances. In case the offer is not acceptable to him/her, no further claim shall be entertained.

(b) When a person has been appointed under these rules to a particular post, the set of circumstances, which led to such appointment, shall be deemed to have ceased to exist.

Therefore:-

- (i) he/she should strive his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion are to be rejected;
- (ii) any appointment made under these rules shall not be transferred to any other person and any request for the same on considerations of compassion shall invariably be rejected.

15. *Seniority :—*

(a) The *Inter-se* seniority of persons so appointed may be fixed in their respective cadre 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 so appointed shall be treated as the date of his/her regular appointment.

16. *General :—*

(a) Appointments made under these rules shall be done in such a way that persons appointed to the posts have the essential educational/technical qualifications, age and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

(b) Appointment shall not be denied or delayed merely on the ground that there is re-organization in the department/office. It shall be made available to the person concerned, if there is a vacancy meant for such appointment and he or she is found eligible and suitable for such appointment.

(c) Appointment under these rules will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.

(d) The dependent of the deceased employee shall be required to apply for appointment within 3 years of the death of the employee. He/ she shall be eligible within this period with respect to the requirement of recruitment rules. The claim of the dependent of deceased Government employees regarding his/her appointment will be considered on the basis of circumstances prevailing on the date of death of Government employee or on the date of application of the dependent which shall strictly be within three years of the date of death of the employee. It shall be ensured that the dependent who is offered regular employment satisfies the eligibility criteria at the time of offering employment.

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17. *Removal of doubts* :— If any doubt arises relating to the application. Interpretations and scope of these rules it shall be referred to the Government in the department of General Administration (in General Services-II branch) whose decision thereon shall be final.

18. *Relaxation* :— There shall be no relaxation of any provision of these rules. However, as a special case, these rules shall be relaxed only in the cases of children who have become orphans upon the demise of the Government employee. The claim of appointment of such orphans, shall remain alive till one child has attained majority/ minimum eligible age for entry into Government service.

19. *Repeal and Savings* :— The existing instructions issued by the Haryana Government from time to time regarding providing of financial assistance and appointments under ex-gratia scheme are hereby repealed:

Provided that an action taken under these rules and instructions so repealed shall be deemed to have been taken under the corresponding provisions of these rules.

\_\_\_\_\_

**Form A**

(See rule 5)

**Application Form for employment under Ex-gratia Scheme****PART-A**

1. Name of the deceased/missing employee:
2. Date of death/missing employee (with proof):
3. Full information of Applicant:-

- (1) Name:
- (2) Full Address:
- (3) Relation with the deceased/missing employee:
- (4) Whether the applicant was fully dependent upon the deceased/missing employee?  
If yes, Produce proof:
- (5) Is there any source of income of the applicant?
- (6) Is the applicant serving in any Government or Semi Government office or he/she is unemployed?
- (7) If the applicant is a Government/ Semi Government employee, if yes, intimate the name of office along with the Basic pay.
- (8) Is the applicant is suffering from any chronic disease or her/she is physically handicapped ?  
If yes, give details thereof:

4. Information about the dependents of the deceased-missing employee:-

| Name | Age | Full address<br>(if in<br>Government<br>service name<br>office) | Source of Income/<br>details of<br>Government/<br>private service | Monthly<br>Income | Details of<br>movable/<br>immovable<br>property and<br>months income | Any<br>informa-<br>tion |
|------|-----|-----------------------------------------------------------------|-------------------------------------------------------------------|-------------------|----------------------------------------------------------------------|-------------------------|
| 1    | 2   | 3                                                               | 4                                                                 | 5                 | 6                                                                    | 7                       |

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- (a) Widow/husband
  - (b) Son (unmarried)
  - (c) Unmarried daughters
  - (d) Mother/Father dependent on the deceased/missing employee.
5. General Financial position of the family (this information is to be given in affidavit proforma).
6. Member of the deceased/missing employee's family who is interested to have Government service. His educational qualifications and other information.
7. Any other related information, if any.
8. If the job is given under this scheme. No objection certificate is to be enclosed from the other family members.

Place:

Signature of the applicant and address.

Date:

\_\_\_\_\_

**PART – B**

(This affidavit is to be typed on stamp paper of Rs.3/- which is to be attested by 1st Class Magistrate).

**AFFIDAVIT**

I, \_\_\_\_\_ Son of  
Shri \_\_\_\_\_ resident of  
(village/name of city) \_\_\_\_\_ tehsil \_\_\_\_\_  
district \_\_\_\_\_ solemnly affirm and declare as under that —

(a) The following property was with my husband/father and with the members of his family at the time of his death.

- (1) Detail of deposit in Bank/Post Office
- (2) Amount of General Life Insurance and income on other investments
- (3) Cash/Jewellery
- (4) Details of movable/immovable property and other investments
- (5) If any amount is received from ex-gratia policy, details of the same

(b) Family members who are in Government service  
(Income in each case be mentioned.)

| Name of member<br>and relation with<br>deceased | Age | Whether married<br>or unmarried | Detail of job and<br>monthly income |
|-------------------------------------------------|-----|---------------------------------|-------------------------------------|
|-------------------------------------------------|-----|---------------------------------|-------------------------------------|

(c) The following are the source of income of family members:-

- (1)
- (2)
- (3)

(d) I was fully dependent on the deceased/missing employee.

**DEPONENT**

**Verification**

I further hereby declare that the information given in the application from under the ex-gratia scheme and in the affidavit is correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Place :

**DEPONENT**

Date :

\_\_\_\_\_

**Form B**

*(See rule 5)*

**Application form for Ex-gratia Compassionate Financial Assistance**

1. Name and full address of the applicant :
2. Relation with deceased/missing employee :
3. Date of death of deceased/missing employee :
4. Pay Scale and designation of deceased/missing employee :
5. Detailed information regarding dependents of deceased/missing employee

| Sr. No. | Name | Relation | Age/date of birth | Occupation | Married/unmarried |
|---------|------|----------|-------------------|------------|-------------------|
| 1       | 2    | 3        | 4                 | 5          | 6                 |

- 
6. Monthly income of family from all sources :
  7. Educational qualification and date of birth of the family member, who is considered for Government appointment
  8. Any other information

Place:

Signature of applicant.

Date:

\_\_\_\_\_

Form C

(see rule 12)

(This form is to be filled in by Head of Department)

1. Name of the deceased/missing employee :
2. Designation, pay scale and place of posting :
3. Date of death (with death certificate) :
4. Whether the deceased employee was regular?
5. Which member of the family is recommended for the employment?
6. Post on which the applicant is recommended for appointment :
7. Class and pay scale of the post :
8. Detail of the qualifications for the post on which the appointment is given by the department :
9. Detail of the qualifications of the applicant :
10. Whether the post is vacant with the Department?
11. Whether relaxation is to be given in rules/qualification, details thereof :
12. Application for the employment (Form A) and Affidavit (Part B) is originally attached :
13. Date on which the application for the employment was given to the department  
(Application in original be sent)
14. Category to which applicant belongs.  
(General category or reserved category):
15. Any other information:

Place:

Signature of the Head of Department

Date:

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Form D  
(See rule 13)

**AFFIDAVIT**

I, \_\_\_\_\_ son of / daughter of  
late Shir/Shrimati \_\_\_\_\_ aged \_\_\_\_\_ years  
resident of village and post office \_\_\_\_\_ Tehsil \_\_\_\_\_  
district \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

I hereby declare that I shall maintain properly all the members of family who were dependent  
on the deceased Government employee Shri/Shrimati \_\_\_\_\_ post \_\_\_\_\_  
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 services may be terminated and I shall have no claim whatsoever,  
against the Government.

Place:

Dated:

**DEPONENT**

**Verification**

I, \_\_\_\_\_ the above deponent do hereby solemnly affirm and declare that  
the above statement of mine is true and correct to the best of my knowledge and belief and nothing has  
been concealed therein.

Place:

Dated:

**DEPONENT**

\_\_\_\_\_

A.N. MATHUR,  
Chief Secretary to Government, Haryana.

**No. 16/138/2001-5GS-II**

From

The Chief Secretary to Government, Haryana.

To

- 1) All the Heads of departments in Haryana
- 2) Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
- 3) Registrar, Punjab and Haryana High Court.
- 4) All the Deputy Commissioners and S.D.O. (Civil) in Haryana.
- 5) The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar and Guru Jambheshwar University, Hisar.

Dated Chandigarh the 31st March, 2003

**Subject:- The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2003.**

Sir,

I am directed to invite your kind attention to the subject cited above and to say that the State Government introduced the ex-gratia Scheme/Policy in December, 1970 with an object to enable the family of employee to tide over the financial crises which it faces due to the untimely death of the 'sole bread winner'. Under this scheme/policy, beside other financial benefits, one of the eligible dependent members of the family is considered for providing compassionate employment. This scheme/policy was modified by the Government in 1995, keeping in view the decision of the Hon'ble Supreme Court of India in the case of 'Umesh Kumar Nagpal V/s State of Haryana and others' and instructions have been issued from time to time.

2 The matter has been considered by the Government and "The Haryana Compassionate Assistance to Dependents of Deceased Government Employees Rules', 2003" have been framed under Article 309 of the Constitution of India which have been notified on 28.2.2003 in Govt. Gazette dated 4.3.2003, with a view to assist the family of a deceased employee in tiding over the emergency situation, resulting from the loss of the bread-earner by giving either of the following options :-

- i) ex-gratia appointment on compassionate grounds to a member of the family who was "completely dependent" on the deceased employee and is in extreme financial distress due to the loss of the deceased, namely, the Government employee who dies in harness";
- ii) ex-gratia compassionate financial assistance to the family of the deceased, over and above all other benefits like ex-gratia grant due to his family to be paid @ 2.5 lacs, in cases where the family of the deceased does not opt for ex-gratia employment.

These Rules shall govern the compassionate assistance by way of ex-gratia financial assistance or ex-gratia appointment on compassionate grounds to members of the family a deceased

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government employees who dies while in service and the following existing instructions issued by the Haryana Government from time to time in this regard have been repealed:-

- 1) Letter No. 16/5/95-6GS-II, dated 08-05-1995
- 2) Letter No. 16/5/95-6GS-II, dated 31-08-1995
- 3) Letter No. 16/48/96-6GS-II, dated 22-08-1996
- 4) Letter No. 16/29/97-5GS-II, dated 25-09-1997
- 5) Letter No. 16/5/9-5GS-II, dated 3-08-1998
- 6) Letter No. 33/7/96-5GS-II, dated 08-06-1999
- 7) Letter No. 33/17/2000-6GS-II, dated 07-02-2001

It is made clear here that an action taken under these Rules and instructions so repealed shall be deemed to have been taken under the corresponding provisions of these Rules.

3. These rules shall also be applicable to those dependents of the deceased Govt. employee whose cases are pending as on the date of coming into force of these rules. The cases already decided shall not be re-opened.

4. A copy of "The Haryana Compassionate Assistance to Dependents of Deceased Government Employees Rules", 2003" notified on 28.02.2003 in Govt. Gazette dated 04.03.2003 is enclosed herewith for further necessary action. You are, requested to bring these rules to the notice of all concerned officers/officials under your control for strict compliance. Clarification, if any required may be sought from this office through the concerned Administrative Department.

5. The receipt of this communication may kindly be acknowledged.

Yours faithfully

Sd/-

Deputy Secretary, Protocol  
for Chief Secretary to Government, Haryana

A copy alongwith the copy of rules is forwarded to the following for information and necessary action:-

- 1) All the Financial Commissioners and Principal Secretaries to Govt., Haryana
- 2) All the Administrative Secretaries to Government, Haryana.
- 3) Senior Secretaries / Secretaries / Private Secretaries to Chief Ministers /Ministers  
State Ministers / Chief Parliamentary Secretary

Sd/-

Deputy Secretary Protocol  
For Chief Secretary to Government, Haryana

*Ex-gratia*

To

- 1) All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
- 2) All the Administrative Secretaries to Government, Haryana
- 3) Senior Secretaries / Secretaries / Private Secretaries to Chief Ministers / Ministers / State Ministers / Chief Parliamentary Secretary

U.O. 16/138/2001-5GS-II, dated Chandigarh the 31st March, 2003

No. 16/138/2001-5GS-II, dated Chandigarh the 31st March, 2003

A copy alongwith a copy of the rules is forwarded to all M.Ds/C.As of Boards/Corporations in the State of Haryana for information and necessary action.

They are advised to consider adoption of these rules for giving employment one of the dependents of the deceased employee of their Board/Corporation.

Sd/-

Deputy Secretary Protocol  
for Chief Secretary to Government, Haryana

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**हरियाणा सरकार**

सामान्य प्रशासन विभाग

**अधिसूचना**

दिनांक 10 फरवरी, 2004

**संख्या सा. का. नि. 6/संवि./अनु. 309/2004.** – भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदान की गई शक्तियों तथा इस निमित्त उन्हें समर्थ बनाने वाली सभी अन्य शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2003, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं; अर्थात् :-

1. (1) यह नियम हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता (संशोधन) नियम, 2004, कहे जा सकते हैं।

(2) ये 4 मार्च, 2003 से लागू हुए, समझे जाएंगे।

2. हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2003 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, नियम 2 में :-

(क) खण्ड (ii) में, अन्त में विद्यमान “।” चिह्न के स्थान पर, “;” चिह्न प्रतिस्थापित किया जाएगा ;

(ख) खण्ड (ii) के बाद, अन्त में निम्नलिखित खण्ड जोड़ दिया जाएगा, अर्थात् :-

“(iii) जहां सरकारी कर्मचारी की 55 वर्ष की आयु होने पर या उसके बाद सेवारत होते हुए मृत्यु हो जाती है, के मामले में, मृतक सरकारी कर्मचारी के परिवार को अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता 2.5 लाख रुपये की दर से अदा की जाएगी।”।

3. उक्त नियमों में, नियम 3 में, -

(i) खण्ड (घ) में, उप-खण्ड (iii) का लोप कर दिया जायेगा ;

(ii) खण्ड (ड.) में, उप-खण्ड (iv) का लोप कर दिया जायेगा ;

(iii) खण्ड (ड) के स्थान पर, निम्नलिखित खण्ड प्रतिस्थापित किया जाएगा; अर्थात् -

“(ड) “सेवा” से अभिप्राय है, किसी सिविल पद पर सेवा तथा जिसमें अधिवर्षिता की आयु के बाद सेवा में विस्तार या पुनः नियोजन शामिल नहीं होगा;”।

4. उक्त नियमों में, नियम 4 में, -

(i) उप नियम (1) में, खण्ड (ख) में, अन्त में, विद्यमान “।” चिह्न के स्थान पर “; अथवा” चिह्न तथा शब्द प्रतिस्थापित किए जाएंगे।

(ii) खण्ड (ख) के बाद, निम्नलिखित खण्ड जोड़ दिया जाएगा; अर्थात् :-

“(ग) सरकारी कर्मचारी की 55 वर्ष की आयु होने पर या उसके बाद सेवारत होते हुए मृत्यु हो जाती है के मामले में, मृतक सरकारी कर्मचारी के परिवार को अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता 2.5 लाख रुपये की दर से अदा की जायेगी।”।

5. उक्त नियमों में, नियम 7 में, खण्ड (ग) के स्थान पर, निम्नलिखित खण्ड प्रतिस्थापित किया जाएगा;  
अर्थात् :-

“(ग) दी जाने वाली नियुक्ति, मृतक सरकारी कर्मचारी के पद से कम से कम एक स्टेप नीचे की होगी, उन मामलों को छोड़कर जहां मृतक सरकारी कर्मचारी ‘ग्रुप-घ’ में निम्नतर पद पर कार्यरत था। तथापि मृतक सरकारी कर्मचारी की दशा में जो कि ग्रुप-ग के निम्नतर पद पर कार्यरत था जैसा कि कनिष्ठ अभियन्ता, जे. बी. टी. शिक्षक, औषधीकार, चालक, पटवारी इत्यादि जहां एक स्टेप नीचे का पद विद्यमान नहीं है, के मामले में, लिपिक या इसके समकक्ष पद पर दी जायेगी :

परन्तु इन नियमों के अधीन पद देते समय केवल वास्तविक /स्थानापन्न पद जिस पर मृतक सरकारी कर्मचारी कार्यरत था विचारा जाएगा तथा न कि मृतक का वेतनमान।” ।

6. उक्त नियमों में, नियम 8 में, खण्ड (च) के स्थान पर, निम्नलिखित खण्ड प्रतिस्थापित किया जायेगा;  
अर्थात् :-

“(च) यदि मृतक सरकारी कर्मचारी का आश्रित इस नियम के खण्ड (ग) तथा (छ) तथा नियम 16 (क) में वर्णित किसी आधार पर नियुक्ति के लिए पात्र नहीं है तो उसके परिवार के सदस्य को अनुकम्पा वित्तीय सहायता 2.5 लाख रुपये की दर से भुगतान की जायेगी;”।

7. उक्त नियमों में, प्ररूप-अ में, भाग क में, क्रम संख्या 1 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :-

“1अ मृतक/गुमशुदा कर्मचारी की जन्म तिथि;

1आ मृतक/गुमशुदा कर्मचारी की सरकारी सेवा में कार्यभार ग्रहण तिथि ।” ।

8. उक्त नियमों में, प्ररूप-आ में, क्रम संख्या 2 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :-

“2अ मृतक/गुमशुदा कर्मचारी की जन्म तिथि;

2आ मृतक/गुमशुदा कर्मचारी की सरकारी सेवा में कार्यभार ग्रहण तिथि :” ।

ए. एन. माथुर,  
मुख्य सचिव, हरियाणा सरकार ।

**HARYANA GOVERNMENT**

**GENERAL ADMINISTRATION DEPARTMENT**

*Notification*

The 10th February, 2004

**No. G.S.R 6/ Const./Art. 309/2004.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2003, namely:—

1. (1) These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees (Amendment) Rules, 2004.  
(2) They shall be deemed to have come into force with effect from 4th March, 2003.
2. In the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2003 (hereinafter called the said rules), in rule 2,
  - (a) in clause (ii), for sign “.” Existing at the end, the sign “;” shall be substituted;
  - (b) after clause (ii), the following clause shall be added at the end, namely:—
    - (iii) ex-gratia compassionate financial assistance to the family of the deceased Government employee to be paid at the rate of Rupees 2.5 lacs, in case where the Government employee dies in harness at the age of 55 years or thereafter.”.
3. In the said rules, in rule 3,—
  - (i) in clause (d), sub-clause (iii) shall be omitted;
  - (ii) in clause (e), sub-clause (iv) shall be omitted;
  - (iii) for clause (m), the following clause shall be substituted, namely:—
    - “(m) “service” means service on a civil post and shall not include extension in service or re employment after the age of superannuation;”.
4. In the said rules, in rule 4,—
  - (i) in sub-rule (1), in clause (b), for sign “.” Existing at the end, the sign and word “; or” shall be substituted;
  - (ii) after clause (b), the following clause shall be added, namely :—
    - “(c) ex-gratia compassionate financial assistance to the family of the deceased Government employee to be paid at the rate of Rupees 2.5 lacs in case the Government employee dies in harness at the age of 55 years or thereafter.”.
5. In the said rules, in rule 7, for clause (c), the following clause shall be substituted, namely:—
  - “(c) The appointment being offered shall be at least one step lower than that of the post of the deceased Government employee, except in cases where the deceased

Government employee was working at the lowest level in Group D post. However, in the case of deceased Government employee, who was working at the lowest level in Group C such as Junior Engineer, JBT Teacher, Pharmacist, Driver, Patwari etc. where one step lower post does not exist, in that case, the post of clerk or its equivalent shall be offered:

Provided that while giving the post under these rules only the substantive/ officiating post on which the deceased Government employee was working is to be considered and not the pay scale of the deceased.”.

6. In the said rules, in rule 8, for clause (f), the following clause shall be substituted, namely:—  
“(f) in case the dependent of the deceased Government employee is not eligible for appointment on any ground mentioned in clauses (c) and (g) of this rule and rule 16(a), the family member shall be given exgratia assistance of Rupees 2.5 lacs;”.
7. In the said rules, in Form A, in Part-A, after serial number 1 and entry thereagainst, the following serial numbers and entries thereagainst shall be inserted, namely:—  
“1 A. Date of birth of deceased/missing employee :  
1 B. Date of joining of deceased/missing employee:”.
8. In the said rules, in Form B, after serial number 2 and entry thereagainst, the following serial numbers and entries thereagainst shall be inserted, namely:—  
“2 A. Date of birth of deceased/missing employee :  
2 B. Date of joining of deceased/missing employee:”.

A. N. MATHUR,  
Chief Secretary to Government, Haryana

\_\_\_\_\_

**No. 16/138/2001-5GSII**

From

The Chief Secretary to Government Haryana.

To

- 1) All Heads of Departments in Haryana
- 2) Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
- 3) The Registrar, Punjab and Haryana High Court, Chandigarh
- 4) All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
- 5) The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar and Guru Jambheshwar University, Hisar; Ch. Devi Lal University, (Sirsa).

Dated Chandigarh, the 11.2.2004

**Subject: Amendment in the Haryana Compassionate Assistance & Employment to the dependents of deceased Government employees Rules 2003.**

Sir,

I am directed to invite your kind attention to the subject cited above and to say that the State Government has further amended the Haryana Compassionate Assistance & Employment to the dependents of deceased Government employees Rules, 2003 in order to grant additional benefit to the families of employees who were not covered under these rules. It is also clarified that under these rules the eligible widows shall be appointed on civil posts within the age group of 17-45 years as per instructions issued vide letter No. 6476-5GSI-71/73370, dated 25.11.1971. However, the age limit for widower will be the same as in applicable to fresh entrants as prescribed by Government of Haryana from time to time.

2. It is further clarified that the family of the deceased will continue to get benefit of ex-gratia grant @ Rs. 25,000/- waving of loan (s) from Government, retention of Government house, educational & medical facilities etc. as per Government policy issued from time to time.

3. A copy of the Notification is enclosed herewith for further necessary action. You are, requested to bring these rules to the notice of all concerned officers/officials under your control for strict compliance. Clarification, if any, required may be sought from this office through the concerned Administrative Department. The cases already decided shall not be re-opened.

4. The receipt of this communication may kindly be acknowledged.

Yours faithfully

Sd/-

Under Secretary, Protocol,  
for Chief Secretary to Government Haryana.

*Ex-gratia*

A copy alongwith the copy of amended rules is forwarded to the following for information & necessary action:—

- 1) All the Financial Commissioners and Principal Secretaries to Government, Haryana.
- 2) All the Administrative Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister / Ministers/State Ministers/Chief Parliamentary Secretary

Sd/-

Under Secretary, Protocol  
for Chief Secretary to Government, Haryana.

To

- 1) All the Financial Commissioners and Principal Secretaries to Government, Haryana.
- 2) All the Administrative Secretaries to Government, Haryana
- 3) Senior Secretaries / Secretaries / Private Secretaries to Chief Ministers /Ministers/ State Ministers / Chief Parliamentary Secretary.

U.O. 16/138/2001-5GSII,

Dated Chandigarh, the 11.2.2004

No. 16/138/2001-5GSII,

Dated Chandigarh, the 11.2.2004

A copy along with a copy of the rules is forwarded to all M.Ds/C.As of Boards/Corporations in the State of Haryana for information & necessary action.

2. They are advised to consider adoption of these rules for giving employment to one of the dependents of the deceased employee of their Board/Corporation.

Sd/-

Under Secretary Protocol  
for Chief Secretary to Government, Haryana.

\_\_\_\_\_

**No./16/60/2004-5GSII**

From

The Chief Secretary to Government, Haryana.

To

- 1) All the Heads of Departments in Haryana
- 2) Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
- 3) Registrar, Punjab and Haryana High Court.
- 4) All the Deputy Commissioners and S.D.O. (Civil) in Haryana.
- 5) The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar and Guru Jambheshwar University, Hisar and Ch. Devi Lal University (Sirsa).

Dated Chandigarh the 14 October, 2004.

**Subject:- The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2003.**

Sir,

I am directed to invite your kind attention to the subject noted above and to say that as per rule 9(b) of “The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees” Rules, 2003 appointment can be made up to maximum of 5% of sanctioned posts (falling under direct recruitment quota) in Group ‘C’ and ‘D’ category to be determined by the Head of Department on the 31st March of each year. Now it has been brought to the notice of the Government that in some of the departments after restructuring certain posts of Class III and IV have been declared as dying/diminishing cadre. The matter has been considered by the Govt. and it is clarified that in such departments for the purpose of calculating ex-gratia appointment, 5% of the total number of posts shall be taken as per the present sanctioned strength of the department in that cadre.

2. For the facility of the departments, some of the examples are enumerated below:-

- (i) If in the cadre of Clerks of a department there are 100 sanctioned posts and out of which 30 are declared in dying/diminishing cadre, for the purpose of calculating ex-gratia appointment, 5% of the 100 posts of Clerks shall be taken into account;
- (ii) If there are 100 posts of peons in the sanctioned cadre of the department and out of which 20 have been declared in dying/diminishing cadre, for the purpose of calculating ex-gratia appointment, 5% of the 100 posts shall be taken into account;

You are requested to bring these instructions to the notice of all concerned officers/officials under your control for strict compliance.

The receipt of this communication may kindly be acknowledged.

Sd/-

Under Secretary Protocol  
for Chief Secretary to Government, Haryana.

*Ex-gratia*

A copy each is forwarded to the following for information and necessary action:-

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana
3. Senior Special Private Secretaries/Senior Private Secretaries/ Private Secretaries to Chief Ministers / Ministers / State Ministers / Chief Parliamentary Secretary.

Under Secretary Protocol  
*for* Chief Secretary to Government, Haryana.

To

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana
3. Senior Special Private Secretaries/Senior Private Secretaries/ Private Secretaries to Chief Minister / Ministers / State Ministers / Chief Parliamentary Secretary.

U.O. No. 16/60/2004-5GSII,

Dated Chandigarh, the 14.10.2004

Endst. No. 16/60/2004-5GSII,

Dated Chandigarh, the 14.10.2004

A copy alongwith a copy of the rules is forwarded to all Managing Directors/Chief Administrators of Boards / Corporations in the State of Haryana for information and necessary action.

Sd/-

Under Secretary Protocol  
*for* Chief Secretary to Government, Haryana,

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*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No./16/80/2004-6GSII**

From

The Chief Secretary to Government, Haryana.

To

- 1) All the Heads of Departments in Haryana.
- 2) Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
- 3) The Registrar, Punjab and Haryana High Court.
- 4) All the Deputy Commissioners and S.D.O. (Civil) in Haryana.
- 5) The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa.

Dated Chandigarh the 17 November, 2004.

**Subject:- Granting of Ex-gratia grant/Financial Assistance to the Dependents of Deceased Government Employees**

Sir,

I am directed to invite your kind attention to this Department letter No. 16/19/2002-6GSII, dated 20.6.2002 on the above subject and to say that as per provisions contained in the “Haryana Compassionate Assistance to the dependents of Deceased Government Employees Rules, 2003”, under the Ex-gratia policy all those dependents of the deceased Government employees who do not get employment, are entitled to get Rs. 2.50 lacs as Ex-gratia financial assistance. However, it has come to the notice of the Government that most of the departments are not getting this amount because there is no provision in the budget. I am, therefore, to request that the departments should move the requisite proposals direct to the Finance Department for making adequate provision in the revised estimate during the current financial year in their budget under the code No. 79 “Ex-gratia” in their Object Head. However, in future, it may be ensured that adequate provision in this regard be got provided by them from the Finance Department in their budget for making payments on account of Ex-gratia grant/financial assistance.

You are requested to bring these instructions to the notice of all concerned officers/officials under your control for strict compliance.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Protocol  
for Chief Secretary to Government, Haryana.

*Ex-gratia*

A copy each is forwarded to the following for information and necessary action:—

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.
3. Senior Special Private Secretaries/Senior Private Secretaries/ Private Secretaries to Chief Ministers / Ministers / State Ministers / Chief Parliamentary Secretary.

Sd/-

Under Secretary, Protocol  
for Chief Secretary to Government, Haryana.

To

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana
3. Senior Special Private Secretaries/Senior Private Secretaries/ Private Secretaries to Chief Ministers / Ministers / State Ministers / Chief Parliamentary Secretary.

U.O. 16/80/2004-6GSII,

Dated Chandigarh, the 17.11.2004

Endst. No. 16/80/2004-6GSII,

Dated Chandigarh, the 17.11.2004

A copy is forwarded to all the Managing Directors/Chief Administrators of Boards / Corporations in the State of Haryana for information and necessary action.

Sd/-

Under Secretary, Protocol  
for Chief Secretary to Government, Haryana.

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*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/62/2004-5GS-II**

From

The Chief Secretary to Government, Haryana.

To

- 1) All the Heads of Departments in Haryana.
- 2) Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
- 3) Registrar, Punjab and Haryana High Court.
- 4) All the Deputy Commissioners and S.D.O. (Civil) in Haryana.
- 5) The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa.

Dated Chandigarh the 17th November, 2004.

**Subject:- The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2003.**

Sir,

I am directed to invite your kind attention towards instructions issued by the government vide letter Nos. 16/5/95/6GSII dated 8.5.1995 and 16/123/2001-5GS-II dated 19.11.2001 wherein it was laid down that the dependents of the deceased Government employee shall be required to apply for employment within 3 years of the death of the employee and all cases of Ex-gratia employment shall be processed and decided by the Head of Departments within 3 months from the date of receipt of application. It was also clarified that the claim of the dependent of the deceased Government employee regarding his/her ex-gratia appointment will be considered on the basis of circumstances prevailing on the date of death of the Government employee or on the date of application of the dependent, which should strictly be within 3 years from the date of death of the employee. In case, none of the dependents of the deceased employee is likely to become eligible for appointment within 3 years, the claim for ex-gratia appointment shall expire and no appointment is to be provided in such cases. Attention is also invited towards "The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2003". According to rule 16-(d) of these rules the dependents of the deceased Government employees are required to apply for appointment within 3 years of the death of the employee if he is eligible for appointment within this period as per requirement of the service rules of the department concerned. However it has come to the notice of the Government that these instructions are not followed strictly.

This matter has been considered by the Government in view of the orders dated 5.7.2004 passed by the Hon'ble High Court in CWP No. 8496 of 2003 and it has been decided that the application of the minor dependents of the deceased Government employees should not be entertained in violation of the policy instructions and rules of the Government and appointments are made strictly according to the Government instructions/rules.

*Ex-gratia*

These instructions may be brought to the notice of all concerned officers/officials under your kind control for strict compliance and any violation will be viewed seriously by the Government.

Yours faithfully,

Under Secretary Protocol  
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the following for information and necessary action:-

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.
3. Senior Special Private Secretaries/Senior Private Secretaries/ Private Secretaries to Chief Minister / Ministers / State Ministers / Chief Parliamentary Secretary.

Sd/-

Under Secretary Protocol  
for Chief Secretary to Government Haryana.

To

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana
3. Senior Special Private Secretaries/Senior Private Secretaries/ Private Secretaries to Chief Minister / Minister / State Ministers / Chief Parliamentary Secretary.

U.O. 16/62/2004-5GSII,

Dated Chandigarh, the 17.11.2004

Endst. No. 16/62/2004-5GSII,

Dated Chandigarh, the 17.11.2004

A copy is forwarded to all the Managing Directors/Chief Administrators of Boards / Corporations in the State of Haryana for information and necessary action.

Sd/-

Under Secretary, Protocol  
for Chief Secretary to Government Haryana.

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**No. 16/21/2004-5GSII**

From

The Chief Secretary to Government, Haryana.

To

- 1) All the Heads of Departments in Haryana
- 2) Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
- 3) Registrar, Punjab and Haryana High Court.
- 4) All the Deputy Commissioners and S.D.O. (Civil) in Haryana.
- 5) The Registrars, Maharishi Dayanand University, Rohtak Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa.

Dated Chandigarh the 17.12.2004

**Subject:- Employment to the dependents of deceased Government Employees under Haryana Compassionate Assistance Rules 2003.**

Sir,

I am directed to refer to the Government Notification dated 28.2.2003 which was published in the Haryana Government Gazette dated 4.3.2003 wherein “The Haryana Compassionate Assistance to the dependents of Deceased Government Employee Rules-2003” were notified. Now in CWP No. 1568 of 2004 Sukhbir Singh V/s State of Haryana, Hon’ble Punjab & Haryana High Court has passed the following orders which are as under:-

- i) Within one month from today, all the competent authorities shall inform the applicants in writing about the time period within which his/her application for compassionate appointment will be decided after identification of the available vacancies which can be offered to the dependent of deceased employees.
- ii) Within six months from today, all the application for compassionate appointment pending in various Government departments shall be finally disposed of by passing speaking orders.

Keeping in view of the above orders dated 13.5.2004 of the Hon’ble Punjab & Haryana High Court the matter has been considered by the State Government and it has been decided to implement these orders meticulously. It is, therefore, requested that further action may be taken accordingly.

You are requested to bring these instructions to the notice of all concerned officers/officials under your control for strict compliance.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Protocol  
for Chief Secretary to Government, Haryana.

*Ex-gratia*

A copy each is forwarded to the following for information and necessary action:-

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.
3. Senior Special Private Secretaries/Senior Private Secretaries/ Private Secretaries to Chief Minister / Minister / State Ministers / Chief Parliamentary Secretary.
4. All the Superintendents & Deputy Superintendents of Haryana Civil Secretariat & Financial Commissioner's Office.

Sd/-

Under Secretary Protocol  
*for* Chief Secretary to Government Haryana.

To

1. All the Financial Commissioners and Principal Secretaries to Government, Haryana.
2. All the Administrative Secretaries to Government, Haryana
3. Senior Special Private Secretaries/Senior Private Secretaries/ Private Secretaries to Chief Minister / Ministers / State Ministers / Chief Parliamentary Secretary.
4. All the Superintendents & Deputy Superintendents of Haryana Civil Secretariat & Financial Commissioner's Office.

U.O. 16/21/2004-5GSII,

Dated Chandigarh, the 17.12.2004

Endst. No. 16/21/2004-5GSII,

Dated Chandigarh, the 17.12.2004

A copy is forwarded to all the Managing Directors/Chief Administrators of Boards / Corporations in the State of Haryana for information and necessary action.

Sd/-

Under Secretary Protocol  
*for* Chief Secretary to Government Haryana.

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*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/88/2004-5GSII**

From

The Chief Secretary to Government, Haryana.

To

- 1) All the Heads of departments in Haryana
- 2) Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
- 3) Registrar, Punjab and Haryana High Court.
- 4) All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
- 5) The Registrars, MDU, Rohtak, K.U. Kurukshetra, Ch. Charan Singh H.A.U. Hisar/ G.J.U. Hisar/Ch. Devi Lal University (Sirsa).

Dated Chandigarh, the 30th November 2005

**Subject:- The Haryana Compassionate Assistance & Employment to the dependents of deceased Government employees Rules 2005.**

Sir,

I am directed to invite your kind attention to the Haryana Govt. letter No. 16/138/2001-5GS-II dated 31.03.2003 *vide* which the “Haryana Compassionate Assistance to Dependents of Deceased Government Employees Rules” 2003 framed under Article 309 of the Constitution of India notified on 28.02.2003 in Govt. Gazette dated 4.03.2003 were circulated. The matter has further been considered by the Govt. and now the “Haryana Compassionate Assistance to Dependents of Deceased Government Employees Rules 2005” have been framed which have been notified *vide* No. G.S.R.17/Const. Art/309/2005, dated 18.11.2005 published in the Govt. Gazette dated 18.11.2005. These Rules have come into force with effect from the date of their notification and the “Haryana Compassionate Assistance to Dependents of Deceased Government Employees Rules 2003” which were in force immediately before the Commencement of these Rules, 2005 have been repealed by the Govt. It is clarified that pending cases of all those govt. employees, whose family members were eligible under the Rules, so repealed, shall be disposed off in accordance with the old Rules of 2003 only.

The highlights of the new notified rules 2005 are as under:-

- (i) Ex-gratia Compassionate financial assistance to the family of the deceased Govt. employees has been increased from existing Rs. 2.50 lacs to Rs. 5.00 lacs.
- (ii) Definition of family has been amended to include a divorcee or widowed daughter provided such a divorcee / widowed daughter was dependent upon and was living with the deceased Govt. employee.
- (iii) The anomaly of eligible family member has now been removed by taking into account cases of deceased Govt. employee who was (a) unmarried (b) divorcee. Family in such cases has been elaborately defined.
- (iv) Definition of “dependent” has been repealed by definition of “eligible family member”. This has been done so as to categorize the eligible family member for (a) a deceased

Govt. employee who was married (b) a deceased Govt. employee who was unmarried and (c) a deceased Govt. employee who was a divorcee.

- (v) For the purpose of Compassionate financial assistance, degree of assistance to be divided among (a) surviving spouse (b) children of deceased Govt. employee and (c) surviving parents has been provided for.
- (vi) In the old rules 2003, the option was to be exercised by an eligible family member of the deceased Govt. employee within 3 years from the date of death. Now this period has been fixed at 4 years from the date of death. Rules have been amended to enable an eligible family member to exercise the option for Compassionate appointment / financial assistance within 6 months from the date of death of the Govt. employee.
- (vii) It has been made mandatory to maintain a list of eligible family members, who have applied within a period of 6 months with reference to the date of death, such a list would remain valid for a period of 3 years as earlier. On expiry of this period without the Compassionate appointment fructifying, an option has been given to seek financial assistance within a period of 3 months of the expiry of the validity of the list.
- (viii) The authority for deciding upon issue of Compassionate appointments as also for Compassionate assistance is the Head of Department.
- (ix) Upper age of eligible family member for seeking ex-gratia appointment on Compassionate grounds shall now be 35 years and in the case of eligible family member belonging to a reserve category, such upper age limit shall be as may be determined by the Govt. from time to time.
- (x) In the previous Rules of 2003, there was a provision for payment of financial assistance to the extent of Rs. 2.50 lacs in those cases where the dependent of the deceased Govt. employee was not eligible for appointment under the provisions of the relevant recruitment rules, the prescribed educational qualifications and the lower / upper age-limit. Now a similar provision has been incorporated in the new Rules, 2005 whereby such dependents would be eligible for an assistance of Rs. 5 lacs.

A copy of the "Haryana Compassionate Assistance to Dependents of Deceased Government Employees Rules, 2005 notified *vide* No. G.S.R.17/Const./Art/309/2005, dated 18.11.2005 published in Govt. Gazette dated 18.11.2005 is enclosed herewith for necessary action.

It is clarified that option once exercised in regard to rule 4(1) (a) of these Rules, 2005 shall be final and Ex-gratia appointment will be provided to dependent only for whom first option has been exercised. As per provisions contained in Rule 12 (b) of these new Rules, 2005, each department have to nominate one or more Welfare Officer(s) who will meet the members of family of the deceased Government employees immediately on the demise to advise and assist the family in obtaining the ex-gratia Compassionate assistance under these Rules. The applicant shall be called in person at the very first instance and will be advised in person about requirement / formalities to be completed by him / her. Accordingly, you are requested to nominate the Welfare Officer(s) of your department immediately, under intimation to the Government. The concerned Head of Department shall review status of such applications once every month to consider cases received during the previous month. Even the applicant may be granted personal hearing by him, if necessary, for better appreciation of the facts of the case.

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

You are requested to bring these Rules to the notice of all concerned officers / officials under your kind control for strict compliance. Clarification required if any, may be sought from this office through concerned Administrative Department.

Receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Protocol  
for Chief Secretary to Government, Haryana.

A copy alongwith the copy of rules is forwarded to the following for information and necessary action:-

- 1) All the Financial Commissioners and Principal Secretaries to Govt., Haryana
- 2) All the Commissioners & Secretaries to Govt., Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Ministers / Ministers.

Sd/-

Under Secretary Protocol  
for Chief Secretary to Government Haryana.

To

1. All the Financial Commissioners and Principal Secretaries to Government, Haryana.
2. All the Commissioners & Secretaries to Government, Haryana
3. Senior Secretaries/ Secretaries/ Private Secretaries to Chief Ministers / Ministers.

U.O. 16/88/2004-5GSII,

Dated Chandigarh, the 30.11.2005

No. 16/88/2004-5GSII,

Dated Chandigarh, the 30.11.2005

A copy alongwith a copy of the rules is forwarded to all M.D.s/C.A.s of Boards / Corporations in the State of Haryana for information and necessary action.

2. They are advised to consider adoption of these rules.

Sd/-

Under Secretary Protocol  
for Chief Secretary to Government Haryana.

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### भाग III

#### हरियाणा सरकार

सामान्य प्रशासन विभाग

अधिसूचना

दिनांक 18 नवम्बर, 2005

**संख्या सा. का. नि. 17/संवि./अनु. 309/2005.** - भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा सरकारी कर्मचारी की सेवा में रहते हुए मृत्यु हो जाती है/लापता हो जाता है, मृतक सरकारी कर्मचारी के परिवार के सदस्यों को अनुकम्पा आधार पर अनुग्रहपूर्वक वित्तीय सहायता या अनुग्रहपूर्वक नियुक्ति के द्वारा अनुकम्पा सहायता को विनियमित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. **संक्षिप्त नाम तथा प्रारम्भ :-**

(1) ये नियम हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता नियम, 2005, कहे जा सकते हैं।

(2) यह तुरन्त प्रभाव से लागू होंगे।

2. **नियमों का उद्देश्य:-** नियमों का उद्देश्य मृतक सरकारी कर्मचारी/लापता सरकारी कर्मचारी के परिवार को जीविका कमाने वाले की कमी के कारण आपातकालीन स्थिति को नियंत्रित करने के लिए निम्नलिखित विकल्पों में से किसी एक की सहायता देना है :-

- (i) परिवार के किसी पात्र सदस्य को अनुकम्पा आधार पर अनुग्रहपूर्वक नियुक्ति जो मृतक/लापता सरकारी कर्मचारी पर “पूर्णतया आश्रित” था तथा मृतक/लापता होने के कारण अत्याधिक वित्तीय संकट में है, अर्थात्, सरकारी कर्मचारी जो “सेवा में रहते हुए” मर गया/लापता हो गया है, बशर्ते कि इसमें इसके बाद नियम 9 के अधीन यथाविहित सीधी भर्ती के कोटे के 5 प्रतिशत में पद की उपलब्धता हो; या
- (ii) मृतक के परिवार को सभी अन्य सेवा लाभों के अतिरिक्त अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता 5.00 लाख रुपये की दर पर भुगतान की जानी है, ऐसे मामलों में जहां मृतक का परिवार अनुग्रहपूर्वक नियोजन का विकल्प नहीं देता है या जहां ऐसी नियुक्ति मृतक सरकारी कर्मचारी के पात्र आश्रित सदस्य द्वारा आवेदन करने की तिथि से तीन वर्ष की अवधि के भीतर नियुक्ति नहीं की जाती है; या
- (iii) मृतक जो मृत्यु की तिथि को 55 वर्ष या इससे अधिक आयु पूरी कर चुका था, के परिवार को देय सभी अन्य लाभों के अतिरिक्त अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता राशि 5 लाख रुपये दी जायेगी यदि सरकारी कर्मचारी 55 वर्ष की आयु या उसके बाद मर जाता है, तो उसका परिवार अनुग्रहपूर्वक नियुक्ति का पात्र नहीं होगा।

3. परिभाषा :- इन नियमों में, जब तक संदर्भ से अन्यथा अपेक्षित न हो, -
- (क) “नियुक्ति प्राधिकारी” से अभिप्राय है, विभागाध्यक्ष जहां मृतक सरकारी कर्मचारी कार्यरत था;
  - (ख) “अनुकम्पा वित्तीय सहायता” से अभिप्राय है, इसमें, इसके बाद यथा उपबन्धित मृतक के गरीब परिवार के पूर्णतया आश्रित सदस्यों को सभी अन्य सेवा लाभों के अतिरिक्त अनुग्रहपूर्वक सहायता के रूप में उपबन्धित 5.00 लाख रुपये की दर पर वित्तीय सहायता;
  - (ग) “सक्षम प्राधिकारी” से अभिप्राय है, सम्बद्ध विभाग का मुख्या जहां मृतक/लापता कर्मचारी कार्यरत था;
  - (घ) “मृतक सरकारी कर्मचारी” से अभिप्राय है, कोई सरकारी कर्मचारी -
    - (i) जो नियमित आधार पर नियुक्त किया गया है तथा दैनिक वेतनभोगी, आकस्मिक, शिक्षार्थी, वर्कचार्ज, तदर्थ, संविदात्मक या पुनः नियोजन के आधार पर कार्यरत नहीं हो; तथा
    - (ii) जिसने कम से कम 3 वर्ष के लिए सरकारी सेवा की हो;
  - (ङ.) अनुकम्पा आधार पर अनुग्रहपूर्वक नियुक्ति चाहने वाले “पात्र परिवार सदस्य” से अभिप्राय है, -
    - (i) विवाहित मृतक सरकारी कर्मचारी की दशा में -
      - (क) जीवित पति/पत्नी; या
      - (ख) अविवाहित पुत्र/अविवाहित/तलाकशुदा/विधवा पुत्री यदि किसी मामले में पुत्र/पुत्री के हित में विवाद हो जाता है तो उस स्थिति में मृतक सरकारी कर्मचारी के जीवित पति/पत्नी द्वारा जिसके पक्ष में लिखित रूप में विकल्प दिया जाता है; वही पुत्र/पुत्री ऐसा सदस्य होगा ।
    - (ii) अविवाहित मृतक सरकारी कर्मचारी की दशा में, भाई/बहन, जो 35 वर्ष की आयु से ऊपर न हो;
    - (iii) तलाकशुदा मृतक सरकारी कर्मचारी की दशा में, -
      - (क) अविवाहित पुत्र/अविवाहित, तलाकशुदा या विधवा पुत्री, जो 35 वर्ष की आयु से ऊपर न हो; या
      - (ख) भाई/बहन
    - (iv) ऐसी ऊपरी आयु सीमा जो सरकार द्वारा समय-समय पर निर्धारित की जाए, रखने वाले आरक्षित वर्ग से सम्बन्धित ऐसे सदस्य की दशा में ।
  - (च) अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता पाने वाला “पात्र परिवार सदस्य” निम्नलिखित अनुपात में ऐसी सहायता का हकदार होगा: -
    - (i) जीवित पति/पत्नी 50 प्रतिशत

- |       |                                |            |
|-------|--------------------------------|------------|
| (ii)  | बच्चे विवाहित पुत्री को छोड़कर | 25 प्रतिशत |
| (iii) | जीवित माता-पिता                | 25 प्रतिशत |

यदि तथापि बच्चे नाबालिग थे, तब बच्चों का भाग मृतक सरकारी कर्मचारी के पति/पत्नी में वितरित होगा। यदि उसके माता-पिता जीवित न हों, तो ऐसे हालात में, उनका 25 प्रतिशत भाग पति/पत्नी को दिया जाएगा।

(छ) “परिवार” से अभिप्राय है-

- (i) मृतक सरकारी कर्मचारी या लापता सरकारी कर्मचारी के पति/पत्नी;
  - (ii) पुत्र में [ दत्तक पुत्र भी शामिल है जिसमें हिन्दू दत्तक और भरण-पोषण अधिनियम, 1956 (1956 का 78), में यथा विचारित दत्तक ग्रहण के सबूत के अध्याधीन ] जब तक कि 35 वर्ष की आयु पूरी करता है;
  - (iii) अविवाहित पुत्री (जिसमें दत्तक पुत्री भी शामिल है, हिन्दू दत्तक और भरण-पोषण अधिनियम, 1956 (1956 का 78), में यथा विचारित दत्तक ग्रहण के सबूत के अध्याधीन) तलाकशुदा या विधवा भी है बशर्ते कि तलाकशुदा/विधवा पुत्री मृतक पर आश्रित थी तथा मृतक या उसके परिवार के साथ रहती हो, जो 35 वर्ष की आयु पूरी करती है;
  - (iv) मृतक सरकारी कर्मचारी के माता-पिता जो मृतक सरकारी कर्मचारी पर आश्रित थे;
  - (v) अविवाहित मृतक सरकारी कर्मचारी की दशा में भाई/बहन जो 35 वर्ष की आयु से ऊपर न हो। यदि किसी मामले में भाई तथा बहन के हित में विवाद हो जाता है, तो उस स्थिति में रहता मृतक सरकारी कर्मचारी के माता-पिता दोनों द्वारा भाई/बहन जिसके पक्ष में लिखित रूप में विकल्प दिया गया है वही पात्र परिवार सदस्य माना जाएगा;
  - (vi) तलाकशुदा मृतक सरकारी कर्मचारी की दशा में अविवाहित पुत्र/अविवाहित, तलाकशुदा या विधवा पुत्री जो 35 वर्ष की आयु से ऊपर की न हो;
- (ज) “प्ररूप” से अभिप्राय है, इन नियमों से संलग्न प्ररूप;
- (झ) “सरकार” से अभिप्राय है, प्रशासकीय विभाग में हरियाणा सरकार;
- (ञ) “विभागाध्यक्ष” से अभिप्राय है, विभागाध्यक्ष जिसमें मृतक/लापता सरकारी कर्मचारी सेवा में था;
- (ट) “गरीब परिवार” से अभिप्राय है, जहां मृतक/लापता सरकारी कर्मचारी का परिवार उस पर पूर्णतया आश्रित है तथा अभावग्रस्तता से राहत के लिए शीघ्र सहायता लेने का पात्र हो तथा जिसकी आय पारिवारिक पेंशन को निकाल कर 6,000/- रुपये (छह हजार रुपये) प्रति मास से अधिक न हो;
- (ठ) “लापता सरकारी कर्मचारी” से अभिप्राय है, कोई व्यक्ति जो सरकारी सेवा में है तथा पिछले सात वर्ष से अनुमार्गणीय नहीं है तथा जिसका पता ठिकाना ज्ञात नहीं है; तथा
- (i) पुलिस में इस संबंध में प्रथम सूचना रिपोर्ट (एफ. आई. आर) दायर की गई है; तथा
  - (ii) “नियुक्ति प्राधिकारी” समझता है कि मामला सच्चा है;

- (ड) “विकल्प” से अभिप्राय है, मृतक/लापता सरकारी कर्मचारी के पात्र परिवार के सदस्य द्वारा स्वैच्छिक रूप से प्रयोग किया गया विकल्प;
- (ढ) “अनाथ” से अभिप्राय है, कोई बच्चा जो पूर्व एक माता-पिता को खो चुका है तथा सरकारी कर्मचारी के देहान्त पर अनाथ हो गया है;
- (ण) “राज्य” से अभिप्राय है, हरियाणा राज्य;
- (त) “सेवा” से अभिप्राय है, किसी सिविल पद पर सेवा तथा जिसमें सेवा में विस्तार या पुनः नियोजन शामिल नहीं होगा;
- (थ) “कल्याण अधिकारी” से अभिप्राय है, सम्बद्ध विभाग की स्थापना का इस प्रकार पदाभिहित प्रभारी अधिकारी।

4. विकल्प :- (1) मृतक/लापता सरकारी कर्मचारी का कोई पात्र परिवार का सदस्य, सरकारी कर्मचारी की मृत्यु की तिथि से 6 मास के भीतर अपना/अपनी अभिरूचि का विकल्प निम्नलिखित में से एक के लिए लिखित रूप में देगा/देगी :-

- (क) परिवार का कोई सदस्य, जो मृतक कर्मचारी पर “पूर्णतया आश्रित” था, को अनुकम्पा आधार पर अनुग्रहपूर्वक नियुक्ति तथा मृतक की कमी के कारण अत्याधिक वित्तीय संकट में है, अर्थात् सरकारी कर्मचारी जिसकी “सेवा” में मृत्यु हो जाती है; या
- (ख) मृतक के परिवार को देय सभी अन्य सेवा लाभों के अतिरिक्त जैसा कि उसके परिवार को देय अनुग्रहपूर्वक अनुदान, अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता 5 लाख रुपये की दर पर भुगतान की जानी है ऐसे मामलों में जहां मृतक का परिवार अनुग्रहपूर्वक नियोजन का विकल्प नहीं देता है (यदि सरकारी कर्मचारी मृत्यु की तिथि को 55 वर्ष या इससे अधिक आयु का था को 5 लाख रुपये); यदि सरकारी कर्मचारी की 55 वर्ष की आयु पर या इसके बाद मृत्यु हो जाती है तो उसका परिवार अनुग्रहपूर्वक नियुक्ति के लिए पात्र नहीं होगा।

(2) विकल्प का प्रयोग केवल एक बार अनुज्ञात होगा तथा एक बार दिया गया विकल्प परिवर्तित नहीं होगा ।

5. आदेवदन का प्रस्तुत करना :- मृतक/लापता सरकारी कर्मचारी का पात्र परिवार का सदस्य अनुकम्पा आधार पर अनुग्रहपूर्वक नियुक्ति या अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता, जैसी भी स्थित हो, के लिए प्ररूप अ या प्ररूप आ में आवेदन करेगा ।

6. सक्षम प्राधिकारी :- (1) सम्बद्ध विभाग या अध्यक्ष जहां मृतक/लापता सरकारी कर्मचारी नियोजित था, मृतक/लापता सरकारी कर्मचारी के पूर्णतया आश्रित गरीब पात्र परिवार के सदस्य को नियुक्ति/अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता देने के लिए सक्षम है ।

(2) विभागाध्यक्ष ऐसे पात्र परिवार के सदस्यों की सूची तैयार करेगा जिन्हें 6 मास की नियत अवधि के भीतर प्रार्थना पत्र दिया हो । पात्र परिवार के सदस्यों के नाम, मृतक/लापता सरकारी कर्मचारी की मृत्यु की तिथि के सन्दर्भ में व्यवस्थित किये जायेंगे । पात्र परिवार के सदस्यों के नाम सूची में मृत्यु की तिथि से 4 वर्ष की अवधि तक रहेंगे तथा नियुक्तियां इस प्रकार बनाई गईं वरिष्ठता के अनुसार यथार्थ रूप से विभाग द्वारा दी जायेंगी ।

(3) सूची में पात्र परिवार के सदस्य के नाम की वैधता, कर्मचारी की मृत्यु की तिथि से 4 वर्ष बाद समाप्त हो जाएगी।

(4) मृतक सरकारी कर्मचारी का आश्रित इन नियमों के नियम 4 के उप-नियम (1) के खण्ड (ख) में यथा अन्तर्विष्ट विकल्प के संबंध में, विभाग द्वारा तैयार की गई सूची की वैधता की समाप्ति के बाद तीन मास की अवधि के भीतर, यदि अनुग्रहपूर्वक नियुक्ति के लिए विभाग में कोई पद विद्यमान नहीं है, अपनी अभिरूची प्रयोग कर सकता है। मृतक सरकारी कर्मचारी के ऐसे परिवार को नियम 4 के उप-नियम (1) के खण्ड (ख) या इस उप-नियम के अधीन जैसी भी स्थिति हो, के अधीन विकल्प देने के नब्बे (90) दिनों की अवधि के भीतर वित्तीय सहायता की राशि वितरित की जायेगी, जिसमें असफल होने पर, राशि पर प्रति वर्ष 5 प्रतिशत की दर से ब्याज दिया जायेगा।

**स्पष्टीकरण :** चार वर्ष की अवधि गिनने के प्रयोजन के लिए, किसी भी सरकारी कर्मचारी/अधिकारी की लापरवाही के कारण हुई किसी देरी को रोका जा सकता है, बशर्ते कि इस प्रकार हुई देरी ऐसी लापरवाही के कारण हुई थी तथा न कि मामले की सामान्य प्रक्रिया के कारण।

7. पद जिन पर नियुक्तियां की जा सकती हैं:-

- (क) इन नियमों के अधीन नियुक्तियां केवल ग्रुप ग तथा ग्रुप घ पदों के लिए की जायेंगी।
- (ख) नियुक्ति देने के लिए मृतक कर्मचारी की हैसियत या आश्रित की उच्चतर योग्यताओं के लिए कोई मापदण्ड नहीं होगा।
- (ग) दी जाने वाली नियुक्ति, मृतक/लापता सरकारी कर्मचारी के पद से कम से कम एक स्टेप नीचे की होगी, उन मामलों को छोड़कर जहां मृतक/लापता सरकारी कर्मचारी ग्रुप घ में निम्नतर पद पर कार्यरत था। तथापि, मृतक/लापता सरकारी कर्मचारी की दशा में जोकि ग्रुप ग के निम्नतर पद पर कार्यरत था जैसा कि कनिष्ठ अभियन्ता, जे0 बी0 टी शिक्षक, औषधाकार, चालक, पटवारी इत्यादि जिनका वेतनमान लिपिक के वेतनमान से अधिक है। जहां एक स्टेप नीचे का पद विद्यमान नहीं है, के मामले में, लिपिक या इसके समकक्ष पद पर दी जायेगी :

परन्तु इन नियमों के अधीन पद देते समय केवल वास्तविक/स्थानापन्न पद जिस पर मृतक/लापता सरकारी कर्मचारी कार्यरत था विचारा जाएगा तथा न कि मृतक का वेतनमान।

8. पात्रता का मापदण्ड:- इन नियमों के अधीन पात्रता के लिए मापदण्ड निम्न प्रकार होंगे :-

- (क) परिवार गरीब है तथा वित्तीय अभाव ग्रस्तता से राहत के लिए तुरन्त सहायता के योग्य है तथा मृतक/लापता सरकारी कर्मचारी पर आश्रित है;
- (ख) परिवार की मासिक आय, पारिवारिक पेंशन से भिन्न सभी स्रोतों से प्रति मास 6000 रुपये से अधिक नहीं होगी। इस प्रयोजन के लिए, मृतक/लापता सरकारी कर्मचारी के सम्पूर्ण परिवार की आय हिसाब में ली जाएगी तथा मात्र उस आश्रित की आय को हिसाब में नहीं लिया जायेगा जिसने अनुकम्पा आधारों पर नियुक्ति के लिए आवेदन किया हो;
- (ग) नियुक्ति के लिए आवेदक सुसंगत भर्ती नियमों के उपबन्धों के अधीन सभी प्रकार से पद के लिए पात्र तथा उपयुक्त होना चाहिए;
- (घ) जहां मृतक/लापता सरकारी कर्मचारी का पति या पत्नी पहले से ही सरकारी सेवा में है, कोई अन्य आश्रित सदस्य निवृत्त या अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता के लिए पात्र नहीं होगा;

- (ड.) मृतक/लापता सरकारी कर्मचारी का विवाहित पुत्र केवल तभी पात्र होगा यदि सरकारी सेवा के लिए परिवार का कोई अन्य सदस्य पात्र नहीं है तथा उसका पति या पत्नी पहले से ही सरकारी सेवा में नहीं है तथा अविवाहित पात्र आश्रित सेवा में पद ग्रहण करने के लिए इच्छुक नहीं है तथा इस आशय का शपथ पत्र देता है;
- (च) विहित शैक्षणिक योग्यताएं तथा न्यूनतम/ऊपरी आयु आयु सीमा में नियुक्ति के लिए छूट नहीं होगी;
- (छ) यदि मृतक/लापता सरकारी कर्मचारी का आश्रित इस नियम के खण्ड (ग) तथा (च) में वर्णित किसी आधार पर नियुक्ति के लिए पात्र नहीं होता है, तो उसके परिवार के सदस्य को अनुग्रहपूर्वक सहायता 5.00 लाख रुपये दी जायेगी।

9. पदों का निर्धारण/उपलब्धता: -

- (क) इन नियमों के अधीन नियुक्तियों केवल नियमित आधार पर की जायेंगी तथा केवल तभी, यदि इस प्रयोजन के लिए नियमित पद उपलब्ध हैं
- (ख) इन नियमों के अधीन नियुक्तियां प्रत्येक वर्ष 31 मार्च को विभागाध्यक्ष द्वारा निर्धारित किए जाने वाले ग्रुप ग तथा घ प्रवर्गों में स्वीकृत पदों (सीधी भर्ती कोटा के अधीन आने वाले) के अधिकतम 5 प्रतिशत तक की जा सकती है। नियुक्ति प्राधिकारी, कर्मचारी चयन आयोग के माध्यम से या अन्यथा सीधी भर्ती द्वारा भरे जाने वाले उपरोक्त प्रवर्गों में पदों का 5 प्रतिशत तक अपने पास रख सकता है, ताकि ऐसे पदों को अनुकम्पा आधारों पर नियुक्ति द्वारा भर सकें;
- (ग) अनुग्रहपूर्वक आधार पर नियुक्ति के लिए चयनित कोई व्यक्ति समुचित प्रवर्ग अर्थात् अनुसूचित जाति/अनुसूचित जनजाति/पिछड़े वर्ग/सामान्य प्रवर्ग पर आश्रित जिससे वह सम्बन्धित है के विरुद्ध रोस्टर भर्ती में समायोजित किया जाएगा।

10. छूट: - इन नियमों के अधीन नियुक्तियों को निम्नलिखित अपेक्षाओं की अनुपालना से छूट दी जाती है: -

- (क) भर्ती प्रक्रिया अर्थात् कर्मचारी चयन आयोग अथवा रोजगार कार्यालय की एजेंसी के बिना;
- (ख) वित्त विभाग द्वारा जारी पदों को भरने पर रोक।

11. लापता सरकारी कर्मचारी के मामले में अनुग्रहपूर्वक नियुक्ति :- लापता सरकारी कर्मचारियों के मामले निम्नलिखित शर्तों के अधीन रहते हुए नियुक्ति के लिए इन नियमों के अधीन आते हैं :-

- (क) लापता सरकारी कर्मचारी के सम्बन्ध में नियुक्ति का लाभ, उस तिथि, जिससे सरकारी कर्मचारी लापता है तथा इस आशय की प्रथम सूचना रिपोर्ट दर्ज की गई हो, से केवल सात वर्ष की समाप्ति के बाद दिया जाएगा;
- (ख) लाभ उस सरकारी कर्मचारी के मामले में उपलब्ध नहीं होगा -
  - (i) जिसने सेवा के ऐसे वर्ष पूर्ण कर लिए हों जो उसे/उसके परिवार को पेंशन लाभ लेने का हकदार बनाते हैं अथवा पचपन वर्ष की आयु पूर्ण कर ली हो, जो भी पहले हो, उस तिथि को, जिससे वह लापता हुआ हो; या
  - (ii) जो संदिग्ध है कि उसने, धोखाधड़ी की है अथवा संदिग्ध है कि वह किसी उग्रवादी संगठन

में शामिल हो गया है या संदिग्ध है कि वह विदेश में चला गया हो ।

(ग) लापता सरकारी कर्मचारी के मामले में नियुक्ति अधिकार का विषय नहीं होगी तथा ये सभी शर्तों के पूरा होने के अधीन होगा, जिसमें इन नियमों के अधीन ऐसी नियुक्ति के लिए अधिकथित रिक्ति की उपलब्धता शामिल होगी।

(घ) ऐसे अनुरोध पर विचार करते समय, पुलिस अन्वेषण का परिणाम भी हिसाब में लिया जाएगा ।

12. प्रक्रिया -

(क) अनुग्रहपूर्वक नियुक्ति के मामलों में आवश्यक सूचना तथा प्रक्रिया सुनिश्चित करने के लिए विभाग द्वारा प्रोफार्मा जोकि प्ररूप इ में है प्रयुक्त किया जाएगा ।

(ख) प्रत्येक विभाग एक या अधिक कल्याण अधिकारी(यों) को नामांकित कर सकता है । कल्याण अधिकारी निधन होने पर तुरन्त मृतक/लापता सरकारी कर्मचारी के परिवार के सदस्यों को, इन नियमों के अधीन अनुग्रहपूर्वक अनुकम्पा सहायता प्राप्त करने में परिवार को सलाह तथा सहायता देने के लिए मिलेगा । आवेदक को प्रथमतः व्यक्तिगत रूप में बुलाया जायेगा तथा उसके द्वारा पूर्ण की जाने वाली अपेक्षाओं तथा औपचारिकताओं के बारे में व्यक्तिगत रूप से सलाह दी जाएगी ।

(ग) नियुक्ति के लिए आवेदन पत्र पर विचार इन नियमों को ध्यान में रखते हुए किया जाना है । सम्बद्ध विभागाध्यक्ष पूर्व मास के दौरान प्राप्त मामलों पर विचार, प्रति मास में एक बार आवेदनों की हैसियत का पुनर्विलोकन करने पर करेगा । मामले के तथ्यों के बेहतर मूल्यांकन के लिए, यदि आवश्यक हो, सम्बद्ध विभागाध्यक्ष द्वारा, आवेदक को, व्यक्तिगत सुनवाई भी दी जाएगी ।

(घ) अनुकम्पा वित्तीय सहायता तथा अनुग्रहपूर्वक नियुक्तियों के मामले जहां तक सम्भव हो सके शीघ्रता से कार्यवाही तथा विनिश्चित किए जाएंगी ।

13. वचनबद्धता शपथपत्र के रूप में :- इन नियमों के अधीन नियुक्त कोई व्यक्ति लिखित रूप में वचनबद्धता देगा जो प्ररूप ई में है कि वह सभी अन्य सदस्यों का भरण पोषण करेगा जो मृतक/लापता सरकारी कर्मचारी पर पूर्णतया आश्रित थे; तथा यदि यह तत्पश्चात् सिद्ध हो जाता है कि परिवार के सदस्य उपेक्षित किए जा रहे हैं या उसके द्वारा भरण पोषण नहीं किया जा रहा है, तो उसकी नियुक्ति तुरन्त समाप्त की जा सकती है । इस आशय की शर्त, उसके नियुक्ति पत्र में भी रखी जाएगी ।

14. पद/विभाग में परिवर्तन के लिए अनुरोध पर विचार करना :-

(क) जब एक बार मृतक सरकारी कर्मचारी के आश्रित को नियुक्ति दी जाती है, तो पद के परिवर्तन के लिए अनुरोध पर किन्हीं परिस्थितियों के अधीन किसी अन्य पद या विभाग के सम्बन्ध में विचार नहीं किया जाएगा, यदि प्रस्ताव उस/उसको स्वीकार्य नहीं है, तो आगे किसी दावे को विचारा नहीं जाएगा;

(ख) जब कोई व्यक्ति इन नियमों के अधीन किसी विशेष पद पर नियुक्त किया गया हो, परिस्थितियों का संवर्ग, जो ऐसी नियुक्ति की ओर ले जाती है विद्यमान नहीं हुई समझी जाएगी, इसलिए :-

(i) वह भविष्य में तरक्की के लिए अपने सहकर्मियों की तरह अपने कैरियर में मेहनत करेगा

तथा अनुकम्पा के प्रतिफल पर किसी उच्चतर पद की नियुक्ति के लिए कोई अनुरोध अस्वीकृत कर दिया जाएगा;

- (ii) इन नियमों के अधीन की गई कोई नियुक्ति किसी अन्य व्यक्ति को हस्तांतरित नहीं की जाएगी तथा अनुकम्पा के प्रतिफल पर उसके लिए कोई अनुरोध निरपवाद रूप से अस्वीकृत कर दिया जाएगा ।

15. ज्येष्ठता :-

- (क) इस प्रकार नियुक्त किए गए व्यक्तियों की परस्पर ज्येष्ठता, उनकी नियुक्ति की तिथि के संदर्भ में उनके सम्बद्ध संवर्ग में, नियत की जाएगी । सीधी भर्तियों/पदोन्नतियों के साथ उनका आन्तर-गणन सीधी भर्तियों/पदोन्नतियों की परस्पर ज्येष्ठता भंग किए बिना नियुक्ति की उनकी तिथि के संदर्भ में किया जाएगा।
- (ख) इस प्रकार नियुक्त किए गए व्यक्ति की कार्य ग्रहण की तिथि उसकी नियमित नियुक्ति की तिथि के रूप में समझी जाएगी ।

16. सामान्य:-

- (क) इन नियमों के अधीन की गई नियुक्तियां ऐसे रूप में की जाएंगी कि पदों पर नियुक्ति व्यक्ति प्रशासन की दक्षता के अनुरक्षण की अपेक्षा से सुसंगत पद के लिए अपेक्षित आवश्यक शैक्षणिक/तकनीकी शिक्षा, आयु तथा अनुभव रखते हैं ।
- (ख) नियुक्ति, केवल इस आधार पर यहां विभाग/कार्यालय में पुनर्गठन है, इन्कारित या विलम्बित नहीं की जाएगी। यह सम्बद्ध व्यक्ति को, यदि वहां ऐसी नियुक्ति के लिए कोई रिक्ति है और वह ऐसी नियुक्ति के लिए पात्र तथा उपयुक्त है, उपलब्ध करवाई जाएगी ।
- (ग) इन नियमों के अधीन नियुक्ति अधिशेष कर्मचारियों का समावेशन तथा अस्थायी हैसियत के साथ/बिना दैनिक मजदूर/आकस्मिक कर्मकार को नियमितिकरण से अग्रगमिता प्राप्त होगी ।
- (घ) मृतक कर्मचारी का आश्रित, कर्मचारी की मृत्यु के 6 मास के भीतर नियुक्ति के लिए आवेदन करने हेतु अपेक्षित होगा । वह भर्ती नियमों की अपेक्षा के सम्बन्ध में इस अवधि के भीतर पात्र होगा । मृतक सरकारी कर्मचारी के आश्रित का उनकी नियुक्ति के सम्बन्ध में दावा, सरकारी कर्मचारी की मृत्यु की तिथि को प्रचलित परिस्थितियों के आधार पर अथवा आश्रित के आवेदन की तिथि को जो सही अर्थों में कर्मचारी की मृत्यु की तिथि के 6 मास के भीतर होगी, विचार किया जाएगा । यह सुनिश्चित करना होगा कि आश्रित जिसे नियमित नियोजन दिया गया है, नियोजन देते समय पात्रता मापदण्ड पूरा करता है ।

17. सदेहों का निवारण :- यदि इन नियमों के लागूकरण, व्याख्या तथा विस्तार के सम्बन्ध में कोई सदेह उत्पन्न होता है तो यह सरकार को सामान्य प्रशासन विभाग (सामान्य सेवाएं शाखा - II में) में निर्दिष्ट किया जाएगा जिसका निर्णय उस पर अन्तिम होगा ।

18. छूट:- (1) अपवाद की परिस्थितियों में विशेष मामले के रूप में मृतक कर्मचारी के परिवार की असाधारण कठिनाई के मामले में सरकार द्वारा मुख्य मन्त्री हरियाणा के स्तर पर इन नियमों के किसी भी प्रावधान में छूट दी जायेगी ।

(2) विशेष मामले के रूप में, उन बच्चों के मामले में केवल न्यूनतम आयु बारे छूट दी जायेगी जो नियमों में सरकारी कर्मचारी की मृत्यु पर अनाथ हो गए हैं। ऐसे अनाथों की नियुक्ति का दावा, तब तक बना रहेगा जब तक उनमें से एक बच्चा बालिग/सरकारी सेवा में प्रवेश के लिए न्यूनतम पात्रता आयु पूरी नहीं कर लेता।

19. *निरसन तथा व्यावृत्ति :-* (1) हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता नियम, 2003, जो इन नियमों के प्रारम्भ होने से तुरन्त पूर्व लागू हैं, को इसके द्वारा निरसित किये जाते हैं:

परन्तु इस प्रकार निरसित किए गए इन नियमों के अधीन किया गया कोई आदेश या कार्यवाही इन नियमों के अनुरूप उपबन्धों के अधीन किया गया कोई आदेश या की गई कोई कार्यवाई समझी जाएगी।

(2) उन सभी मृतक सरकारी कर्मचारियों के लम्बित मामले, जिनके परिवार के सदस्य इस प्रकार निरसित किए गए नियमों के अधीन पात्र हैं, नये नियमों के लागू होने पर पुराने नियमों के अनुसार निपटाए जाएंगे।

**प्ररूप अ**

(देखिए नियम 5)

**अनुग्रहपूर्वक स्कीम के अधीन नियोजन के लिए आवेदन प्ररूप**

**भाग - क**

1. मृतक/लापता सरकारी कर्मचारी का नाम :
2. मृतक/लापता सरकारी कर्मचारी की जन्म तिथि :
3. मृतक/लापता सरकारी कर्मचारी की कार्यभार ग्रहण तिथि :
4. मृतक/लापता सरकारी कर्मचारी की मृत्यु की तिथि (सबूत सहित):
5. सरकारी कर्मचारी के लापता होने की तिथि (सबूत सहित) :
6. आवेदक की सम्पूर्ण सूचना :
  - (क) नाम :
  - (ख) पता :
  - (ग) मृतक/लापता सरकारी कर्मचारी के साथ सम्बन्ध :
  - (घ) क्या मृतक/लापता सरकारी कर्मचारी पर पूर्णतया आश्रित था/थी । यदि हां तो उसका सबूत :
  - (ङ) आय के स्रोत :
  - (च) क्या नियोजित है या बेरोजगार है :
  - (छ) यदि किसी सरकारी या अर्द्ध सरकारी कार्यालय में नियोजित है, तो कार्यालय का नाम तथा मूल वेतन:
  - (ज) क्या चिरकालिक (पुरानी) बीमारी से पीड़ित है या शारीरिक रूप से विकलांग है:
7. मृतक/लापता सरकारी कर्मचारी के आश्रितों के बारे में सूचना :

| नाम | आयु | पूरा पता (यदि सरकारी सेवा में है तो कार्यालय का नाम) | सरकारी/प्राइवेट सेवा की आय के स्रोत/विवरण | मासिक आय | चल/अचल सम्पत्ति के ब्यौरे तथा मासिक आय | कोई अन्य सूचना |
|-----|-----|------------------------------------------------------|-------------------------------------------|----------|----------------------------------------|----------------|
| 1   | 2   | 3                                                    | 4                                         | 5        | 6                                      | 7              |

- (क) विधवा/पति :
- (ख) पुत्र (अविवाहित) :
- (ग) अविवाहित पुत्रियां :
- (घ) मृतक/लापता सरकारी कर्मचारी पर आश्रित माता/पिता :
8. परिवार की सामान्य वित्तीय दशा (यह सूचना शपथ-पत्र प्रोफार्मा में दी जानी है)
9. मृतक/लापता सरकारी कर्मचारी के परिवार का सदस्य जो सरकारी सेवा को चुनता है। उसकी शैक्षणिक योग्यताएं तथा अन्य सूचना :
10. कोई अन्य सम्बन्धित सूचना, यदि कोई हो:
11. यदि नौकरी इस स्कीम के अधीन दी जाती है तो शपथ पत्र जो परिवार के अन्य सदस्यों द्वारा संलग्न किया जाना है कि वे इस स्कीम के अधीन और नियुक्ति का दावा नहीं करेंगे।

स्थान :

आवेदक के हस्ताक्षर तथा पता

तिथि :

**भाग ख**

(यह शपथ पत्र 3 रुपये के स्टाम्प पेपर पर टाईप किया जाना है जोकि प्रथम श्रेणी मैजिस्ट्रेट द्वारा सत्यापित किया जाना है)

**शपथ पत्र**

मैं, ..... पुत्र/पुत्री .....  
श्री.....निवासी (गांव/शहर का नाम) .....  
तहसील ..... जिला ....., प्रतिज्ञा करता/करती हूँ तथा निम्न प्रकार से घोषणा करता/करती हूँ कि -

- (1) मेरे पति/पिता की मृत्यु के समय उनके तथा उनके परिवार के सदस्यों के पास निम्नलिखित सम्पत्ति थी
  - (क) बैंक/डाकखाने में जमा राशि का विवरण
  - (ख) सामान्य जीवन बीमा की राशि तथा अन्य निवेशों से आय
  - (ग) नकदी/आभूषण
  - (घ) चल/अचल सम्पत्ति का विवरण तथा अन्य निवेश
  - (ङ) अनुग्रहपूर्वक अनुदान पालिसी से प्राप्त की गई राशि, यदि कोई है, उसका विवरण
- (2) परिवार के सदस्य जो कि सरकारी नौकरी पर लगे हैं  
(प्रत्येक मामले में आय वर्णित की जाए)

| सदस्य का नाम तथा<br>मृतक के साथ सम्बन्ध | आयु | विवाहित या अविवाहित<br>सदस्य | नौकरी का विवरण तथा<br>मासिक आय |
|-----------------------------------------|-----|------------------------------|--------------------------------|
|-----------------------------------------|-----|------------------------------|--------------------------------|

- (3) परिवार के सदस्यों की आय के निम्नलिखित स्रोत हैं :-
  - (क)
  - (ख)
  - (ग)
- (4) मैं मृतक/लापता सरकारी कर्मचारी पर पूर्ण रूप से आश्रित था/थी ।

अभिसाक्षी

**सत्यापन :**

मैं आगे इसके द्वारा घोषणा करता/करती हूँ कि अनुग्रहपूर्वक अनुदान स्कीम तथा शपथ पत्र के अधीन आवेदन प्ररूप में दी गई सूचना मेरे ज्ञान तथा विश्वास के अनुसार सही तथा सत्य है और इसमें कोई भी बात छुपाकर नहीं रखी है ।

स्थान :

अभिसाक्षी

तिथी :

## प्ररूप आ

(देखिए नियम 5)

अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता के लिए आवेदन प्ररूप

1. मृतक/लापता सरकारी कर्मचारी की सम्पूर्ण सूचना :-

- (i) नाम :
- (ii) जन्म तिथि :
- (iii) नियोजन ग्रहण तिथि :
- (iv) मृत्यु की तिथि (सबूत सहित) :
- (v) लापता होने की तिथि :
- (vi) पद नाम तथा वेतनमान :

2. आवेदक की सम्पूर्ण सूचना :-

- 1) नाम :
- 2) पूरा पता :
- 3) मृतक/लापता सरकारी कर्मचारी के साथ सम्बन्ध :
- 4) मृतक/लापता सरकारी कर्मचारी के आश्रितों के सम्बन्ध में विस्तृत सूचना :

| क्रम संख्या | नाम | सम्बन्ध | आयु/जन्म तिथि | व्यवसाय | विवाहित/अविवाहित |
|-------------|-----|---------|---------------|---------|------------------|
| 1           | 2   | 3       | 4             | 5       | 6                |

3. परिवार की सभी स्त्रोतों से मासिक आय :

4. कोई अन्य सूचना :

स्थान :

आवेदक के हस्ताक्षर

तिथि :

**प्ररूप इ**

(देखिए नियम 12)

**(यह प्ररूप विभागाध्यक्ष द्वारा भरा जाना है)**

1. मृतक/लापता सरकारी कर्मचारी का नाम :
2. मृतक/लापता सरकारी कर्मचारी की जन्म तिथि :
3. मृतक/लापता सरकारी कर्मचारी की कार्यभार ग्रहण की तिथि :
4. सरकारी कर्मचारी की लापता होने की तिथि :
5. मृतक/लापता सरकारी कर्मचारी का पद नाम,  
वेतनमान तथा नियुक्ति स्थान :
6. सरकारी कर्मचारी की मृत्यु तिथि (सबूत सहित) :
7. क्या मृतक/लापता सरकारी कर्मचारी नियमित था :
8. नियोजन के लिए परिवार के किस सदस्य को सिफारिश किया गया है :
9. पद जिस पर नियुक्ति के लिए आवेदक की सिफारिश की गई है :
10. पद की श्रेणी तथा वेतनमान :
11. पद जिस पर विभाग द्वारा नियुक्ति की जानी है,  
की योग्यताओं की विवरण:
12. आवेदक की योग्यताओं का विवरण :
13. क्या विभाग में पद रिक्त है :
14. क्या नियमों/योग्यताओं में ढील दी जानी है :
15. नियोजन के लिए आवेदन (प्ररूप अ) तथा शपथ पत्र  
(भाग ख) मूलरूप में संलग्न :
16. तिथि जिसको नियोजन के लिए विभाग में आवेदन दिया गया था  
(आवेदन मूलरूप में भेजा जाए) :
17. प्रवर्ग जिससे आवेदक का सम्बन्ध है (सामान्य प्रवर्ग या आरक्षित प्रवर्ग) :
18. अन्य कोई सूचना :

स्थान :

विभागाध्यक्ष के हस्ताक्षर

तिथि :

(मोहर सहित)

**प्ररूप ई**  
(देखिए नियम 13)

**शपथ पत्र**

मैं, ..... पुत्र/पुत्री स्वर्गीय  
श्री/श्रीमती ....., आयु ....., वर्ष,  
निवासी (गांव डाक घर) .....तहसील .....जिला .....  
इसके द्वारा प्रतिज्ञा करता/करती हूँ तथा घोषणा करता/करती हूँ:-

कि मैं परिवार के सभी सदस्यों जो मृतक/लापता सरकारी कर्मचारी के आश्रित हैं/थे की उचित रूप से देखभाल करूंगा/करूंगी तथा यदि किसी समय यह साबित हो जाता है कि उक्त परिवार के सदस्यों की मेरे द्वारा उपेक्षा की जा रही है, या अच्छी तरह से देखभाल नहीं की जा रही है तो मेरी सेवाएं समाप्त कर दी जाएं तथा सरकार के विरुद्ध इस बारे में मेरा कोई दावा नहीं रहेगा ।

स्थान : अभिसाक्षी

तिथि :

**सत्यापन**

मैं, ..... इसके द्वारा आगे घोषणा करता/करती हूँ कि अनुग्रहपूर्वक स्कीम के अधीन आवेदन प्ररूप में तथा शपथ पत्र में दी गई सूचना सही है तथा मेरे ज्ञान तथा विश्वास के अनुसार सत्य है और इसमें कोई भी बात छुपाई नहीं गई है ।

स्थान : अभिसाक्षी

तिथि :

\_\_\_\_\_

मीनाक्षी आनन्द चौधरी,  
मुख्य सचिव, हरियाणा सरकार ।

**HARYANA GOVERNMENT**

**GENERAL ADMINISTRATION DEPARTMENT**

**Notification**

**The 18th November, 2005**

**No. G.S.R 17/ Const./Art. 309/2005.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India the Governor of Haryana hereby makes the following rules to regulate the compassionate assistance by way of ex-gratia financial assistance or ex-gratia appointment on compassionate grounds to members of the family of a deceased Government employee who dies while in service/missing Government employee, namely:—

1. *Short title and commencement :—*

(1) These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2005.

(2) They shall come into force with immediate effect.

2. *Objects of rules :—*In the object of the rules is to assist the family of a deceased/missing Government employee in tiding over the emergency situation, resulting from the loss of the bread-earner by giving either of the following options :—

- (i) ex-gratia appointment on compassionate grounds to an eligible member of the family who was “completely dependent” on the deceased/missing Government employee and is in extreme financial distress due to the loss of the deceased/missing Government employee who dies/miss in “harness”, subject to availability of a post within 5% direct recruitment quota as prescribed under 9 hereinafter ; or
- (ii) ex-gratia compassionate financial assistance to the family of the deceased, over and above all other service benefits, to be paid @ Rs. 5 lacs, in cases where the family of the deceased does not opt for ex-gratia employment or where no such appointment can be offered within a period of three years from the date of making of an application by the eligible dependent member of the deceased Government employee; or
- (iii) ex-gratia compassionate financial assistance to the family of the deceased Government employee, who had attained the age of 55 years or more on the date of death, over and above all other service benefits, to be paid @ Rs. 5.00 lacs. If the Government employee dies at the age of 55 years or thereafter, his family shall not be eligible for ex-gratia appointment.

3. *Definitions :—* In these rules, unless the context otherwise required,—

- (a) “appointing authority” means the Head of Department, where the deceased Government employee was working;
- (b) “compassionate financial assistance” means the financial assistance to the tune of Rs. 5 lacs, provided as ex-gratia assistance over and above all other service benefits

to the completely dependent members of the indigent family of the deceased as provided hereinafter ;

- (c) “competent authority” means the Head of the concerned department where the deceased/missing employee was serving;
- (d) “deceased Government employee” means a Government employee—
  - (i) appointed on regular basis, and not working on daily wages, casual, apprentice, work charged, adhoc, contractual or re-employment basis; and
  - (ii) who has served the Government for atleast 3 years;
- (e) “eligible family member” seeking ex-gratia appointment on compassionate grounds means,
  - (i) in case of deceased Government employee being married—
    - (a) the surviving spouse; or
    - (b) unmarried son/unmarried/divorced/widowed daughter. In case of conflict of interest between son/daughter, such member shall be son/daughter, in whose favour, option is exercised in writing by the surviving spouse of the deceased Government employee.
  - (ii) in case of deceased Government employee being unmarried; brother/sister, not above the age of 35 years;
  - (iii) in case of deceased Government employee being a divorcee:
    - (a) unmarried son/unmarried, divorcee or widowed daughter, not above the age of 35 years; or
    - (b) brother/sister;
  - (iv) in case, if such member belongs to reserved category, having such upper age limit as may be determined by the Government from time to time.
- (f) “eligible family member” seeking ex-gratia compassionate financial assistance shall be entitled to such assistance in the following proportion, namely :—

|                                          |     |
|------------------------------------------|-----|
| (i) Surviving spouse                     | 50% |
| (ii) Children excluding married daughter | 25% |
| (iii) Surviving parents                  | 25% |

If, however, the children were minor, then, the share of the children would be disbursed to the spouse of the deceased Government employee, if his/her parents do not survive then, in such eventuality, their 25% share shall fall to the spouse;
- (g) “family” means—
  - (i) spouse of the deceased Government employee or missing Government employee;

- (ii) son [including adopted son subject to the proof of adoption as envisaged in the Hindu Adoption and Maintenance Act, 1956 (78 of 1956)], till he attains the age of 35 years;
- (iii) unmarried daughter [including adopted daughter subject to the proof of adoption as envisaged in the Hindu Adoption and Maintenance Act, 1956 (78 of 1956)] as also divorcee or widowed, provided the divorcee/widowed daughter was dependant on the deceased and living with the deceased or his family, till she attains the age of 35 years;
- (iv) parents of the deceased Government employee, who were dependent on the deceased Government employee;
- (v) in the eventuality of the deceased Government employee being unmarried, brother/sister, not above the age of 35 years. In case of conflict of interest between brother and sister, brother/sister in whose favour option in writing is exercised by both the parents of the deceased Government employee, shall be considered the eligible family member;
- (vi) In the eventuality of the deceased Government employee being a divorcee, unmarried son/unmarried, divorced or widowed daughter, not above the age of 35 years;
- (h) “form” means form appended to these rules;
- (i) “Government” means the Government of Haryana in the Administrative Department;
- (j) “Head of the Department” means the head of the department in which the deceased/missing Government employee was serving;
- (k) “indigent family” means where the family of the deceased/missing Government employee is completely dependent upon him/her and deserve immediate assistance for relief from destitution and whose income does not exceed Rs. 6000/- (Six thousand rupees) per month excluding the family pension;
- (l) “missing Government employee” means a person who is in Government service and not traceable for the last seven years and whose whereabouts are not known; and
  - (i) an FIR to this effect has been lodged with the police; and
  - (ii) the “appointing authority” feels that the case is genuine;
- (m) “option” means the option exercised voluntarily by the eligible family member of the deceased/missing Government employees;
- (n) “orphan” means a child who has previously lost one parent and has become an orphan upon the demise of the Government employee;
- (o) “State” means the State of Haryana ;
- (p) “Service” means service on a civil post and shall not include extension in service or re-employment;

- (q) “Welfare Officer” means the officer incharge of establishment of the concerned department, so designated.

4. *Option :—* (1) An eligible family member of the deceased/missing Government employee shall give in writing his/her preference of option, within **6 months** from the date of the Government employee, for one of the following:—

- (a) ex-gratia appointment on compassionate grounds to a member of the family who was “completely dependent” on the deceased employee and is in extreme financial distress due to the loss of the deceased, namely, the Government employee who dies in “service”;

or

- (b) ex-gratia compassionate financial assistance to the family of the deceased, over and above, all other service benefits like ex-gratia grant due to his/her family, to be paid @ Rs. 5 (five) lacs in case of the family of the deceased not opting for ex-gratia employment (Rs. 5.00 lacs if the deceased Government employee was of the age of 55 years or above, on the date of death); if the Government employee dies at the age of 55 years or thereafter, his family shall not be eligible for ex-gratia appointment.

(2) Exercise of option shall be permitted only once and shall not be changed, once exercised.

5. *Submission of application :—* An eligible family member of the deceased/missing Government employee shall make an application in Form A or Form B for ex-gratia appointment on compassionate grounds or ex-gratia compassionate financial assistance, as the case may be.

6. *Competent authority :—* (1) The Head of the concerned department where the deceased/missing Government employee was employed, is competent to give appointment/provide compassionate financial assistance to the completely dependent indigent eligible family member of the deceased/missing Government employee.

(2) The Head of the Department shall prepare a list of such eligible family members, who have applied within the stipulated period of 6 months. The names of the eligible family members shall be arranged with reference to the date of death of the deceased/missing Government employee. The name of the eligible family member shall remain on the list for a period of 4 years from the date of death and appointments will be given by the department strictly in accordance with the seniority so maintained.

(3) The validity of the names of the eligible family member on the list shall lapse after 4 years from the date of death.

(4) The dependent of the deceased Government employee can exercise his preference with regard to option as contained in clause (b) of sub- rule (1) of rule 4 of these rules within a period of three months after the expiry of the validity of the list prepared by the department, if no post exist in the department for ex- gratia appointment. Such a family of the deceased Government employee shall be disbursed the amount of financial assistance within a period of ninety (90) days of the exercise of option under clause (b) of sub-rule (1) of rule 4 or under this sub-rule, as the case may be, failing which, the amount would carry interest @ 5% p.a.

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*Explanation*— For the purpose of counting the period of four years, any delay caused on account of negligence of an officer/official of the Government can be excluded, provided the delay so caused was on account of such negligence and not on account of normal processing of the case.

### 7. *Post to which appointment can be made :—*

- (a) The appointments under these rules shall be confined to Group C and Group D post only.
- (b) Status of the deceased employee or the higher qualifications of the dependent shall be no criteria for giving appointment.
- (c) The appointment being offered shall be at least one step lower than that of the post of the deceased/missing Government employee, except in cases where the deceased/missing Government employee was working at the lowest level in Group D post. However, in the case of deceased/missing Government employee, who was working at the lowest level in Group C such as Junior Engineer, JBT Teacher, Pharmacist, Driver, Patwari etc. whose pay scale is higher than that of Clerk, where one step lower post does not exist, in that case, the post of clerk or its equivalent shall be offered;

Provided that while giving the post under these rules only the substantive/officiating post on which the deceased/missing Government employee was working is to be considered and not the pay scale of the deceased.

### 8. *Criteria of eligibility :—* The criteria for eligibility under these Rules shall be as under:-

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution and dependent upon the deceased/missing Government employee.
- (b) The monthly income of the family shall not exceed Rs. 6000/- per month, from all sources other than family pension. For this purpose, the income of the entire family of the deceased/missing Government employee will be taken into account and not just the income of the dependent who has applied for appointment on compassionate grounds.
- (c) The applicant for appointment should be eligible and suitable for the post in all respects under the provisions of the relevant recruitment rules.
- (d) Where spouse of the deceased/missed Government employee is already in Government service, no other dependent member shall be eligible for appointment or ex-gratia compassionate financial assistance.
- (e) Married son of the deceased/missed Government employee will be eligible only if no other member of the family is eligible for Government service and his spouse is not already in Government service and unmarried eligible dependent is not willing to join service and gives an affidavit to this effect.
- (f) The prescribed educational qualifications and lower/upper age limits, shall not be relaxed for appointment.

- (g) In case the dependent of the deceased/missed Government employee is not eligible for appointment on any grounds mentioned in clause (c) and (f) of this rule, the family member shall be given ex-gratia assistance of Rs. 5.00 lacs.

9. *Determination/availability of posts :—*

- (a) Appointments under these rules shall be made only on regular basis and that too only, if regular posts meant for that purpose are available.
- (b) Appointments under these rules shall be made up to maximum of 5% of sanctioned posts (falling under direct recruitment quota) in Group C and D categories to be determined by the Head of the Department on the 31st March of each year. The appointing authority may hold back upto 5% of posts in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise, so as to fill such posts by appointment on compassionate grounds.
- (c) A person selected for appointment on ex-gratia basis shall be adjusted in the recruitment roster against the appropriate category viz. Scheduled Caste/Scheduled Tribes/Backward Classes/General dependent upon the category to which he/she belongs.

10. *Exemption :—* Appointment under these rules are exempted from observance of the following requirements:—

- (a) procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.
- (b) The ban on filling up of posts issued by the Finance Department.

11. *Ex-gratia appointment in case of missing Government employee :—* The cases of missing Government employees are covered under these rules for appointment, subject to the following conditions:—

- (a) The benefit of appointment with regard to missing Government employee shall be granted only after a lapse of seven years from the date from which the Government employee is missing and an F.I.R. has been lodged to this effect.
- (b) This benefit will not be available in the cases of a Government employee—
  - (i) who had put in such years of service as entitle him/his family to draw pensionary benefits or the age of 55 years, whichever is earlier, 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) Appointment in the case of a missing Government employee would not be a matter of right and it will be subject to fulfilment of all the conditions, including the availability of vacancy, laid down for such appointment under these rules.
- (d) While considering such a request, the results of the police investigation shall also be taken into account,

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12. *Procedure :—*

- (a) The proforma as in Form C may be used by departments for ascertaining necessary information and processing the cases of ex-gratia appointment.
- (b) Each Department may nominate one or more Welfare Officer(s). The "Welfare Officer" shall meet the members of the family of the deceased/missing Government employee immediately upon the demise to advise and assist the family in obtaining ex-gratia compassionate assistance under these rules. The applicant shall be called in person at the very first instance and advise in person about the requirements and formalities to be completed by him/her.
- (c) An application for appointment is to be considered in the light of these rules. The concerned Head of Department shall review the status of application once every month to considered cases received during the previous month. The applicant may also be granted personal hearing by the concerned Head of the Department, if necessary, for better appreciation of the facts of the case.
- (d) The cases of compassionate financial assistance and ex-gratia appointments shall be processed and decided expeditiously as far as possible.

13. *Undertaking by way of an affidavit :—*A person appointed under these rules shall give an undertaking in writing as in Form D that he/she will maintain all the other members who were completely dependent on the deceased/missing Government employee; and in case it is proved subsequently, that the family members are being neglected or, are not being maintained by him/her, his/her appointment may be terminated forth with. A condition to this effect, shall also be inserted in his/her appointment letter.

14. *No entertainment or request for change in post/department :—*

- (a) Once an appointment has been offered to the dependent of a deceased Government employee, no request for change of post shall be entertained with respect to any other post or department under any circumstances. In case the offer is not acceptable to him/her, no further claim shall be entertained.
- (b) When a person has been appointed under these rules to a particular post, the set of circumstances, which led to such appointment, shall be deemed to have ceased to exist.

Therefore:-

- (i) he/she should strive his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion are to be rejected;
- (ii) any appointment made under these rules shall not be transferred to any other person and any request for the same on considerations of compassion shall invariably be rejected.

15. *Seniority :—*

- (a) The *inter-se* seniority of persons so appointed may be fixed in their respective cadre 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 so appointed shall be treated as the date of his/her regular appointment.

16. *General :—*

- (a) Appointments made under these rules shall be done in such a way that persons appointed to the posts have the essential educational/technical qualifications, age and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) Appointment shall not be denied or delayed merely on the ground that there is re-organization in the department/office. It shall be made available to the person concerned, if there is a vacancy meant for such appointment and he or she is found eligible and suitable for such appointment.
- (c) Appointment under these rules will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.
- (d) The dependent of the deceased employee shall be required to apply for appointment within 6 months of the death of the employee. He/She shall be eligible within this period with respect to the requirement of recruitment rules. The claim of the dependent of deceased Government employees regarding his/her appointment will be considered on the basis of circumstances prevailing on the date of death of Government employee or on the date of application of the dependent which shall strictly be within six months of the date of death of the employee. It shall be ensured that the dependent who is offered regular employment satisfies the eligibility criteria at the time of offering employment.

17. *Removal of doubts :—* If any doubt arises relating to the application, interpretations and scope of these rules, it shall be referred to the Government in the dependent of General Administration (In General Services-II Branch) whose decision thereon shall be final.

18. *Relaxation :—* (1) As a special case in exceptional circumstances, any provision of these rules shall be relaxed by the Government in the case of extraordinary hardship to the family of deceased Government employee at the level of Chief Minister, Haryana.

(2) As a special case, rules shall be relaxed in the case of the children who have become orphan upon the demise of the Government employee in regard to minimum age only. The claim of appointment of such orphans shall remain alive till one child has attained majority/minimum eligible age for entry into Government service.

19. *Repeal and saving :—* (1) The Haryana Compassionate Assistance to the dependents of deceased Government Employees Rules, 2003 which are in force immediately before the commencement of these rules are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

(2) Pending cases of all those deceased Government employees whose family members are eligible under the rules so repealed, shall be disposed of in accordance with the old rules at the commencement of new rules.

**FORMA**

*(See rule 5)*

**Application form for employment under ex-gratia Scheme.**

**PART-A**

1. Name of the deceased/missing Government employee:
2. Date of birth of deceased/missing Government employee:
3. Date of joining of deceased/missing Government employee:
4. Date of death of deceased Government employee (with proof):
5. Date of missing employee (with proof):
  - (a) Name :
  - (b) Address :
  - (c) Relation with the deceased/missing Government employee:
  - (d) Whether fully dependent on the deceased/missing Government employee ?  
If yes, proof thereof:
  - (e) Source of income:
  - (f) Whether employed or unemployed?
  - (g) If employed in any Government or Semi Government office, name of the office and Basic Pay.
  - (h) Whether suffering from any chronic disease or physically handicapped ?
7. Information about the dependents of the deceased/missing Government employee:—

| Name | Age | Full address<br>(if in<br>Government<br>service name<br>of office) | Source of<br>Income/<br>details of<br>Government<br>private service | Monthly<br>Income | Details of<br>movable/<br>immovable<br>property and<br>monthly<br>income | Any other<br>information |
|------|-----|--------------------------------------------------------------------|---------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------|--------------------------|
| 1    | 2   | 3                                                                  | 4                                                                   | 5                 | 6                                                                        | 7                        |

- (a) Widow/Husband
  - (b) Son (unmarried)
  - (c) Unmarried daughters
  - (d) Mother/Father dependent on the deceased/missing Government employee.
8. General Financial position of the family (this information is to be given in affidavit proforma.).
9. Member of the deceased/missing Government employee's family who opts for Government service. His educational qualifications and other information.
10. Any another related information, if any.
11. If the job is given under the scheme, an affidavit is to be enclosed by other family members that they shall not claim further appointment under this scheme.

Place : \_\_\_\_\_ Signature of the applicant and  
Date : \_\_\_\_\_ address.

\_\_\_\_\_

**PART - B**

(This affidavit is to be typed on stamp paper of Rs. 3/- which is to be attested by Ist Class Magistrate).

**AFFIDAVIT**

I, \_\_\_\_\_ son of Shri \_\_\_\_\_  
resident of (village/Name of City) \_\_\_\_\_ tehsil \_\_\_\_\_  
district \_\_\_\_\_ solemnly affirm and declare as under:-

- (1) The following property was with my husband/father and with the member of his family at the time of his death.
  - (a) detail of deposit in bank/post office:
  - (b) amount of General Life Insurance and income on other investments:
  - (c) cash/jewellery:
  - (d) details of movable/immovable property and other investments.
  - (e) If any amount is received from ex-gratia policy, details of the same.
- (2) Family members who are in Government service  
(Income in each case be mentioned.)

| Name of member and relation with deceased | Age | Whether married or unmarried | Detail of job and monthly income |
|-------------------------------------------|-----|------------------------------|----------------------------------|
|-------------------------------------------|-----|------------------------------|----------------------------------|

3. The following are the source of income of family members:-

- (a)
- (b)
- (c)

4. I was fully dependent on the deceased/missing Government employee.

DEPONENT

**Verification**

I further hereby declare that the information given in the application from under the ex-gratia scheme and in the affidavit is correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Place :

DEPONENT

Date :

**FORMB**

(See Rule 5)

**Application form for compassionate financial assistance**

1. Full information of the deceased / missing Government employee -

- (i) Name :
- (ii) Date of Birth :
- (iii) Date of joining of employee :
- (iv) Date of death (with proof) :
- (v) Date of missing :
- (vi) Designation and pay scale :

2. Full information of Applicant –

- (i) Name
- (ii) Full Address
- (iii) Relation with the deceased / missing Government employee
- (iv) Detailed information regarding dependents of deceased / missing Government employee.

| Sr. No. | Name | Relation | Age/ Date of birth | Occupation | Married/<br>unmarried |
|---------|------|----------|--------------------|------------|-----------------------|
|---------|------|----------|--------------------|------------|-----------------------|

3. Monthly income of family from all sources.

4. Any other information.

Place :

Signature of the applicant

Date :

**FORM C**

*(See Rule 12)*

**(This form is to be filled in by Head of Department)**

1. Name of the deceased / missing  
Government employee:
2. Date of birth of deceased /missing  
Government employee:
3. Date of joining of deceased /missing  
Government employee:
4. Date of missing of Government employee:
5. Designation / Pay Scale and place of  
posting of deceased / missing  
Government employee:
6. Date of death of Government employee  
(with proof):
7. Whether the deceased / missing Government  
employee was regular?
8. Which member of the family is recommended  
for the employment ?
9. Post on which the applicant is recommended  
for appointment :
10. Class and pay scale of the post :
11. Details of qualifications for the post on which  
the appointment is given by the Department :
12. Details of the qualifications of the applicant :
13. Whether the post is vacant with the Department :
14. Whether relaxation is to be given in rules /  
qualification ? details thereof :
15. Application for the employment (in Form A) and  
affidavit (Part B) is attached in original.
16. Date on which the application for the employment was  
given to the Department. (Application in original be sent)
17. Category to which applicant belongs :  
(General category or reserved category)
18. Any other information :

Place :

Signature of the Head of Department with seal

Date :

\_\_\_\_\_

*Ex-gratia*

**FORMD**

*(See Rule 13)*

**AFFIDAVIT**

I, \_\_\_\_\_, son/daughter of late Shri / Shrimati \_\_\_\_\_, aged \_\_\_\_\_ years, resident of village and post office \_\_\_\_\_ tehsil \_\_\_\_\_, district \_\_\_\_\_, do hereby solemnly affirm and declare as under :-

I hereby declare that I shall maintain properly all the members of family who were dependent on the deceased / missing Government employee 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 service may be terminated and I shall have no claim whatsoever, against the Government.

Place :

Date :

DEPONENT

**Verification**

I further hereby declare that the information given in the application form under the ex-gratia scheme and in the affidavit is correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Place :

Date:

DEPONENT

MEENAXIANAND CHAUDHRY  
Chief Secretary to Government, Haryana.

**भाग IV**

**हरियाणा सरकार**

सामान्य प्रशासन विभाग

**शुद्धि - पत्र**

दिनांक 20 दिसम्बर, 2005

हरियाणा सरकार राजपत्र (असाधारण) विधायी परिशिष्ट, भाग III, दिनांक 18 नवम्बर, 2005 में प्रकाशित, हरियाणा सरकार, सामान्य प्रशासन विभाग, अधिसूचना संख्या सा. का. नि. 17/संवि./अनु. 309/2005, दिनांक 18 नवम्बर, 2005 में, मूल हिन्दी पाठ में, नियम 16 में, खण्ड (घ) में, दो बार आने वाले “तीन वर्ष” के स्थान पर, “छह मास” पढ़े जाएं।

मीनाक्षी आनन्द चौधरी,  
मुख्य सचिव, हरियाणा सरकार।

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**No. 16/88/2004-5GS II**

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. The Registrars, MDU Rohtak / K.U. Kurukshetra / Ch. Charan Singh H.A.U. Hissar / G.J.U. Hisar / Ch. Devi Lal University, Sirsa.

Dated Chandigarh, the 4/1/2006.

**Subject : - Amendment in Haryana Compassionate Assistance & Employment to the dependents of deceased Government employees Rules 2005.**

Sir,

I am directed to invite your kind attention to the subject cited above and to send a copy of corrigendum of Hindi version which was published in the Haryana Government Gazette on 20.12.2005 for necessary action.

2. You are requested to bring this corrigendum to the notice of all concerned officers/ officials under your kind for compliance.
3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Protocol,  
for Chief Secretary to Government Haryana.

A copy along with the copy of corrigendum is forwarded to the following for information & necessary action :-

1. All the Financial Commissioners & Principal Secretaries to Government, Haryana.
2. All the Commissioners & Secretaries to Government, Haryana.
3. Senior Secretaries / Secretaries / Private Secretaries to Chief Minister / Ministers.

Under Secretary Protocol,  
For Chief Secretary to Government Haryana.

To

- 1) All the Financial Commissioners & Principal Secretaries to Government, Haryana
- 2) All the Commissioners & Secretaries to Government, Haryana.
- 3) Senior Secretaries / Secretaries / Private Secretaries to Chief Minister / Ministers.

U.O. No. 16/88/2004-5GSII

Dated Chandigarh, the 4/1/2006

NO. 16/88/2004-5GSII

Dated Chandigarh, the 4/1/2006

A copy alongwith a copy of the Corrigendum is forwarded to all M.Ds/C.A.s of Boards/ Corporations in the State of Haryana for information & necessary action.

Sd/

Under Secretary Protocol,  
For Chief Secretary to Government Haryana.

भाग IV

हरियाणा सरकार

सामान्य प्रशासन विभाग

शुद्धि - पत्र

दिनांक 20 दिसम्बर, 2005

हरियाणा सरकार राजपत्र (असाधारण) विधायी परिशिष्ट, भाग III, दिनांक 18 नवम्बर, 2005 में प्रकाशित, हरियाणा सरकार, सामान्य प्रशासन विभाग, अधिसूचना संख्या सा. का. नि. 17/सवि./अनु. 309/2005, दिनांक 18 नवम्बर, 2005 में, मूल हिन्दी पाठ में, नियम 16 में, खण्ड (घ) में, दो बार आने वाले “तीन वर्ष” के स्थान पर, “छह मास” पढ़े जाएं।

मीनाक्षी आनन्द चौधरी,  
मुख्य सचिव, हरियाणा सरकार।

No. 16/3/2006-5GSII

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. The Registrars, MDU Rohtak/K.U.Kurukshetra/ Ch. Charan Singh H.A.U.Hisar/G.J.U. Hisar/Ch.Devilal University (Sirsa).

Dated Chandigarh, the 20th March 2006

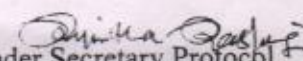
Subject: Ex-gratia employment to the dependents of those Government employees who became disabled during service.

Sir,

I am directed to invite your kind attention to the subject cited above and to inform you that on reconsideration it has been decided to withdraw the instructions issued vide State Government letter No. 16/1/91-6GSII, dated 23.11.1992.

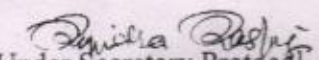
3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

  
Under Secretary Protocol,  
for Chief Secretary to Government Haryana.

A copy alongwith the copy of corrigendum is forwarded to the following for information & necessary action:-

1. All the Financial Commissioners & Principal Secretaries to Government, Haryana
2. All the Commissioners & Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries to Chief Minister / Ministers.

  
Under Secretary Protocol,  
for Chief Secretary to Government Haryana.

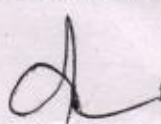
To

- 1) All the Financial Commissioners & Principal Secretaries to Government, Haryana
- 2) All the Commissioners & Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister / Ministers / State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries .

U.O.No. 16/3/2006-5GSII  
No. 16/3/2006-5GSII

Dated Chandigarh, the 20th March, 2006  
Dated Chandigarh, the 20th March, 2006

A copy is forwarded to all M.Ds/C.A.s of Boards/ Corporations in the State of Haryana for information & necessary action.

  
Under Secretary Protocol,  
for Chief Secretary to Govt. , Haryana.

**No. 16/88/2005-5GSII**

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. The Registrars, MDU Rohtak/K.U. Kurukshetra/ Ch. Charan Singh H.A.U. Hissar/ G.J.U. Hisar/Ch. Devlal University (Sirsa).

Dated Chandigarh, the 3.8.2006

**Subject: Providing of compassionate assistance to the dependents of deceased Government employees- new rules of grant in the "Haryana Compassionate Assistance to the Dependents of Deceased Government Employees" Rules, 2006.**

Sir,

I am directed to say that Government has notified "Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006", to grant compassionate assistance by way of Ex-gratia financial assistance on compassionate grounds to the members of the families of deceased Government employees who die while in regular service/missing.

2. A copy of the Haryana Compassionate Assistance to the Dependents of Deceased Government employees new Rules, 2006 (Hindi and English) notified *vide* No. GSR. 19/Const./Art./ 309/2006, dated 1.8.2006 published in Government Gazette, dated 1.8.2006 is enclosed herewith for necessary action.
3. You are, requested to bring these new rules to the notice of all concerned officers/officials under your kind control for strict compliance.
4. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Superintendent General Services-II  
for Chief Secretary to Government Haryana.

A copy alongwith the copy of rules is forwarded to the following for information & necessary action:-

- 1) All the Financial Commissioner & Principal Secretary to Government, Haryana
- 2) All the Administrative Secretaries to Government, Haryana

*Ex-gratia*

- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

Sd/-

Superintendent General Services-II  
for Chief Secretary to Government Haryana.

To

- 1) All the Financial Commissioner & Principal Secretary to Government, Haryana  
2) All the Administrative Secretaries to Government, Haryana.  
3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/

U.O. No. 36/33/2005-5GSII

Dated Chandigarh, the 3.8.2006

No. 36/33/2005-5GSII

Dated Chandigarh, the 3.8.2006

A copy alongwith a copy of the rules of forwarded to all M.Ds/C.As of Boards/Corporations in the State of Haryana for information & necessary action.

2. They are advised to consider adoption of these new rules of giving financial assistance to the family of the deceased employee of their Board/Corporation.

Sd/-

Superintendent General Services-II  
for Chief Secretary to Government Haryana.

A copy alongwith a copy of these new Rules each in Hindi and English is forwarded to the Financial Commissioner & Principal Secretary to Government Haryana, Finance Department with reference to their letter No. 11/10/97-5FG-II/1524, dated 12.7.2006. He is requested to take appropriate action regarding amendment in CSR Vol. II, part-II in view of the provisions of Rule 5(2) of these Rules.

Sd/-

Superintendent General Services-II  
for Chief Secretary to Government Haryana.

To

The Financial Commissioner & Principal Secretary to  
Government Haryana, Finance Department.

U.O. No. 36/33/2005-5GSII

Dated Chandigarh, the 3.8.2006

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**भाग III**

**हरियाणा सरकार**

**सामान्य प्रशासन विभाग**

**अधिसूचना**

दिनांक 1 अगस्त, 2006

**संख्या सा. का. नि 19/सवि./अनु. 309/2006** – भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, इसके द्वारा, सरकारी कर्मचारी जिसकी सेवा में रहते मृत्यु हो जाती है/गुमशुदा हो जाता है, मृतक सरकारी कर्मचारी के परिवार के सदस्यों को अनुकम्पा आधार पर अनुग्रहपूर्वक वित्तीय सहायता के रूप में अनुकम्पा सहायता देने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. **नाम संक्षिप्त तथा प्रारम्भ :-** (1) ये नियम हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता नियम, 2006, कहे जा सकते हैं ।

(2) ये तुरन्त लागू होंगे

2. **नियमों का उद्देश्य :-** नियमों का उद्देश्य नियमित सेवा के वर्ग ग तथा घ प्रवर्ग के मृतक/गुमशुदा सरकारी कर्मचारी के परिवार को, जीविका कमाने वाले की कमी के परिणामस्वरूप आपातकालीन स्थिति को नियंत्रित करने के लिए वित्तीय सहायता देते हुए सहायता करना है ।

3. **पात्रता :-** इन नियमों के अधीन वित्तीय सहायता प्राप्त करने के लिए पात्रता पेंशन/पारिवारिक पेंशन स्कीम, 1964 के उपबन्धों के अनुसार होगी ।

4. **आवेदन प्रस्तुत करना :-** मृतक/गुमशुदा सरकारी कर्मचारी का पात्र परिवार का सदस्य अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता के लिए प्ररूप अ में आवेदन करेगा ।

5. **वित्तीय सहायता के लिए मानदण्ड :-** (1) किसी सरकारी कर्मचारी की मृत्यु होने पर, कर्मचारी का परिवार कोई विशिष्ट दावा किए बिना सामान्य स्थिति में मृतक कर्मचारी द्वारा प्राप्त किए गए अंतिम वेतन तथा अन्य भत्तों के बराबर की राशि वित्तीय सहायता के रूप में प्राप्त करता रहेगा -

(क) यदि कर्मचारी ने उसकी मृत्यु के समय पैंतीस वर्ष की आयु पूरी नहीं की थी, तो कर्मचारी की मृत्यु की तिथि से पंद्रह वर्ष की अवधि के लिए;

(ख) यदि कर्मचारी ने उसकी मृत्यु के समय पैंतीस वर्ष की आयु पूरी कर ली थी किन्तु अड़तालीस वर्ष की आयु पूरी नहीं की थी, तो बारह वर्ष की अवधि के लिए या उस तिथि तक जिसको कर्मचारी अधिवर्षिता की आयु पूरी करने पर सरकारी सेवा से सेवा निवृत्त होता, जो भी कम हो;

(ग) यदि कर्मचारी ने अड़तालीस वर्ष की आयु पूरी की थी, तो सात वर्ष की अवधि के लिए या उस तिथि तक जिसको कर्मचारी अधिवर्षिता की आयु पूरी करने पर सरकारी सेवा से सेवा निवृत्त होता, जो भी कम हो ।

(2) परिवार केवल उस अवधि जिसके दौरान वह यथा उपरोक्त वित्तीय सहायता पूरी कर लेता है, के बाद सामान्य नियमों के अनुसार पारिवारिक पेंशन प्राप्त करने के लिए पात्र होगा ।

(3) मृतक सरकारी कर्मचारी का परिवार जो सरकारी आवास का अधिभोगी था कर्मचारी की मृत्यु की तिथि से एक वर्ष की अवधि के लिए सामान्य किराया/अनुज्ञप्ति फीस के भुगतान पर आवास को रखेगा।

(4) सरकारी कर्मचारी की मृत्यु की तिथि से पन्द्रह दिन के भीतर, मृतक कर्मचारी के परिवार को रोजी-रोटी कमाने वाले की कमी पर तुरन्त आवश्यकताओं को पूरा करने के लिए पच्चीस हजार रुपये की अनुग्रहपूर्वक सहायता उपलब्ध करवाई जाएगी।

(5) आवास किराया भत्ता सहायता की गणना के प्रयोजनों के लिए भत्ते का भाग नहीं होगा।

6. *लम्बित मामले :-* अनुग्रहपूर्वक वित्तीय सहायता के सभी लम्बित मामले नये नियमों के अन्तर्गत होंगे। ऐसे मामलों के लिए अवधि तथा अदायगी की गणना इन नियमों की अधिसूचना की तिथि से की जाएगी। तथापि, परिवार को हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2006 के अधीन उपबन्धित मासिक वित्तीय सहायता के बदले में हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2003 अथवा हरियाणा सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2005, जैसी भी स्थिति हो, में उपबन्धित एक मुश्त अनुग्रहपूर्वक अनुदान चुनने का विकल्प होगा।

7. *सदेहों का निवारण :-* यदि इन नियमों के लागूकरण, व्याख्या तथा विस्तार के सम्बन्ध में कोई सन्देह उत्पन्न होता है, तो वह सरकार को सामान्य प्रशासन विभाग (सामान्य सेवाएं शाखा - II) में निर्दिष्ट किया जाएगा, जिसका निर्णय उस पर अन्तिम होगा।

8. *निरसन तथा व्यावृत्ति :-* हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता नियम, 2005 जो इन नियमों के प्रारम्भ होने से तुरन्त पूर्व लागू हैं, इसके द्वारा निरसित किये जाते हैं :

परन्तु परिवार को इन नियमों के अधीन उपबन्धित मासिक वित्तीय सहायता के बदले में हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2003, अथवा हरियाणा सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता नियम, 2005, जैसी भी स्थिति हो, में उपबन्धित एक मुश्त अनुग्रहपूर्वक अनुदान चुनने का विकल्प होगा :

परन्तु यह और कि सभी लम्बित मामलों में जहां परिवार इन नियमों के अधीन वित्तीय सहायता प्राप्त करने के लिए विकल्प का प्रयोग करता है, वहां अवधि तथा अदायगी की गणना इन नियमों की अधिसूचना की तिथि से की जाएगी।

प्ररूप अ

**(देखिए नियम 4)**

अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता के लिए आवेदन प्ररूप

1. मृतक/गुमशुदा सरकारी कर्मचारी की पूर्ण सूचना :-

- (i) नाम :
- (ii) जन्म तिथि :
- (iii) नियोजन के पदग्रहण की तिथि :
- (iv) मृत्यु की तिथि (सबूत सहित) :
- (v) गुमशुदा की तिथि :
- (vi) पदनाम तथा वेतनमान :

2. आवेदक की पूर्ण सूचना :-

- (i) नाम :
- (ii) पूरा पता :
- (iii) मृतक/गुमशुदा सरकारी कर्मचारी के साथ सम्बन्ध :
- (iv) मृतक/गुमशुदा सरकारी कर्मचारी के आश्रितों के सम्बन्ध में विस्तृत सूचना :

| क्रम संख्या | नाम | सम्बन्ध | आयु/जन्म तिथि | व्यवसाय | विवाहित/अविवाहित |
|-------------|-----|---------|---------------|---------|------------------|
| 1           | 2   | 3       | 4             | 5       | 6                |

3. परिवार की सभी स्त्रोतों से मासिक आय :

4. कोई अन्य सूचना :

स्थान : आवेदक के हस्ताक्षर

तिथि :

प्रेम प्रशान्त,  
मुख्य सचिव, हरियाणा सरकार ।

**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**

***NOTIFICATION***

The 1st August, 2006

**No. G.S.R. 19/Const./Art. 309/2006.** - In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to grant the compassionate assistance by way of ex-gratia financial assistance on compassionate grounds to members of the family of a deceased Government employee who dies while in service/missing Government employee, namely:-

1. *Short title and Commencement* :—(1) These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006.

(2) They shall come into force at once.

2. *Objects of rules* :— The object of the rules is to assist the family of a deceased / missing Government employee of Group C and D category, in tiding over the emergent situation, resulting from the loss of the bread-earner while in regular service by giving financial assistance.

3. *Eligibility* :— The eligibility to receive financial assistance under these rules shall be as per the provision in the pension / family pension scheme, 1964.

4. *Submission of application* :— An eligible family member of the deceased /missing Government employee shall make an application in Form A for compassionate financial assistance.

5. *Criteria for financial assistance* :— (1) On the death of any Government employee, the family of the employee would continue to receive as financial assistance a sum equal to the pay and other allowances that was last drawn by the deceased employee is the normal course without raising a specific claim,-

- (a) for a period of fifteen years from the date of death of the employee, if the employee at the time of his death had not attained the age of thirty-five years.
- (b) for a period of twelve years or till the date the employee would have retired from Government service on attaining the age of superannuation, whichever is less, if the employee at the time of his death had attained the age of thirty-five years but had not attained the age of forty-eight years.
- (c) for a period of seven years or till the date the employee would have retired from Government service on attaining the age of superannuation, whichever is less, if the employee had attained the age of forty-eight years.

(2) The family shall be eligible to receive family pension as per the normal rules only after the period during which he receives the financial assistance as above is completed.

(3) The family of a deceased Government employee who was in occupation of a Government residence would continue to retain the residence on payment of normal rent/ license fee for a period of one year from the date of death of the employee.

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

(4) Within fifteen days from the date of death of a Government employee, an ex-gratia assistance of twenty five thousand rupees shall be provided to the family of the deceased employee to meet the immediate needs on the loss of the bread earner.

(5) House Rent Allowance shall not be a part of allowance for the purposes of calculation of assistance.

6. *Pending cases* :—All pending cases of ex-gratia assistance shall be covered under the new rules. The calculation of the period and payment shall be made to such cases from the date of notification of these rules. However, the families will have the option to opt for the lump sum ex-gratia grant provided in the Rules, 2003 or 2005 , as the case may be, in lieu of the monthly financial assistance provided under the Haryana compassionate Assistance to the Dependents of the Deceased Government Employees Rules, 2006.

7. *Removal of doubts* :— If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Government in the department of General Administration (In General Services-II Branch) whose decision thereon shall be final.

8. *Repeal and savings* :—The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2005, which are in force immediately before the commencement of these rules are hereby repeated :

Provided that families will have the option to opt for the lump sum ex-gratia grant provided in the rules 2003 or 2005, as the case may be, in lieu of the monthly financial assistance provided under these rules :

Provided further that in all pending cases where the family exercises the option to receive the financial assistance under these rules, the calculation of the period and payment shall be made from the date of notification of these rules.

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**FORMA**

(See rule 4)

**Application form for compassionate financial assistance**

1. Full information of the deceased/missing Government employee:

- (i) Name :
- (ii) Date of Birth :
- (iii) Date of joining of employee :
- (iv) Date of death (with proof) :
- (vi) Date of missing :
- (vi) Designation and pay scale :

2. Full information of Applicant :

- (i) Name :
- (ii) Full Address :
- (iii) Relation with the deceased/  
missing Government employee :
- iv) Detailed information regarding dependents  
of deceased/missing Government employee :

| Sr. No. | Name | Relation | Age/date of birth | Occupation | Married/<br>unmarried |
|---------|------|----------|-------------------|------------|-----------------------|
| 1       | 2    | 3        | 4                 | 5          | 6                     |

3. Monthly income of family from all sources :

4. Any other information :

Place : Signature of the applicant

Date :

PREMPRASHANT,  
Chief Secretary to Government, Haryana.

[Authorised English Translation]

**HARYANA GOVERNMENT**

**GENERAL ADMINISTRATION DEPARTMENT**

**NOTIFICATION**

The 24th November, 2006

**No. G.S.R. 31/Const./Art. 309/2006.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006, namely:-

1. (1) These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees (Amendment), Rules, 2006.

(2) They shall come into force at once.

2. In the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006, in rule 2, for the words and letters "Group C and D category", the words, letters and signs "Group A, B, C and D category" shall be substituted.

**PREM PRASHANT,**

Chief Secretary to Government, Haryana.

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**No. 16/13/2007-5GSII**

From

The Chief Secretary to Government, Haryana.

To

- i) All the Heads of Departments in Haryana.
- ii) All the Divisional Commissioners in Haryana.
- iii) All the Deputy Commissioners and Sub Divisional Officers (Civil in Haryana)
- iv) The Registrar, Punjab and Haryana High Court,
- v) The Registrars, Maharishi Dayanand University, Rohtak Kurukshetra University, Kurukshetra/Guru Jambheshwar University Hisar,/Ch. Devi Lal University (Sirsa)/ Ch. Charan Singh, Haryana Agriculture University Hisar/BPS Mahila University, Kanpur Kalan (Sonapat).

Dated Chandigarh the 19th August, 2008

**Subject:- Application of Haryana Compassionate Assistance to the Dependents to Deceased Government Employees Rules, 2006 from the retrospective date 1.8.2006 instead of 24.11.2006 the Group 'A' and 'B' Employees.**

Sir/Madam,

I am directed to invite your kind attention to the Haryana Government letter No. 16/52/2006-5GSII, dated 12.12.2006, on the subject noted above and to inform that the Government has decided to make these rules applicable w.e.f. 1.8.2006 instead of 24.11.2006 in respect of Group "A" and "B" Employees. A copy of the amendment in these rules is enclosed herewith for information and necessary action.

2. You are, therefore, requested to bring this amendment (as made in the new rules) to notice of all concerned officers/ officials under your kind control for strict compliance.

The receipt of this Communication may kindly be acknowledged.

Yours faithfully,

Superintendent General Services-II,  
for Chief Secretary to Government Haryana.

A copy alongwith a copy of Notification is forwarded to the following for information and necessary action:-

- i) All the Financial Commissioner & Principal Secretaries to Government Haryana.
- ii) All the Administrative Secretaries to Government, Haryana.
- iii) Senior Secretaries/Seretaries/Private Secretaries to Chief Minister Ministers/ State Ministers/Chief Parliamentary Secretaries and parliamentary Secretaries.

Superintendent General Services-II,  
for Chief Secretary to Government Haryana.

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To

- i) All the Financial Commissioner & Principal Secretaries to Government Haryana.
- ii) All the Administrative Secretaries to Government, Haryana.
- iii) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister Ministers/ State Ministers/Chief Parliamentary Secretaries and parliamentary Secretaries.

U.O.No. 16/16/2007-5GSII

Dated Chandigarh the 19th August, 2008

No. 16/16/2007-5GSII

Dated Chandigarh the 19th August, 2008

A copy alongwith a copy of the Notification is forwarded to all the Managing Directors/ Chief Administrators of all the Boards and Corporations in Haryana for information & necessary action.

Superintendent General Services-II,  
for Chief Secretary to Government Haryana.

A copy alongwith a copy of the Notification is forwarded to the Financial Commissioner & Principal Secretary to Government, Haryana, Finance Department with reference to their letter No. 11/ 10/95-5FG-II/1266, dated 27.6.2008.

Superintendent General Services-II,  
for Chief Secretary to Government Haryana.

To

The Financial Commissioners & Principal Secretary to  
Government, Haryana Finance Department.

U.O.NO. 16/13/2007-5GSII

Dated Chandigarh the 19th August, 2008

Endst. No. 16/11/2007-5GSII

Dated Chandigarh the 19th August, 2008

A copy is forwarded to the incharge Computer Cell, Haryana Chandigarh for information and necessary action.

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**No. 37/13/06-5GSII**

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. The Registrars, MDU Rohtak / K.U., Kurukshetra / Ch. Charan Singh H.A.U., Hisar / G.J.U., Hisar / Ch. Devi Lal University (Sirsa)/BPS Mahila University, Khanpur Kalan (Sonapat).

Dated, Chandigarh the 16/10/2008

**Subject :- Grant of increased Dearness Allowance on the amount of Financial Assistance to the family of deceased employee.**

Sir,

I am directed to refer to the notification issued on 1.8.2006 vide No. GSR 19/ Const. / Art 309/ 2006 and to say that a number of departments have made references seeking clarification as to whether the D.A. would be admissible on compassionate financial assistance to the family of the deceased employee and whether enhancement of D.A. granted by the Government to the employees from time to time would also be allowed since there is no such mention in the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006.

In this regard, it is hereby clarified that Dearness Allowance would be allowed to the family of the deceased Government employee on the last pay drawn by him/her and enhancement of the D.A. allowed from time to time would also be admissible to them.

Yours faithfully,

Sd/-

Superintendent General Services – II,  
for Chief Secretary to Government Haryana.

A copy along with the copy of Notification is forwarded to the following for information & necessary action :-

- 1) All the Financial Commissioners & Principal Secretaries to Government, Haryana.
- 2) All the Administrative Secretaries to Government, Haryana.

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- 3) Senior Secretaries / Secretaries / Private Secretaries to Chief Minister /Ministers / State Ministers/ Chief Parliamentary Secretary / Parliamentary Secretary.

Sd/-

Superintendent General Services – II,  
*for* Chief Secretary to Government Haryana.

To

- 1) All the Financial Commissioners & Principal Secretaries to Government, Haryana.  
2) All the Administrative Secretaries to Government , Haryana.  
3) Senior Secretaries / Secretaries / Private Secretaries to Chief Minister /Ministers / State Ministers/ Chief Parliamentary Secretary / Parliamentary Secretary.

U.O. No. 37/13/06-5GSII

Dated Chandigarh , the 16/10/2008

Endst. No. 37/13/06-5GSII

Dated Chandigarh, the 16/10/2008

A copy along with a copy of the Notification is forwarded to all M.Ds / C.A.s of Boards/ Corporations in the State of Haryana for information & necessary action.

2. They are advised to consider adoption of this amendment of rules.

Sd/-

Superintendent General Services – II,  
*for* Chief Secretary to Government Haryana.

Endst. No. 37/13/06-5GSII

Dated Chandigarh, 16/10/2008

A copy is forwarded to the in charge Computer Cell, Haryana , Chandigarh for information & necessary action.

Sd/-

Superintendent General Services – II,  
*for* Chief Secretary to Government Haryana.

\_\_\_\_\_

**No. 16/52/2008-5GSII**

From

The Chief Secretary to Government of Haryana.

To

1. All the Financial Commissioners & Administrative Secretaries to Government of Haryana.
2. All Heads of Departments in Haryana.
- 3.. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
4. The Registrar, Punjab & Haryana High Court.
5. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
6. The Registrars, MDU Rohtak / K.U. Kurukshetra / Ch. Charan Singh H.A.U. Hisar / G.J.U. Hisar/ Ch. Devi Lal University (Sirsa)/BPS Mahila University, Khanpur Kalan (Sonapat).

Dated, Chandigarh the 16<sup>th</sup> January, 2009.

**Subject :- Clarification regarding Compassionate Assistance to the Dependents of Deceased Government Employees.**

Sir/ Madam,

I am directed to invite your attention to the subject cited above and to say that the Haryana Government had issued a Notification vide its No. G.S.R. 19/ Con./ Art. 309/2006, dated 1.08.06 and subsequent Notification no. G.S.R. 26/ Const. / Art. 309/2008, dated 7.08.08 vide which the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006 were made applicable to Group C,D and A& B respectively. However, in the past it has been observed that most of the departments used to seek advice of the Department in general and in particular on the following points, the reply of which is given as under :—

| Sr. No. | Points                                                                                                                                                                                   | Reply                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Whether the dependent of the deceased employees are entitled to the allowances viz washing allowance, uniform allowance, cycle allowance, non practicing allowance, special pay and CCA. | These allowances are not to be paid to the dependent of the deceased employees as these allowances are given only after the performance of the duties. However, CCA is to be given only in those cases if the dependent / family of the deceased stays at the Headquarter where the employee was performing his duties. In case the said dependent family shifts to another station then the said family will not be entitled to CCA. |
| 2       | Whether the DA is permissible under the said rules.                                                                                                                                      | The DA would be allowed to the family of the deceased Government employee on the last pay drawn by him/ her and enhancement of DA granted by the Government to the employees                                                                                                                                                                                                                                                          |

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| Sr. No. | Points                                                                                                                                                                                 | Reply                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                                                                                                        | from time to time would also be allowed to them. It has already been clarified vide Government letter No. 37/13/06-5GSII, dated 16.10.08. A copy is attached for ready reference.                                                                                                                                                                                                             |
| 3.      | Whether the financial assistance is to be given in those cases where PPO/ GPO has been issued.                                                                                         | Where PPO/ GPO have been issued in case of death occurred prior to 1.8.2006, the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006 can not be made applicable in such cases.                                                                                                                                                                    |
| 4.      | From which date the financial assistance is to be given to missing Government employees.                                                                                               | The benefit of financial assistance with regard to missing Government employee shall be granted only after a lapse of seven years from the date from which the Government employee is missing and an FIR has been lodged to this effect.                                                                                                                                                      |
| 5.      | Whether the house rent is admissible to the dependents of the deceased Government employees who were not occupying Government house.                                                   | The house rent allowance shall not be paid to the dependents of the deceased Government employees who were not occupying Government house.                                                                                                                                                                                                                                                    |
| 6.      | Whether DCRG is to be paid to the dependents of the deceased Government employees immediately after the death of the employee or after the completion of Monthly Financial Assistance. | The payment of DCRG is to be made immediately after the date of death to the dependents of Government employee.                                                                                                                                                                                                                                                                               |
| 7.      | Whether there is any income criteria for the grant of financial assistance to the dependents of the deceased Government employees?                                                     | No criteria of income for the grant of financial assistance to the dependents of the deceased Government employees has been fixed under these rules and the criteria for eligibility has been fixed as given in rule 3 of Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006 in consonance of provision of Pension / Family Pension Rules, 1964. |

Sd/-

Under Secretary Protocol to Government of Haryana.

Endst. No. 16/52/08 – 5 GSII

Dated Chandigarh , the 16<sup>th</sup> January, 2009.

A copy is forwarded to the State Information Officer (NIC) Haryana Civil Secretariat, Chandigarh for uploading on the Website of the State Government.

Sd/-

Under Secretary Protocol to Government of Haryana.

**Government of Haryana**  
**General Administration Department**  
**General Services – II Branch**

No. 16/69/2008-5GSII

Chandigarh 12 February, 2009

1. All The Financial Commissioners & Administrative Secretaries to Government of Haryana.
2. All Heads of Departments in Haryana.
3. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
4. The Registrar, Punjab & Haryana High Court.
5. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
6. The Registrars, MDU Rohtak / K.U. Kurukshetra / Ch. Charan Singh H.A.U. Hisar / G.J.U. Hisar/ Ch. Devi Lal University (Sirsa)/BPS Mahila University, Khanpur Kalan (Sonapat).

**Subject :- Defence of Court cases relating to ex-gratia policy/rules and filing of appeal in the appropriate Court of Law.**

Sir / Madam,

I am directed to invite your attention to the subject cited above and to say that the Haryana Government had issued a Notification vide its No. G.S.R.19/ Con./ Art. 309/2006 dated 1.08.06 and subsequent Notification no. G.S.R. 26/ Const./ Art. 309/2008, dated 7.08.08 vide which the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006 were made applicable to Group C, D and A & B respectively, which provide that only financial assistance would be provided to the dependents of the deceased Government employees and no job would be provided and all old cases pending in various departments shall be dealt with as per rule 6 of the 2006 Rules. However, for some time past it has been observed by the Government that the replies to the court cases relating to the ex-gratia policy / rules are not being properly filed and defended and most of the cases are decided against the Government which result into further litigation.

2. In order to overcome the prevailing tendencies / practices, Government has decided that in future before filing the replies to court cases on the subject cited above in the Hon'ble High Court/ Supreme Court the same may be got vetted from the General Administration Department at least 15 days before the date fixed.

3. Joint Secretary / Special Secretary (as the case may be) General Administration Department would be Nodal Officer for the purpose and correspondence may be made directly to him.

4. I am further directed to say that some courts are issuing directions for appointment on compassionate ground are contrary to the policy of Haryana Government notified vide its

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No. G.S.R. 19/ Con./ Art. 309 / 2006, dated 1.08.06 and Notification No. G.S.R. 26/ Const./ Art. 309/2008, dated 7.08.08 and to request you that appeal in the appropriate court be filed against such judgments as per law.

Yours faithfully,

Sd/-

Under Secretary to Government of Haryana  
General Administration Department.  
(G.S.II Branch).

**Internal Circulation :-**

1. The PS to Chief Secretary, Haryana for information of Chief Secretary.
2. The State Information Officer (NIC) Haryana Civil Secretariat, Chandigarh for hosting on the website of the State Government and issue the letter through E-mail also.

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**भाग III**

**हरियाणा सरकार**

सामान्य प्रशासन विभाग

**अधिसूचना**

दिनांक 7 अगस्त, 2008

**संख्या सा. का. नि 26/संवि./अनु. 309/2008.** - भारत के संविधान के अनुच्छेदक 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2006, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं अर्थात् :-

1. ये नियम हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता (संशोधन) नियम, 2008, कहे जा सकते हैं ।
2. हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2006 में, नियम 2 में, “वर्ग क, ख” शब्द, अक्षर तथा चिह्न प्रथम अगस्त, 2006 से लागू हुए समझे जाएंगे ।

धर्मवीर,

मुख्य सचिव, हरियाणा सरकार ।

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[Authorised English Translation]

**HARYANA GOVERNMENT**

**GENERAL ADMINISTRATION DEPARTMENT**

**Notification**

The 7<sup>th</sup> August, 2008

**No. G.S.R. 26/ Const./ Art.309/2008** – In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Government of Haryana hereby makes the following rules further to amend the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006, namely:-

1. These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees (Amendment) Rules, 2008.
2. In the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006, in rule 2, the word, letters, and sign “Group A,B” shall be deemed to have come into force with effect from 1st August, 2006.

DHARAM VIR,

Chief Secretary to Government, Haryana

No.16/22/2010-5GSII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Department in Haryana.
2. Commissioners, Ambala, Hisar, Rohtak and Gurgaon Division.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners & SDOs (Civil) in Haryana.
5. The Registrar, MDU Rohtak/Kurukshetra University, Kurukshetra /Ch. Charan Singh Haryana Agriculture University, Hisar/ Guru Jambheshwer University, Hisar/Ch. Devi Lal University, Sirsa/ Bhagat Phool Singh Mahila University, Khanpur Kalan, Sonapat.

Dated, Chandigarh the 16-3-2011

Subject:- To provide one time Relaxation for applying ex-gratia compensation in old cases pertaining to before 1.8.2006 where no option was exercised under relevant provision though eligible for lump-sum compensation under the rule.

Sir,

I am directed to invite your attention to the subject cited above and to say that as per notification issued by Haryana Government vide No. GSR 19/Const./Art 309/2006, dated 1.08.2006, the provision was made to give monthly financial assistance to the family of deceased Government employees and all old cases pending shall be dealt with as per rule 6 of the Rules 2006 abid.

Now it has come to the notice of the Government that there are some old cases where the family of the deceased under rule 4(2) and 6(1) (c) of Rules 2003 and under rule 4 (2) and 6(4) of rule 2005 of the ex-gratia scheme could not exercise option within time due to lack of requisite knowledge and other reasons and because of which the family of the deceased could not avail the benefit under ex-gratia scheme as being time barred.

In view of the above and taking a lenient view, the Government has decided to reconsider all such cases as referred above to give one more chance as one time measure to exercise their option within in a period of six months and not thereafter from the issuance of the instructions.

These issues with the concurrence of Finance Department vide their U.O. No. 2/32/2010- 1 Pension, dated 2.2.2011.

Yours Faithfully,

*Hans Raj Sonu*  
Under Secretary Protocol  
for Chief Secretary to Government Haryana.

A copy is forwarded to the following for information and necessary action:-

- 1) All the Financial Commissioners & Principal Secretaries to Government, Haryana
- 2) All the Commissioners & Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers

*Hans Raj Sonu*  
Under Secretary Protocol  
for Chief Secretary to Government Haryana.

To

- 1) All the Financial Commissioners & Principal Secretaries to Government, Haryana
- 2) All the Commissioners & Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers

U.O. No.16/22/2010-5GSII

Dated Chandigarh, the 16-3-2011

U.O. No.16/22/2010-5GSII

Dated Chandigarh, the 16-3-2011

A copy is forwarded to the State Information Officer (NIC) Haryana Civil Secretariat Chandigarh for uploading on the website of the State Government.

*Hans Raj Bawa*  
Under Secretary Protocol

for Chief Secretary to Government Haryana

16/3/2011

No. 1/20/2013-1GS-II

From

The Chief Secretary to Government, Haryana.

To

1. All the Administrative Secretaries to Govt., Haryana.
2. All the Heads of Departments, Haryana.
3. All the Commissioners, Ambala/Hisar/  
Rohtak and Gurgaon Divisions.
4. The Registrar, Punjab and Haryana High Court,  
Chandigarh.
5. All the Deputy Commissioners and Sub Divisional Officer  
(Civil) in Haryana.
6. The Registrar, MDU, Rohtak/Kurukshetra University,  
Kurukshetra/ HAU, Hisar/ GJU, Hisar/Ch. Devi Lal  
University, Sirsa/Pt. B.D.S. University of Medical and  
Health Sciences, Rohtak and Bhagat Singh Mahilla  
Vishwa Vidyalaya, Khanpur Kalan, Sonapat.
7. Secretary, Rajya Sainik Board, Haryana.

Dated, Chandigarh, the 09<sup>th</sup> June, 2014

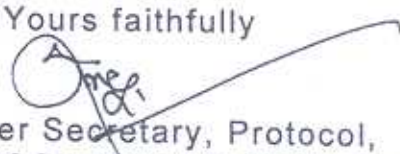
**Subject:- Policy for providing Compassionate appointment to a dependent of Martyr of deceased Haryana Government Employee.**

Sir/Madam,

I am directed to invite your kind attention to the subject cited above and to send a copy of Notification dated 30.05.2014 titled Haryana Compassionate Assistance to the Dependents to Deceased Govt. Employees (Amendment) Rule-2014 for information and necessary action.

2. You are, therefore, requested to bring this amendment rule to notice of all concerned officers/officials working under your kind control for strict compliance.

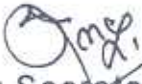
Yours faithfully

  
Under Secretary, Protocol,  
for Chief Secretary to Govt., Haryana.

Endst. No. 1/20/2013-1GSII, Dated 09<sup>th</sup> June, 2014

A copy, each, is forwarded for information and necessary action to:-

2. The Additional Chief Secretary to Government, Haryana, Finance Department w.r.t. his U.O.No. 3/13/2013-1FGI/135553(B), dated 17.12.2013.
2. The Secretary, Council of Ministers, Haryana w.r.t. his U.O.No.9/300/2013-2 Cabinet, dated 18.12.2013.
3. The Legal Remembrance, Haryana w.r.t. her U.O.No.928Leg1(2)B/H/2014//558, dated 03.03.2014.
4. The State Informatics Officer (NIC), Haryana Civil Secretariat for uploading on the websites of the State Government and Chief Secretary's office as well. He is also requested to send this letter by e.mail to all concerned.
5. Secretary, Haryana Staff Selection Commission, Panchkula.

  
Under Secretary, Protocol,  
for Chief Secretary to Govt., Haryana.

भाग - III

हरियाणा सरकार

सामान्य प्रशासन विभाग

अधिसूचना

दिनांक 30 मई, 2014

संख्या सा०का०नि० 22/सवि०/अनु०/309/2014.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2006 को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं अर्थात् :-

1. (1) ये नियम हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता (संशोधन) नियम, 2014 कहे जा सकते हैं।

(2) ये प्रथम जनवरी, 2014 से लागू हुए समझे जायेंगे।

2. हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिए अनुकम्पा सहायता नियम, 2006 (जिन्हें इसमें इसके बाद उक्त नियम कहा गया है) में, नियम 2 में,—

(i) अन्त में आने वाले विद्यमान “।” चिह्न के स्थान पर “:” चिह्न प्रतिस्थापित किया जायेगा ;

(ii) नियम 2 के बाद, निम्नलिखित परन्तुक जोड़ दिया जायेगा अर्थात् :-

“परन्तु शहीद सरकारी कर्मचारी के परिवार का एक आश्रित सदस्य इन नियमों के अधीन वित्तीय सहायता के लिए अतिरिक्त पद की उपलब्धता तथा आवेदक की अर्हता पर निर्भर रहते हुए गुप ग या गुप घ के फीडर पद पर नियुक्ति के लिए भी पात्र होगा।

व्याख्या—इस नियमों के प्रयोजन के लिए शहीद सरकारी कर्मचारी से अभिप्राय है, हरियाणा सरकार का पुलिस कार्मिक या सिविल कर्मचारी जो कानून तथा व्यवस्था कर्तव्यों प्राकृतिक आपदाओं के दौरान तथा अन्य मानव जीवन को बचाने के दौरान समाज विरोधी तत्वों, डकैतों, अपराधियों, आतंकवादियों तथा उग्रवादियों तथा विद्रोहियों से लड़ने में बहादुरी दिखाते हुए तथा असाधारण साहस का प्रदर्शन करते हुए मारा गया है।”।

3. उक्त नियमों में, नियम 4 के स्थान पर, निम्नलिखित रखा जायेगा, अर्थात् :-

“(1) मृतक/गुमशुदा सरकारी कर्मचारी का कोई पात्र परिवार का सदस्य अनुकम्पा वित्तीय सहायता के लिए प्रारूप क में आवेदन करेगा।

(2) शहीद सरकारी कर्मचारी का कोई पात्र सदस्य तीन वर्ष की अवधि के भीतर प्रारूप ख में जहां पर शहीद कार्य कर रहा था। विभाग के मुखिया को अनुकम्पा नियुक्ति के लिए आवेदन करेगा।

परन्तु शहीद की मृत्यु पर अनाथ हो गए बच्चों की दशा में, ऐसे अनाथ की नियुक्ति का दावा जब तक मृतक/शहीद का एक बच्चा व्यस्क/सरकारी सेवा में प्रवेश के लिए न्यूनतम पात्र आयु का हो जाता है, रहेगा।”।

एस०सी० चौधरी,

मुख्य सचिव, हरियाणा सरकार,  
सामान्य प्रशासन विभाग।

*[Authorised English Translation]***HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT****Notification**

The 30th May, 2014

**No. G.S.R. 22/Const./Art/309/2014.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to further amend the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006 namely:—

1. (1) These rules may be called "The Haryana Compassionate Assistance to the Dependents of Deceased Government Employee (Amendment) Rules, 2014.

(2) They shall come into force with effect from 1st January, 2014.

2. In the Haryana Compassionate Assistance to the Dependent of the Deceased Government Employee Rules, 2006 (hereinafter called the said rules) in Rule 2,—

(i) for the sign "." existing at the end, the sign ":" shall be substituted;

(ii) after rule 2, the following proviso shall be added, namely:—

"Provided that one dependent family member of a Martyr Government Employee shall in addition to financial assistance under these rule, shall also be eligible for appointment to Group C and Group D feeder post, depending upon the availability of the post and qualification of the applicant.

*Explanation.*—'Martyr Government Employee' for the purpose of these rules means a Police Personnel or a Civil Employee of the Haryana Government who during law and order duties is killed in action while displaying bravery and extra ordinary courage in fighting with the anti-social elements, dacoits, criminals, terrorists, extremists and insurgents and while saving other human lives during natural calamitis."

3. In the said rules, for rule 4, the following shall be substituted, namely:—

"4. (1) An eligible family member of the deceased/missing Government employee shall make an application in Form A compassionate financial assistance.

(2) An eligible family member of a Martyr Government Employee shall make an application for compassionate appointment within a period of three years in Form B, to the Head of the Department where the Martyr was working:

Provided that in case of who have become orphans upon the demise of the Martyr, the claim of appointment of such orphans shall remain alive till one child of the deceased Martyr has attained majority/minimum eligible age for entry into Government service."

S. C. CHOUDHARY,

Chief Secretary to Government Haryana.

**Form - A**  
**(See Rule - 3)**

Application for appointment under the Compassionate Scheme for dependants of Martyr.

1. Name of Martyr
2. Defence / Ministry of Home Affairs / DGP/ Civil Service  
Department.
3. Date of Martyr in certificate
4. Full information of Applicant
  - (i) Name
  - (ii) Full Address
  - (iii) Relation with Martyr
  - (iv) Rank of Martyr
  - (v) Pay Scale of Martyr
5. Information of Dependent of Martyrs.

| Name | Age | Relation | Moveable<br>Immovable<br>Income | Property | Any other<br>Information |
|------|-----|----------|---------------------------------|----------|--------------------------|
|      |     |          |                                 |          |                          |
|      |     |          |                                 |          |                          |
|      |     |          |                                 |          |                          |
|      |     |          |                                 |          |                          |
|      |     |          |                                 |          |                          |

6. Educational Qualification and other Information's of Dependent Family member of Martyr and His wife / Dependent interested in Government Service.
7. If any employment under this scheme is to given to person other than wife then NOC Certificate from other dependent member is to be attached.

Signature of Applicant

Date

Full Address

**Form -B**

(Rule 3)

(The proforma will be fill up by the Head of Department)

1. Name of Martyr :-
2. Post/Pay scale and place of present posting
3. Date of death(with Death Certificate)
4. Where the Martyr appoint(Police/Civil Employee)
5. Which person is recommend from Family for appointment.
6. Name of the post which the applicant recommended for appointment.
7. Class of post and pay scale
8. Name of the Post can which department wants appointment and Details of qualification
9. Detail of the qualification of the applicant
10. Does the post is vacant in the department
11. Date on which the applicant apply for the appointment  
(Application will be submitted in ordinal)
12. Relation of category of the applicant(General or Reserve Category)
13. Any other information

Signature of Head of Department  
(with seal)

Place:-

Date:-

प्रारूप-ग  
देखिए नियम (8)

शपथ पत्र

मैं ..... पुत्र/पुत्री स्व० रैंक/नम्बर व नाम .....  
..... आयु..... वर्ष..... निवासी ..... गांव व डाकघर .....  
..... तहसील ..... जिला..... इसके द्वारा प्रतिज्ञा करता/करती  
हूं तथा घोषणा करता/करती हूं कि मैं परिवार के सभी सदस्यों जो मतक कर्मचारी रैंक/नम्बर .....  
..... के आश्रित हैं/थे की उचित रूप से देखभाल  
करूंगा/करूंगी तथा यदि किसी समय यह साबित हो जाता है कि उक्त परिवार के सदस्यों की मेरे  
द्वारा उपेक्षा की जा रही है या अच्छी तरह से देखभाल नहीं की जा रही है तो मेरी सेवाएं समाप्त कर  
दी जाएं तथा सरकार के विरुद्ध इस बारे में मेरा कोई दावा नहीं रहेगा।

स्थान  
तिथि

अभिसाक्षी

सत्यापन

मैं..... उपरोक्त अभिसाक्षी इसके द्वारा प्रतिज्ञा करता/करती  
हूं तथा घोषणा करता/करती हूं कि मेरे उपरोक्त कथन मेरे ज्ञान तथा विश्वास के अनुसार ठीक एवं  
सत्य हैं और मैंने इसमें कोई भी बात छुपाकर नहीं रखी है।

स्थान  
तिथि

अभिसाक्षी

No. 1/20/2013-1GS-II

From

The Chief Secretary to Government, Haryana.

To

1. All the Administrative Secretaries to Govt., Haryana.
2. All the Heads of Departments, Haryana.
3. All the Commissioners, Ambala/Hisar/Rohtak and Gurgaon Divisions.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana.
6. The Registrar, MDU, Rohtak/Kurukshetra University, Kurukshetra/ HAU, Hisar/ G.H. Hisar/Ch. Devi Lal University, Sirsa/Pt. B.D.S. University of Medical and Health Sciences, Rohtak and Bhagat Singh Mahila Vishwa Vidyalaya, Khanpur Kalan, Sonapat.
7. Secretary, Rajya Sainik Board, Haryana.

Dated, Chandigarh, the 27<sup>th</sup> August, 2014.

Subject:- Policy for providing Compassionate appointment to a dependent of Martyr of Armed Forces Personnel/Para Military Forces Personnel of domicile of Haryana-amendment therein.

Sir/Madam,

I am directed to invite your attention to the Government letter No. 1/20/2013-1GS-II dated 30.5.2014 vide which compassionate assistance by way of appointment on compassionate grounds in the feeder cadre in Class-III and IV posts to one eligible living spouse/dependent children of Martyr of Armed Forces Personnel/Para Military Forces Personnel, who was domicile of Haryana and killed in action in border skirmishes, terrorist attacks or riots in addition to other financial benefits, was granted to the bereaved family with the stipulation that these instructions shall come into force w.e.f. 1<sup>st</sup> January, 2014. Now, the Government has re-considered the matter and decided to extend the provisions of this policy to Martyrs of domicile of Haryana, who sacrificed their lives prior to 01.01.2014 also, in case such benefit has not been

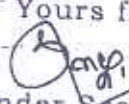
awarded by any Government to such Martyrs' dependent so far.

Further, para 2 of policy letter issued vide No. 1/20/2013-1GS-II, dated 30.5.2014 has also been amended as under:-

"Martyr" means; a person serving in Armed Forces (Army, Navy and Air Force) or in Para Military Forces (BSF, CRPF, CISF, ITBP, Assam Rifles, Rapid Action Force etc.) under the Home Ministry/ Defence Ministry on permanent basis and is killed in action in border skirmishes, terrorist attacks or riots and is declared Martyr by Ministry of Defence, Government of India/ Ministry of Home Affairs, Government of India respectively.

2. All other terms & conditions as issued vide letter No. 1/20/2013-1GS-II, dated 30.5.2014 shall remain unchanged.

Yours faithfully,

  
Under Secretary, Protocol,  
for Chief Secretary to Govt., Haryana.

Endst. No. 1/20/2013-1GSII, Dated 27<sup>th</sup> August, 2014

A copy, each, is forwarded for information and necessary action to:-

1. The Secretary, Council of Ministers, Haryana w.r.t. his U.O.No.9/271/2014-2 Cabinet, dated 17.8.2014.
2. The State Informatics Officer (NIC), Haryana Civil Secretariat for uploading on the websites of the State Government and Chief Secretary's office as well. He is also requested to send this letter by e.mail to all concerned.
3. Secretary, Haryana Staff Selection Commission, Panchkula.

  
Under Secretary, Protocol,  
for Chief Secretary to Govt., Haryana.

प्रारूप-ग  
देखिए नियम (8)

शपथ पत्र

मैं ..... पुत्र/पुत्री स्व० रैंक/नम्बर व नाम .....  
..... आयु..... वर्ष..... निवासी ..... गांव व डाकघर .....  
..... तहसील ..... जिला..... इसके द्वारा प्रतिज्ञा करता/करती  
हूं तथा घोषणा करता/करती हूं कि मैं परिवार के सभी सदस्यों जो मतक कर्मचारी रैंक/नम्बर .....  
..... के आश्रित हैं/थे की उचित रूप से देखभाल  
करूंगा/करूंगी तथा यदि किसी समय यह साबित हो जाता है कि उक्त परिवार के सदस्यों की मेरे  
द्वारा उपेक्षा की जा रही है या अच्छी तरह से देखभाल नहीं की जा रही है तो मेरी सेवाएं समाप्त कर  
दी जाएं तथा सरकार के विरुद्ध इस बारे में मेरा कोई दावा नहीं रहेगा।

स्थान  
तिथि

अभिसाक्षी

सत्यापन

मैं..... उपरोक्त अभिसाक्षी इसके द्वारा प्रतिज्ञा करता/करती  
हूं तथा घोषणा करता/करती हूं कि मेरे उपरोक्त कथन मेरे ज्ञान तथा विश्वास के अनुसार ठीक एवं  
सत्य हैं और मैंने इसमें कोई भी बात छुपाकर नहीं रखी है।

स्थान  
तिथि

अभिसाक्षी

HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(IN GENERAL SERVICES-II BRANCH)  
No. 43/5/2001-3GSII

Dated Chandigarh the 27<sup>th</sup> November, 2014

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. The Divisional Commissioners, Ambala/Hisar/Rohtak and Gurgaon.
4. The Registrar, Punjab & Haryana High Court, Chandigarh.
5. All the Managing Directors/Chief Administrators of Boards/Corporations/Public Undertakings in Haryana.
6. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Subject:- Policy for providing Compassionate financial assistance to the family of the deceased person working in Government Department/ Boards/ Corporation/public undertakings under Haryana Government on Adhoc, Daily Wage, Contract basis including the persons working on contract basis through Service Providing Agency.

Sir/Madam,

I am directed to invite your attention on the subject cited above and to say that there being no policy for providing ex-gratia compassionate financial assistance to the family of the deceased person employed in Government Departments/ Boards/ Corporations/public undertakings under Haryana Government on Adhoc, Daily Wage, Contract basis including the persons working on contract basis through Service Providing Agency. The State Government has considered this matter and decided to provide financial assistance to the tune of Rs. 3.00 lacs to the family of a deceased person who was working in Government Department/Boards/ Corporation/public undertakings under Haryana Government on Adhoc, Daily Wage, Contract basis including the persons working on contract basis through Service Providing Agency with the prior approval of the competent authority on the following guidelines:-

- (i) These instructions shall come into force with effect from the date of issue of instructions.
- (ii) **Definitions:-** In these rules the context otherwise requires:-
  - a) "Appointing authority" means the Head of Department/competent Authority as the case may be, where the deceased person was working.
  - b) "Compassionate financial assistance" means the financial assistance to the tune of Rs. 3.00 lacs, provided as ex-gratia assistance to the completely dependent members of the indigent family of the deceased.

- c) "Competent authority" means the Head of the concerned Department/Board/Corporation/Public undertakings where the deceased person was serving.
- d) "Deceased Person" means a person who was working in any Government Department/Boards/ Corporation/Public undertakings under Haryana Government on Adhoc, Daily Wage, Contract basis including the persons working on contract basis through Service Providing Agency at the time of his/her death.
- e) "Dependent" means spouse or son/un-married daughter till they attain the age of 25 years. In case of deceased person being un-married; brother/sister not above the age of 35 or parents.

(iii) **Submission of application in the form of undertaking:-** A dependent of the deceased person shall furnish an affidavit/undertakings by giving complete address, proof of dependency over the deceased, list of other family members with relationship & age.

(iv) **Interpretation:-** If any doubt arises relating to the application, interpretations and scope of these instructions it shall be referred to the Government in the department of General Administration (in General Services-II Branch) whose decision thereon shall be final.

(v) **Exemption/ Relaxation:-** There shall be no exemption/relaxation of any provision of these instructions.

2. Wherever required, the department /Board/Corporation/Public Undertaking concerned would move for adequate provisions in their budget under the appropriate head for this purpose every year.

3. This may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

*[Signature]*

(Bhim Singh Negi)

Under Secretary to Government, Haryana,  
Protocol Department.

Endst. No. 43/5/2001-3GSII

Dated 27.11.2014

A copy each is forwarded to the following for information and necessary action:-

1. All the Registrars of Universities in the State of Haryana.
2. The MD/HARTRON.
3. The State Informatics Officer (NIC), Haryana Civil Secretariat, Chandigarh for uploading on the websites of the State Government and Chief Secretary's office as well. He is also requested to send this letter by e-mail to all concerned.

*[Signature]*

(Bhim Singh Negi)

Under Secretary to Government, Haryana,  
Protocol Department.

From

Chief Secretary to Government Haryana

To

- (i) All the Administrative Secretaries to Govt., Haryana
- (ii) All the Heads of Departments, Haryana
- (iii) All the Divisional Commissioners, Deputy Commissioners and SDOs (Civil) in Haryana State
- (iv) The Registrar, Punjab and Haryana High Court, Chandigarh.
- (v) All Managing Director/ Chief Administrators of Boards/ Corporations/Public Undertakings in the State.

Dated Chandigarh, the 28<sup>th</sup> July, 2016

**Subject:** Policy for providing Compassionate financial assistance to the family of the deceased person working in Government Department/Boards/ Corporation/Public undertakings under Haryana Government on Adhoc, Daily Wage, Contract basis including the persons working on contract basis through Service Providing Agency amendment therein.

Sir/Madam,

I am directed to invite your attention to the Government letter No. 43/5/2001-3GSII, dated 27.11.2014 vide which policy to provide Compassionate Financial Assistance to the family of the deceased person working in Government Departments/Boards/Corporations/Public Undertakings under Haryana Government on Adhoc, Daily Wage, Contract basis including the persons working on the contract basis through Service Providing Agency was conveyed.

Now the Government has reconsidered the matter and also decided to provide the financial assistance of Rs.3.00 lakh lumpsum to the Guest Teachers appointed in Government Schools.

Further, Para No.2 (d) of the policy letter issued vide No. 43/5/2001-3GSII dated 27.11.2014 has been amended as under :-

"Deceased person" means a person who was working in any Government Department/Board/Corporation/Public Undertaking under Haryana Government on Adhoc, Daily Wage, Contract Basis, Guest Teacher being including the person working on contract basis through Service Providing Agency at the time of his/her death.

All other terms and conditions as issued vide letter No. 43/5/2001-3GSII, dated 27.11.2014 shall remain unchanged.

Yours faithfully,

*Mohinder Datta*

Under Secretary, Protocol  
for Chief Secretary to Government, Haryana.

U.O. No. 43/5/2001-3GSII

Dated, Chandigarh the 28<sup>th</sup> July, 2016

A copy is forwarded to the following for information and necessary action:-

1. The Secretary, Council of Ministers, Haryana w.r.t. his U.O. No9/168/2016-2 Cabinet dated 20.07.2016.
2. The State Informatics Officer (NIC), Haryana Civil Secretariat for uploading on the websites of the State Government and Chief Secretary's office as well. He is also requested to send this letter by E-Mail to all concerned.

*Mohinder Datta*

Under Secretary, Protocol  
for Chief Secretary to Government, Haryana.

No.3/3/2016-1GS-II

From

Chief Secretary to Government Haryana

To

- (i) All the Administrative Secretaries to Govt. Haryana
- (ii) All the Heads of Departments, Haryana
- (iii) All the Commissioners, Ambala/ Hisar/ Rohtak and Gurgaon Divisions
- (iv) The Registrar, Punjab and Haryana High Court, Chandigarh.
- (v) All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana.

Dated Chandigarh <sup>1st</sup> March, 2016

Subject: The Haryana compassionate Assistance to the Dependent of Deceased Government employees Rules 2003.

Sir/Madam

I am directed to invite your attention to the Government letter No.16/62/2004-5GS-II, dated 17.11.2004 regarding the Haryana Compassionate Assistance to the Dependent of Deceased Government employees Rules 2003. Now the Government has reconsidered the matter and decided that the drawing and disbursing officers shall be responsible for release of monetary benefits available to the dependents of deceased regular employee. It was further decided that in similar matters like that of Radha Rani, where neither appointment has been given under ex-gratia scheme nor an amount of Rs. 2.5 lacs have been disbursed to the dependents of deceased regular employees as a one time measure, lump sum payment of rupees 2.5 lacs may be made to the dependents of deceased regular employees who are covered under the policy of year 2003.

You are requested to bring these instructions to the notice of all concerned officers/officials under your control for strict compliance.

Yours faithfully,

*Mohinder Singh*

Under Secretary, Protocol,  
for Chief Secretary to Government Haryana.

Enclst. No. 3/3/2016-1GSII

Dated

A copy is forwarded to all the Managing Directors/Chief Administrators of Boards/Corporations in the State of Haryana for information and necessary action.

Under Secretary, Protocol,  
for Chief Secretary to Government Haryana.

Enclst. No. 3/3/2016-1GSII

Dated

A copy is forwarded to MD, UHBVNL Sector 6, Panchkula to comply the order of Hon'ble High Court in CWP No. 1213 of 2016 - Radha Rani Vs. State of Haryana.

Under Secretary, Protocol,  
for Chief Secretary to Government Haryana.

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From No. 16/3/2006-5GSII  
To The Chief Secretary to Government Haryana.

1. All Heads of Departments in Haryana.
2. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. The Registrars, MDU Rohtak/K.U.Kurukshetra/ Ch. Charan Singh H.A.U.Hisar/G.J.U. Hisar/Ch.Devilal University (Sirsa).

Dated Chandigarh, the 20th March 2006

Subject: Ex-gratia employment to the dependents of those Government employees who became disabled during service.

Sir,

I am directed to invite your kind attention to the subject cited above and to inform you that on reconsideration it has been decided to withdraw the instructions issued vide State Government letter No. 16/1/91-6GSII, dated 23.11.1992.

3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

*Amrita Rasputi*  
Under Secretary Protocol,  
for Chief Secretary to Government Haryana.

A copy alongwith the copy of corrigendum is forwarded to the following for information & necessary action:-

1. All the Financial Commissioners & Principal Secretaries to Government, Haryana
2. All the Commissioners & Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries to Chief Minister / Ministers.

*Amrita Rasputi*  
Under Secretary Protocol,  
for Chief Secretary to Government Haryana.

To

- 1) All the Financial Commissioners & Principal Secretaries to Government, Haryana
- 2) All the Commissioners & Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister / Ministers / State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O.No. 16/3/2006-5GSII  
No. 16/3/2006-5GSII

Dated Chandigarh, the 20th March, 2006  
Dated Chandigarh, the 20th March, 2006

A copy is forwarded to all M.Ds/C.A.s of Boards/ Corporations in the State of Haryana for information & necessary action.

*Amrita Rasputi*  
Under Secretary Protocol,  
for Chief Secretary to Govt., Haryana.



**II**

**PENSION**



**Copy of letter No. 11029-G-54/67098, dated the 8th December, 1954, from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.**

***Subject:- Grant of pension under rule 5.32 of Punjab Civil Services Rules, Volume II-Use of rule 6.4 *ibid*.***

I am directed to invite a reference to rule 5.32 of the Punjab Civil Services Rules, Volume II, under which a retiring pension is allowed to a government servant who is made to retire, in public interest, after he has completed 25 years qualifying service, and to say that Government have considered the question whether under rule 6.4 *ibid*, according to which full pension admissible under the rules is to be allowed only if the service of the Government servant concerned has been really approved, a reduction in pension should be made in cases where the Government servant concerned has been retired compulsorily. There appears to be an impression that a reduction in pension in such a case would involve double punishment to the Government servant, but such an impression is erroneous. A Government servant is retired prematurely because Government do not consider it in public interest to allow him to continue in office. His pension, however, it to be granted after applying the provision of rule 6.4 *ibid* to his case and it may be reduced on the basis of the quality of work done by him during the period he had been in office. Reduction in his pension, as a result of his poor record of service, therefore,

Has nothing to do with the reduction in pension which may automatically result on account of his premature retirement. The mere fact to compulsory retirement is no reason, therefore, for not examining each case of grant of pension on merits. In other words the Government servants who are retired compulsorily from service under rule 5.32 should not be considered to be exempt from the application of the Rule 6.4 *ibid*, the provision of which are quite independent of those of the former. I am, therefore, to say that in future the case of every Government servant retired compulsorily should be examined on merits with reference to the provisions of the rule 6.4 *ibid* and appropriate reduction made when justified by the record of his service.

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**Copy of Punjab Government Circular letter No. 12693-G-54/37937, dated 30<sup>th</sup> June, 1955 from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.**

***Subject:- Grant of pension to retired Government servants and the application of rules 6.4 of the Punjab Civil Services Rules, Volume-II in case of Government servants whose reputation for honesty has been bad.***

I am directed to invite a reference to paragraph 32 of the review on the action taken against corrupt officials and other measures adopted in the State to root out corruption during the year 1953, copy forwarded to you with Punjab Government endorsement No. 3074-ACC-54/806, dated the 20<sup>th</sup> November, 1954, in which it was pointed out that a suitable reduction in pension has, under rule 6.4 of the Punjab Civil Services Rules, Volume II, to be made if the service of the Government servant concerned was not thoroughly satisfactory. I am also to draw your attention to the instructions communicated to you in Punjab Government of circular letter No. 11029-G-54/67098, dated the 8<sup>th</sup> December, 1954, in which it was explained the Government servants who are retired compulsorily from service under rule 5.32 of the Punjab Civil Services Rules Volume II, should not be considered to be exempt from the application of rule 6.4 *ibid*. Government are anxious that the provisions of this rule should not be lost sight of and a suitable reduction in pension should be made in appropriate cases. They have recently ordered reduction in the pension of two P.C.S. Officers. Rs. 36-40 out of a pension of Rs. 276-40 in the case of an officer who has been retired compulsorily and Rs. 53-40 out of a pension of Rs. 353-40 in the case of an officer who has retired on superannuation, and trust that each case of pension will be examined carefully with a view to ordering a reduction if justified by the record of service of the Government servant concerned.

2. I am also to invite a reference to the instructions issued with the Joint Punjab Government letter No. 2124-G-39/18878-(H-Gaz), dated the 25<sup>th</sup> May, 1939 (copy enclosed), in which great emphasis has been laid on effecting a reduction in the pension of retired Government servants whose reputation for honesty during their service and not been satisfactory, by applying the provisions of Article 470(b) of Civil Service Regulations, which are analogous to those of rule 6.4 of the Punjab Civil Services Rules, Volume II, referred to above. These instructions should be followed a carefully and a suitable reduction ordered in the pension of those Government servants whose reputation for honesty has not been satisfactory.

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**Copy of U.O. No. 10873-GII-57 dated the January, 1958 from the Chief Secretary to Government, Punjab, to all the Administrative Secretaries to Government, Punjab.**

***Subject:- Pension Clearance Certificates from the Anti Corruption Department.***

In U.O. No. 3508-GII-56, dated the 15<sup>th</sup>/28<sup>th</sup> December, 1956 Administrative Secretaries were instructed not to pass orders allowing pension to Gazetted officer's without first obtaining a clearance certificate from the Anti Corruption Department. In U.O. No. 6520-GII-(c)-57, dated the 28<sup>th</sup> June/3<sup>rd</sup> July, 1957 they were further instructed to ensure that such cases were referred to the Anti Corruption Department, three months before the retirement of an officer, so as to ensure that formalities were completed in good time.

2. The actual practice in carrying out these instructions has created certain difficulties, and the Anti Corruption Department has, in fact, been delaying the issue of clearance certificates till after the date of retirement of an officer, which creates consequential inconvenience. Government has reconsidered the whole matter in the background of the experience gained, and the instructions now given should be considered as cancelling previous direction on this subject.

3. Government is quite clear and categorical in its view that Officers with a suspicious record in regard to integrity, or whose actions have resulted in charges being framed against them, should not obtain a pension till the position in regard to them had been cleared. On the other hand, it is also quite definite in this view that in the large majority of cases, where officers have a blameless record as far as integrity goes, no avoidable delay in the grant of pension to them should be permitted. The instructions below endeavour to reconcile these who needs.

4. Rules require that normally the pension case of an officer should be take up for consideration about a year before his date of retirement so as to ensure that all formalities are completed, so that he can draw pension from the 1<sup>st</sup> day of retirement. Within the terms of these instructions, Government have decided that the Administrative Department concerned should, when the pension case of an Officer is initially taken up, about a year before the date of this retirement, make a reference to the Anti Corruption Department whether that Department has any material on its record or otherwise to suggest that pension to should not be given. When such a reference is made to the Anti Corruption Department, there will generally be three classes of cases:-

- (a) where the Anti Corruption Department has no material of any kind against the Officer;
- (b) where the Anti Corruption Department has some material or information against the Officer concerned, but this is still not at a final stage of decision regarding the possibility of action against him;
- (c) Where the Anti Corruption Department has definite material against an Officer, and this is either in process of investigation or in process of enquiry, as a result of charge-sheeting or otherwise. Each one of these cases is considered below.

5. With regard to cases falling under (a) above the Anti Corruption Department should within a month of the receipt of an enquiry from the Administrative Department issue a letter to it stating that there is nothing against the officer, and his pension case may be take up and put through in the normal

manner. Normally, it is hoped that cases of this kind will end at this stage, but should anything emerge against the Officer between the grant of the above certificate and the date of this retirement, it will be open to the Anti Corruption Department, and the initiative will rest with it, to bring to the notice of the Administrative Department that material against the Officer has now come, to notice and suggest to that Department not to allow the pension cause to be put through all degrees of finality. In this event, the Administrative Department will hold up a final grant of pension till the matter has been cleared. It is, however open to the Department to grant a provisional anticipatory pension under the normal rules in hard cases, but in doing so, it will take into consideration the views of the Anti Corruption Department.

With regard to cases which all fall under class (b) above, the Anti Corruption Department will inform the Administrative Department within a month of the receipt of an enquiry from it, that there is material against the officer and his pension case should therefore, not be finally approved. In such event, the Administrative Department will not grant a final pension it may give an anticipatory pension under the rules, but in doing so will take into consideration the views of the Anti Corruption Department in regard to such anticipatory pension.

With regard to cases under (c) above, action as at (b) will be taken though in such cases where there is definite evidence against an officer on the basis of which inquiry is proceeding an anticipatory pension will not normally be granted unless there are circumstances of extreme hardship involved, in which even the orders of Chief Secretary and Chief Minister should be obtained.

6. Government wish to emphasize also that where cases are held up in classes (b) and (c) above, or as a result of subsequent information coming in regard to an officer under class (a) above there is a definite responsibility with the Anti Corruption Department endeavour to get the matter settled one way or a other, as speedily as possible, so that a final decision does not get postponed too long after the date of retirement. Such cases, where an officer is on the eve of retirement, should therefore, be dealt with by the Anti Corruption Department with speed.

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**Copy of Circular letter No. 10937-GII-57/2306, dated the 20<sup>th</sup> January, 1958 from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc. etc.**

***Subject:- Grant of pensions to retiring Governments servants and applications of rule 6.4 of the Punjab Civil Services Rules, Volume-II.***

Government have had under consideration for sometime as to whether it was possible or desirable to adopt a uniform set of rules and practice, applicable to all Government servants regarding any cuts in pension to be made under the above pension rule, and I am to convey Government's decision on this point. After careful consideration, Government is of the view that it is not desirable to apply a uniform set of principles, as the assessment as to whether a cut should be made must vary with different cases. For example, one officer may have several entire suspecting dishonesty. None of these entries may, however, have come to a stage of a definite conclusion. Obviously, this kind of case will have to be dealt with quite differently from a case where an officer has even a single instance where corruption had definitely been proved. The application of a rigid set of rules would, it is felt, lead to a technical assessment of the position, rather than a real one. It has, therefore, been decided that uniformity should not be attempted in assessing an officer's career.

2. Nevertheless, Government are anxious that all Departments should exercise their responsibilities in respect of rule 6.4 carefully before passing a pension case, and I am to suggest that all cases should be examined with in the previous of this rule for suitable action, where necessary.

3. Government are also advised that it is open to the State in respect of All India Services to scrutinize the record of service of the officer concerned before recommending pension to the sanctioning authority, which, in a case of these officers, would be the Government of India. This should also be kept in mind in respect of cases relating to this class of officers.

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**Copy Circular letter No. 277-IGS-61/8679, dated 17th March, 1961 from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.**

***Subject:- Grant of pension to retiring Government servants and application of rule 6.4 of the Punjab Civil Services Rules, Volume-II-Observance of procedure and criteria therefore.***

I am directed to invite a reference to Punjab Government letter No. 10937-GII-57/2306, dated the 22nd January, 1958, on the subject cited above, in which it was considered desirable not to adopt a rigid set of rules and practice while assessing a Government servant's service record for the purpose of reduction in pension under Rule 6.4 of the Civil Services Rules, Volume - II, as that would lead to technical assessment of the position rather than a real one. It was also stated that the assessment as to whether a cut should be made will vary with different cases and that no uniformity should be attempted in assessing an officer's career. Government have, however, observed that too many different standards in regard to cuts in pension are being followed in the departments. Whereas some departments are very strict in imposing these cuts for bad reputation and poor record of service, other departments are not so strict and are in fact quite lenient. Thus the real object of the Government that all departments should carefully exercise their responsibilities in respect of rule 6.4 of the Punjab C.S.R., Volume -II, before sanctioning a pension case, has not been achieved.

2. After careful consideration, government have decided that in order to ensure fair and objective consideration of such cases and to accumulate specialised experience in dealing with them, a procedure should be prescribed. As regards Gazetted Government servants, a Committee to be called the Standing Committee for cuts in pension consisting of the Chief Secretary, the Finance Secretary and the Administrative Secretary of the Department concerned in each case has been set up of screen cases of reduction in pension, - *vide* Punjab Government Notification NO. 277-IGS-61/18675, dated the 16th/17th March, 1961, a copy of which has been endorsed to all Heads of Departments. The following procedure is prescribed for referring these cases to the Standing Committee:-

- (1) Cases of nominal cuts in pension may continue to be decided finally by the competent authority as at present. Nominal cut may be defined as a cut up to Rs. 5 per month in pension and/or a lump sum deduction from his death-cum-retirement gratuity up to Rs. 500.
- (2) In cases not covered by (1) above, the Administrative Department should first come to an independent conclusion on the merits of the case and then refer it to the Chief Secretary for consideration by the Standing Committee. The pension cut proposed in such cases should be mainly on the ground of corruption, doubtful integrity, bad entries regarding moral turpitude and protracted poor performance through the officer's career or grossly unsatisfactory performance at important positions relevant to the officer's career.
- (3) The Committee will consider the merits of the case taking into account the Administrative Department's view and make a suitable recommendation to the Chief Minister whose orders will be final.

3. So far as non-gazetted Government servants are concerned, Government have decided that:—

- (1) the competent authority shall decide the cases of cuts in pension in the light of any general instructions which may be formulated as experience is gained by the Standing Committee.
- (2) where the competent authority decides to impose cuts in pensions on grounds of corruption or/and doubtful integrity, the cases shall be referred to the Standing Committee for approval. if the pension cuts are imposed by the competent authority on account of inefficiency, or loss of Government funds, these will merely be reported to the Committee for information.

4. I am further to state that for the submission of the cases to the Standing Committee, the Administrative Department concerned should send a complete self-contained memorandum, summary of service record along with the personal file of the officer, the clearance certificate from Vigilance Department and other relevant documents which have a bearing on the subject. Five sets of all these documents (except the personal file) will be required for this purpose.

5. I am to request that these instructions should be followed carefully and brought to the notice of all officers/officials.

6. The receipt of this letter may please be acknowledged.

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HOME DEPARTMENT

**Notification**

The 16th/17th March, 1961

**No. 277-IGS-6/18675.**—The Governor of Punjab is pleased to constitute a Standing Committee to consider cuts in pension consisting of the following members and Secretary with a view to introducing an element of uniformity in imposing such cuts:-

- |     |                                          |           |
|-----|------------------------------------------|-----------|
| (1) | Chief Secretary                          | Chairman  |
| (2) | Finance Secretary                        | Member    |
| (3) | Administrative Secretary concerned       | Member    |
| (4) | Deputy Secretary, General Administration | Secretary |

2. The function of the committee will be

- (1) to draw up rules of procedure for the imposition of cuts in pension;
- (2) to make recommendations to the Chief Minister for final decision in cases of Gazetted Government Servants;
- (3) to grant approval in cases of non-gazetted Government servants, where it has been decided to impose cuts in pension for reasons of corruption and doubtful integrity.

E.N. MANGATRAI

Chief Secretary to Government, Punjab

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**Copy of letter No. 6831-6GS-61/23653, dated the 3rd July, 1961 from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.**

***Subject:- Grant of Pension to Retiring Government Servants and application of Rules 6.4 of the Punjab Civil Services Rules, Volume-II, observance of procedure and criteria thereof.***

I am directed to refer to the Punjab Government letter No. 277-1GS-61/8679, dated the 16th/17th March, 1961, on the subject cited above, according to which all the departments are required to consider a particular proposal for cut in pension and when they feel that a more than nominal cut is necessary, to send the case to the Standing Committee for cuts in pension which will then make suitable recommendations to the Chief Minister whose orders will be final. A point has been raised as to what procedure should be followed where the Chief Minister himself is the Minister-in-charge of the Department. It is felt that any orders passed by the Chief Minister on any departmental file as to reduction in pension may embarrass the Standing Committee in its deliberations and even the Chief Minister at the final stage. The matter has been considered by Government and it has been decided that where Chief Minister is the Minister-in-charge of a Department, he would at the initial stage merely commit himself to accept in principle that a more than nominal cut is justified, and not to any particular figure. A similar procedure shall be followed where he has to pass such orders on any other departmental file. The case would thereafter go to the Standing Committee which would propose a definite cut and after this stage, the Chief Minister shall pass final orders regarding acceptance of the proposal or its modification. I am to request that these instructions may kindly be kept in view while dealing with case relating to cuts in pension.

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**Copy of Circular letter No. 10019-6GS-61/32534, dated 13th September, 1961, from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.**

**Subject:- Grant of pension to retiring Government servants and application of rule 6.4 of the Punjab Civil Services Rules, Volume II-Observance of procedure and Criteria therefor.**

I am directed to invite reference to Punjab Government letter NO. 277-1GS-61/8679, dated the 16th/17th March, 1961, on the subject cited above, wherein the procedure for referring cases of cuts in pension/gratuity to the Standing Committee set up for this purpose was laid down and to say that doubt has arisen whether or not the cases of nominal cuts in pension/ Gratuity of non-gazetted officers, are not referable to the Standing Committee. With a view to clarify the position, I am to state that as is the case in respect of gazetted officers, the cases of nominal cuts in pension/ gratuity of non-gazetted officers are not referable to the Standing Committee. I am further to clarify that the procedure laid down in paragraph 3(2) of the instructions referred to above, is required to be followed only in cases where a cut exceeding the nominal cut is to be imposed.

2. These instructions may please be brought to the notice of all concerned.
3. The receipt of this letter may please be acknowledged.

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**Copy of Punjab Government Circular letter No. 821-6GS-62/7587, dated 13th March, 1962 from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.**

**subject :- Grant of pension to retiring Government servants and application of Rule 6.4 of the Punjab Civil Services Rules, Volume II - Observance of procedure and Criteria therefor.**

I am directed to invite a reference to Punjab Government letter No. 277-IGS-61/8679, dated the 16th/17th March, 1961, on the subject stating inter alia that the competent authority shall itself decide the cases of cuts in pension of the non-gazetted Government Servants and shall merely report those cases to the Standing Committee where the cuts are imposed on account of inefficiency or loss of Government funds. On reconsideration, it has decided that while reporting these cases for the information of the Standing Committee, the competent authority should also furnish a brief but comprehensive statement of the facts of each case.

2. I am to request that these instructions should be followed carefully. The receipt of this letter may please be acknowledged.

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**Copy of U.O. Circular letter No. 6994-2GS-63, dated 18<sup>th</sup> June, 1963 from the Chief Secretary to Government, Punjab, to all the Administrative Secretaries to Government, Punjab.**

**Subject:- Pension Clearance Certificate from the Vigilance Department.**

Will –

- (i) All Financial Commissioners, Punjab.
- (ii) All Administrative Secretaries to Government, Punjab

Please refer to the instructions issued with this department U.O. reference No. 10873-GII-57, dated the January, 1958 to all Administrative Secretaries saying that the pension cases of the Gazetted Officers should not be finalized without first obtaining a clearance certificate from the Anti Corruption (now Vigilance) Department?

2. It has been pointed out by the Vigilance Department that while asking for the issue of a clearance certificate, the Administrative Department generally intimate only the date of retirement of the officer concerned and not the details of his service and posting(s). This makes the checking of the relevant records difficult. It has therefore, been decided that in future while requesting for the issue of a clearance certificate the Department should invariably supply the following information to the Vigilance Department:-

- (i) the details of service and posting of the officer for the last five years; and
- (ii) the details of any misconduct of the officer which might have been brought to the notice of the Administrative Department earlier.

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**Copy of letter No. 3578-2GSI-66/15840, dated 24th June, 1966, from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.**

**Subject :- Cut in pension of the Government employees who are retired compulsorily from service under rule 5.32 of the Punjab Civil Service Rules, Vol. II.**

I am directed to invite a reference to Punjab Government letter No. 11029-G-54/67098, dated the 8th December, 1954 and No. 12693-G-54/37937, dated the 30th June, 1955, on the subject cited above and to say the Government have now been advised by their Legal Remembrancer that where a Government employee is retired compulsorily under rule 5.32 of the Punjab Civil Services Rules, Vol. II no cut in pension should be imposed, the instructions under reference may, therefore, be considered to have been modified to this extent.

2. These instructions may please be brought to the notice of all concerned.

(Published in the Punjab Government Gazette, Legislative Supplement Ordinary, dated the 15th July, 1966 and circulated among all Heads of Departments etc., -- vide No. 5050-3GSI-66/22742, dated 29th August, 1966, No. 2609-SII(3)-71, dated 6th May, 1971, and No. 7178-2SII-76/33718, dated 6th August, 1976).

**संख्या 3931-1 जी. एस - 70/15374**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

दिनांक चण्डीगढ़ 25 जून, 1970

सेवा में

- (1) सभी विभागध्यक्ष, आयुक्त अम्बाला मण्डल,  
सभी उपायुक्त तथा उपमण्डल अधिकारी हरियाणा ।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय और हरियाणा के सभी जिला तथा सत्र न्यायाधीश

विषय **सेवा निवृत्त होने वाले सरकारी कर्मचारियों को पेन्शन देना और पंजाब सिविल सेवा नियमावली खण्ड - I के नियम 6.4 का प्रवर्तन इसके लिये क्रियाविधि और कसौटी का अनुपालन ।**

महोदय,

मुझे उपर्युक्त विषय पर संयुक्त पंजाब सरकार पत्र संख्या 277-1 जी.एस-61/8679, दिनांक 16/17 मार्च, 1961, जिसमें अन्य बातों के अलावा उस प्रयोजन के लिए गठित स्थायी समिति को प्रस्तुत करने के लिये पेंशन आदि में कटौतियों के कसों के विशेष वर्गों सम्बन्धी अनुदेश शामिल हैं, की ओर ध्यान दिलाने और यह कहने का निदेश हुआ है कि इस विषय सम्बन्धी स्थिति पर सरकार द्वारा पुनर्विलोकन किया गया है इस का मुख्य कारण यह है कि उच्च न्यायालय के हाल ही के फैसले अनुसार यह आवश्यक है कि ऐसे कसों में जिन में पेंशन और या उपदान में कटौती करना प्रस्तावित हो वहां सम्बन्धित कर्मचारी को कारण बताओ नोटिस दिया जाना चाहिए और अन्तिम निर्णय सरकारी कर्मचारी द्वारा दिए गए स्पष्टीकरण पर उचित विचार करने के बाद ही लिया जाना चाहिए । इस परिवर्तित स्थिति को दृष्टि में रखते हुए यह विचार किया जाता है कि स्थायी समिति द्वारा कसों के परीक्षण सम्बन्धी पिछली क्रिया विधि को जारी रखने से कोई लाभ नहीं होगा । अतः यह निर्णय किया गया है कि ऐसे कसों का निपटान सक्षम प्राधिकारियों द्वारा विभागों में अपने ही स्तर पर किया जाना चाहिए और स्थायी समिति को समाप्त कर देना चाहिए।

2. तथापि यह उल्लेख किया जाता है कि कसों के विभिन्न वर्गों में लगाई जानी वाली कटौती को निर्धारित करने में अपनाई जाने वाली नीति वर्तमान की तरह जारी रहेगी । नाम मात्र कटौती नामतः 5 रुपये प्रति मास तक की कटौतियां और या 500 रुपये तक की मृत्यु तथा निवृत्ति उपदान से एक मुश्त कटौतियां, सेवा के दौरान सामान्यतः असन्तोषजनक कार्य के कसों में लगाई जा सकती है । जहां तक अधिक कटौतियों, अर्थात् नाममात्र कटौतियों से भिन्न बड़ी कटौतियों का सम्बन्ध है, यह भ्रष्टाचार संदिग्ध निष्ठा अथवा नैतिक पतन और कर्मचारी के सेवा कार्य से सम्बन्धित महत्वपूर्ण स्थानों पर लम्बे अरसे से ठीक ढंग से काम न करने या बिल्कुल असन्तोषजनक काम के कारण लगाई जा सकती है ।

3. इस संदर्भ में एक और प्रश्न जो उठाया गया है वह यह है कि क्या किसी ऐसे कर्मचारी के कस में पेंशन और उपदान में कटौती लगाई जा सकती है जिसे पंजाब सिविल सेवा नियमावली खंड-11 के नियम 5.32 के अधीन 58 वर्ष की आयु पूरी करने से पहले सेवा निवृत्त किया जाता है । इस मामले की छानबीन की गई है और जहां तक कानूनी स्थिति का सम्बन्ध है इस प्रश्न का उत्तर हां में है । इसके साथ यह भी स्पष्ट है कि प्रत्यक्ष कारणों से पूर्व समय निवृत्ति कसों में कटौतियां केवल तभी लगाई जानी चाहिए, यदि परिस्थितियां हों और कटौतियों को गुण दोषों के आधार पर पूर्ण रूप से युक्तियुक्त ठहराया जाता है ।

4. जैसा कि पहले निर्दिष्ट किया जा चुका है अब यह आवश्यक है कि सरकारी कर्मचारी की पेंशन और या उपदान में कटौती लगाने के सभी केसों में उसे सबसे पहले कारण बताओ नोटिस दिया जाए और इस विषय में उसे स्पष्टीकरण देने का अवसर दिया जाए। इसके अतिरिक्त अन्तिम निर्णय उसके स्पष्टीकरण पर उचित विचार करने के बाद ही लिया जाना चाहिए। यह अनुरोध किया जाता है कि यह क्रियाविधि ऐसे सभी केसों में अपनाई जानी चाहिए और यह सुनिश्चित किया जाना चाहिए कि इस विषय में किसी प्रकार की अवहेलना न की जाए। क्योंकि ऐसी चुक करने से पास किए गए कोई भी आदेश दूषित हो जाएंगे।
5. यह अनुरोध किया जाता है कि इन अनुदेशों का अनुपालन ठीक तरह से हो और इनको अपने अधीन काम करने वाले सभी कर्मचारियों के नोटिस में लाया जाये।
6. कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता / -

उप सचिव, राजनैतिक तथा सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार, राजनैतिक विभाग।

**विषय :- पेन्शन मंजूर करने के लिये चौकसी विभाग से शोधन-पत्र प्राप्त करना ।**

क्या वित्तायुक्त राजस्व तथा सभी प्रशासकीय सचिव, हरियाणा उपरोक्त विषय पर संयुक्त पंजाब सरकार के अशा. क्रमांक 10873 - जी. एस. - II.57 दिनांक, जनवरी, 1958 (प्रति संलग्न) की ओर ध्यान देने की कृपा करेंगे ।

2. उपरोक्त पत्र में दिये अनुदेशों के अनुसार राजपत्रित अधिकारियों की पेन्शन मंजूर करने से पहले चौकसी विभाग से शोधन-पत्र प्राप्त करना आवश्यक है । इन अनुदेशों के अनुसार ऐसे अधिकारियों को ऐन्टीसीपेटरी पेन्शन देते समय भी चौकसी विभाग की राय प्राप्त करनी चाहिए तथा उसे ध्यान में रखना चाहिए ।

3. इस मामले पर पुनः विचार कर, अब यह निर्णय किया गया है कि ऐन्टीसीपेटरी पेन्शन/ग्रेज्युटी की मंजूरी में देरी को रोकने के लिये सम्बन्धित विभाग, अधिकारी की सेवा निवृत्ति से छः मास पूर्व चौकसी विभाग को यह सूचना प्राप्त करने के लिये लिखें कि अधिकारी को पेन्शन आदि देने के लिये क्या उस विभाग को कोई आपत्ति है । जो सूचना चौकसी विभाग से प्राप्त होती है उस पर विचार कर फैसला किया जाए और यदि चौकसी विभाग से अधिकारी की सेवा निवृत्ति की तिथि तक कोई उत्तर नहीं होता, तो यह समझ लेना चाहिए कि अधिकारी के रिकार्ड में कोई आपत्तिजनक बात नहीं है और ऐन्टीसीपेटरी पेन्शन/ग्रेज्युटी की मंजूरी देने में उन्हें कोई आपत्ति नहीं है ।

4. कृपया इस पत्र की पावती भेजी जाए ।

हस्ता / -

उप सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. वित्तायुक्त राजस्व, हरियाणा
2. सभी प्रशासकीय सचिव, हरियाणा ।

अशा. क्रमांक 3198 - 4 जी एस II - 71

दिनांक, चण्डीगढ़, 22 जुलाई, 1971.

**English Version of U.O. Circular No. 5429-4GS-II-72, dated the 9<sup>th</sup> October, 1972.**

***Subject:- Pension Clearance Certificate from the Vigilance Department.***

Will the

- (i) Financial Commissioner, Revenue, Haryana; and
- (ii) All the Administrative Secretaries to Government, Haryana.

Kindly refer to this Department U.O reference No. 6994-2GS-63, dated the 18<sup>th</sup> June, 1963, (copy enclosed) on the subject noted above?

2. It has been noticed that in some cases, the pension cases of officers/officials linger on for months after the retirement of the officers for want of Clearance Certificate in respect of the retiree from the Vigilance Department. It has been pointed out by the Vigilance Department that some of the Departments while asking for the issue of a Clearance Certificate do not supply the necessary information in complete form in the first instance. It has, therefore, been decided that in future the departments concerned should invariably supply the following information to the Vigilance Department at least *six months* prior to the retirement of an officer/officials:-

- (1) the date of retirement of the officer/officials;
- (2) the details of service during the last five years *i.e.* the post held by him and places of his posting during the period;
- (3) the details of an misconduct of the officer/officials which might have been brought to the notice of the Administrative Department earlier.

If, however, no recommendation/reference is received from the Vigilance Department even after two months from the date of retirement of the officer/official inspire that a complete reference was made to them, it should be presumed that there is nothing adverse against the officer/official. It should, therefore, be ensured that the reference to Vigilance Department are made well in time and complete in all respects, failing which the officer concerned in the department will be personally held responsible.

3. Above instructions may please be brought to the notice of all concerned for strict compliance and its receipt may please be acknowledged.

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**नं.1418 - 2 जी. एस. - II - 77 / 7884**

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल,
2. सभी उपायुक्त तथा उप-मण्डल अधिकारी (ना) हरियाणा,
3. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा
4. सभी जिला सत्र न्यायाधीश, हरियाणा

दिनांक, चण्डीगढ़, 25 - 3 - 1977

**विषय :- पेन्शन/ग्रेच्युटी मन्जूर करने के लिये चौकसी विभाग से शोधन-पत्र प्राप्त करना ।**

महोदय,

मुझे आदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान इस विभाग के अशा: क्रमांक 5429 - 2 जी एस - II - 72 / की ओर दिलाऊँ जिसमें अन्य बातों के अतिरिक्त यह भी बताया गया था कि अधिकारियों के पेन्शन केसों में चौकसी विभाग द्वारा शोधन-पत्र जारी करने के लिये उन्हें अधिकारियों से सम्बन्धित वांछित सूचना/रिकार्ड अधिकारियों के सेवा निवृत्त होने के 6 मास पूर्व चौकसी विभाग को भेज दिया जाना चाहिए । यह देखने में आया है कि इन हिदायतों की पूर्ण रूप से पालना नहीं की जा रही है । अतः इस कठिनाई को दूर करने के लिये यह निर्णय लिया गया है कि भविष्य में अधिकारियों के सेवा निवृत्त होने की तिथि से एक वर्ष पूर्व प्रत्येक विभाग चौकसी विभाग को शोधन-पत्र जारी करने के लिये लिख दें तथा चौकसी विभाग अधिकारी की सेवानिवृत्ति की तिथि से 7 मास पूर्व शोधन-पत्र अवश्य जारी कर दें ।

भवदीय,

हस्ता / -

उप सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार

उपरोक्त की एक प्रति: -

वित्तायुक्त राजस्व, हरियाणा । हरियाणा के सभी प्रशासकीय सचिव को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

**III**

**RE-EMPLOYMENT**



**Copy of letter No. 509-G-50/1668, dated 17.2.50, from the Chief Secretary to all the Heads of Departments etc.**

***Subject:- Grant of extension of Service and re-employment of Govt. servants both gazetted and non-gazetted after the age of Superannuation.***

In continuation of Punjab Govt. letter No. 7663-G-49/70531, dated the 10-11-1949. I am directed to say that the Governor of Punjab has decided to terminate the services of all re-employed officers/officials for with and in any Case by the 31<sup>st</sup> March, 1950 at the latest unless in any particular case re-employment after that period has been agreed to already and cannot be terminated immediately under the terms of re-employment.

2. Similarly officers/officials, who have been granted extensions of service after attaining the age of Superannuation should be retired by the 31<sup>st</sup> March, 1950 unless the extension has been agreed to already in which case the services of persons concerned should be terminated on the expiry of the present term of extension.

3. The Governor of Punjab has further decided that in future no person, whether holding a gazetted or a non-gazetted posts, should be retained in service after he has attained the age of Superannuation viz. 55 years, save in cases of exceptional cases nature and on the over-riding grounds of public interest, which must recorded in writing as required by Rule 3.26(a) of the Civil Services Rules (Pb) Volume 1 Part 1. The power to retain in service in exceptional circumstances, a non-gazetted Govt. servant after the age of 55 years has been delegated to Heads of department vide F.D. notification No. 4760-FR-49/2499 dated the 21<sup>st</sup> September, 1949. In order to ensure that an effective check is maintained and a uniform policy followed in all deptts. In respect of granting extensions in service to superannuate Govt. servants, the Governor of Punjab has decided that delegation referred to above should be considered to have been held in abeyance and every case of extension of service should be referred in advance for the approval of Government.

I am to add that cases of re-employment or extensions of service should be referred to Govt. well in advance (say 3 months) from the crucial date. Govt. would ordinarily decline to entertain any such proposals submitted at the eleventh hour.

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**Copy of letter No. 2068-G-50/11251, dated the 1<sup>st</sup> April, 1950, from the Chief Secretary to Government, Punjab to all the Heads of Departments.**

***Subject:- Grant of extensions of service and re-employment of Government servants, both Gazetted and Non-Gazetted after the age of superannuation.***

In continuation of Punjab Govt. letter No. 509-G-50/1668, dated the 17th February, 1950 on the subject cited above. I am directed to say that according to the practice prevailing in most of the Departments the question of selection of a successor to a retiring officer/official is taken up just a few months before his retirement. Very often the process of selection cases the leave preparatory to retirement applied for by the retiring Government servant to be refused in public interest.

2. In accordance with the provisions of Rule 8.21 of the Civil Services Rules (Punjab), Volume 1, the refusal of leave preparatory to retirement entails the grant of leave after the date of superannuation. This leave carries with it the grant of an automatic extension in service for the stipulated period of subject to a maximum of 6 months. In some cases the services of a retiring officers are utilized by re-employing him pending the selection of his successor. In order to obviate the necessity of granting extensions of service or employing officers after the date of superannuation in the circumstances explained above the Governor of the Punjab is pleased to direct that in future Heads of Departments should prepare every month a list of all officers/officials who are due to retire within the next 12 month and take up the question of appointing their successors well in advance so that all the formalities (e.g. consultation with the Public Service Commission, where necessary under the rule, are completed long before an officer is due to retire or intends to proceed on leave preparatory to retirement.

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**Copy of letter No. 1993-G-56/18774, dated the 29<sup>th</sup> March, 1956, from the Chief Secretary to Government, Punjab to all the Heads of Departments etc., etc.**

***Subject:- Grant of extension of service and re-employment of Government servants, both Gazetted and Non-Gazetted after the age of superannuation.***

I am directed to invite a reference to sub para to para 3 of Punjab Government letter No. 509-G-50/1668, dated the 17<sup>th</sup> Feb., 1950, on the subject noted above wherein you were informed that in future no Government servant, whether gazetted or non-gazetted should be re-employed without the previous approval of government and to say that it has now been decided that approval of Government is required not for the re-employment without the previous approval of government and to say that it has now been decided that approval of Government is required not for the re-employment of persons who are below the age of superannuation, viz. 55 years, e.g. Ex-Army Doctor below the age of 55 years and that the competent authority would be quite within its rights to pass orders in such cases without referring the matter to the Chief Secretary to Government, Punjab (in Gazette Branch).

**Copy of letter No. 329-G-II-57/1850, dated the 22nd February, 1957, from the Chief Secretary to Government, Punjab to all the Heads of Departments etc., etc.**

***Subject:- Grant of extension of service and re-employment of Government servants, both Gazetted and Non-Gazetted after the age of superannuation.***

I am directed to invite a reference to Punjab Government letter No. 509-G-50/1668, dated the 17<sup>th</sup> February, 1950, on the above subject, and to say that instance have come to the notice of Government where the instructions contained in this letter have been contravened. In a particular instances a Government servant after the age of his superannuation was re-employed on work-charged basis and Government approached for post fact approval long after the lapse of the period of re-employment of the official concerned. It appears that some departments are under the erroneous impression that the instructions referred to above do not apply in the case of work-charged establishment/staff paid out of contingencies as this establishment/staff is generally not governed by the Punjab Civil Services Rules. In this connection it seems necessary to make it quite clear that Govt. are averse to the re-employment of superannuated personal in any manner without prior approval and in order to ensure an effective check against the re-employment of retired Govt. Servants even on work-charged basis. It has been decided that the instructions already issued by Government from time to time in this behalf should mutatis mutandis cover the cases of re-employment even on work-charged basis also. I am accordingly to stress that in future no retired Government servant should be re-employment on work-charged establishment/staff paid out of contingencies without the prior approval of Government.

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**Copy of letter No. 2538-WGII-57/38228, dated the 7/18-5-57, from the Additional Chief Secretary to Government, Punjab to all the Heads of Departments etc., etc.**

***Subject:- Concession to candidates who took part in National Movements.***

I am directed to refer to the correspondence resting with Punjab Government letter No. 8791-WG-58/83351, dated the 14th October, 1953, on the subject noted above, where in the concession regarding relaxation of age limit for entry into Government service upto and including the age of 45 years, was granted, in the case of persons who rendered national or social service before independence.

The question of extending further concession to political sufferers, who rendered national or social service before independence, has been engaging the attention of Government. It has now been decided that in the individual case of political sufferers in Government service when efficiency continues in impaired after the normal age of retirement re-employment upto 60 years of age should be sanctioned liberally whenever the exigencies of public service so required.

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**Subject:- Re-employment of Government servants both Gazetted and non-gazetted after the age of superannuation.**

In accordance with the present procedure all cases in which departments wish to re-employ retired personnel are referred to Finance Department through the Chief Secretary to Government, Punjab, who is co-ordination authority for this purpose. This procedure was introduced to ensure a uniform policy in all the departments and to ensure that re-employment of Government servants both gazetted and non-gazetted after the age of superannuation was resorted to in very exceptional cases on the over-riding grounds on public interest. The present procedure seems too highly centralized and in view of the experience gained, may now be suitably relaxed to some extent. Some of departments have been approached Government to delegate powers to sanction to re-employment of superannuated personnel to them. With a view to simplify the subject has been reconsidered and it has been decided that in future while the policy will be laid down by Chief Secretary under orders of Chief Minister, and where necessary the Council of Ministers, individual cases of re-employment of retired Government servants may be decided by the respective Administrative Secretaries in consultation with the Finance Deptt. as long as those fall within the policy laid down. A reference to Chief Secretary will be necessary when the departments wished, for reason to be stated, to re-employment against the terms of the policy so prescribed. The course will be adopted for a period of one year for the present on an experimental basis and will then be re-viewed.

(This was made as permanent feature vide U.O. No. 2012-GII-59, dated the 21/22nd February, 1959).

2. It is hardly necessary to emphasis the need to exercise very careful scrutiny and discretion in all such cases and ensure that the conditions laid down by Government from time to time for this purpose, are strictly observed. The present policy and procedure to govern such cases is laid down below:-

- A. In all such cases the reason for resorting to re-employment must be reduced to writing as required under Rule 3.26 of Civil Services Rules, Vol. 1, Part 1.
- B. The Administrative Department are requested to send quarterly Statements of cases sanctioned by them to the Chief Secretary (in Gazette II Br.) in the enclosed form. These statement should be sent for the previous quarter by April 15, July 15, October 15 and January 15.
- C.
  - (i) Non-availability certificate should be obtained from the Punjab Public Service Commission or the Subordinate Services Selection Board, Punjab as the case may be and forwarded to Govt. to the effect that persons with suitable qualifications and experience are not available in the open market or that it has not been possible for the Commission/Board to arrange to substitute with the requisite qualifications or experience.
  - (ii) In regard to the posts which are out of the purview of the Public Service Commission or the S.S.S. Board Punjab, the Deptt. concerned with the

## *Re-employment*

appointment may given such a certificate indicating definitely the efforts made to find a substitute.

- (iii) For obtaining a certificate referred to under (i) above, the Public Service Commission or the S.S.S. Board, Punjab should be approached at least four months before the vacancy is likely to occur. This is necessary to ensure that bonafide efforts are made to find a suitable substitute for the persons due to retire.
  - (iv) The age of the Officer/Official to be re-employed must be below 60 years except in case of Patwaris who may be re-employed up to the age of 70 years.
  - (v) Officers/Officials concerned should be asked to furnish a Medical Certificate from the Civil Surgeon regarding his physical and mental fitness before he is actually re-employed.
  - (vi) The case for re-employment continued/re-employment must reach the Administrative Secretary concerned at least three months before the crucial date.
  - (vii) When a department is facing shortage of experienced hands and there is no alternative but re-employment everyone who attains the age of superannuation should be considered for re-employment except these who are physically and mentally unfit to continue in service or have a bad service records. A policy of pick and choose should be avoided as far as possible.
  - (viii) The Administrative Department should certify that the proposed re-employment will not, adversely affect the interest of other connected officers of comparable seniority in the Department concerned.
3. All cases regarding the grant of extension in service and refusal of leave preparatory to retirement to Govt. servant will continue to be referred to the Chief Secretary (in Gazette II Bra.) as hitherto fore.
4. Those orders take effect from the 25th January, 1958.

As Finance Department will in any case examine these cases they will please ensure that as required in Para I. II cases which do not fall within the procedure and policy laid down at para 2 are referred to the Chief Secretary even where the department has failed to do so.

*Sd/-*

Chief Secretary to Government,  
Punjab.

To

All Administrative Secretaries to Govt. Punjab, U.O. No. 9246-GII-57, dated 8<sup>th</sup> January, 1958.

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**FORM**

| Sr. | Name of re-employment<br>Govt. servant | Post held before retirement<br>substantive with pay | Post on which<br>re-employed | Payment re-<br>employed | Period of re-<br>employment |
|-----|----------------------------------------|-----------------------------------------------------|------------------------------|-------------------------|-----------------------------|
| 1   | 2                                      | 3                                                   | 4                            | 5                       | 6                           |

**Copy of letter No. 2225-GII-58, dated 14/27-5-1958 from the Chief Secretary to Government, Punjab to all Administrative Secretaries.**

***Subject:-* Re-employment of Government servants both gazetted and non-gazetted after the age of superannuation.**

Will the Administrative Secretaries of Government, Punjab, kindly refer to this Department U.O. No. 9246-Gill-57, dated 8th January, 1958 on the subject noted above with which the Administrative Secretaries were authorized to deal with the sanction re-employment of retired Government servants in consultation with Finance Department, provided these were covered by the policy laid down by Government in this behalf. These instructions do not say expressly anything about cases in which ex-post facto sanction is required. It is, therefore, clarified that such cases should continue to be referred to Chief Secretary invariably.

**Copy of letter No. 4185-GII-58 dated 18-10-1958 from Chief Secretary to Govt. Punjab to all the Administrative Secretaries.**

***Subject:-* Re-employment of Government Servants both gazetted and non-gazetted after the age of superannuation.**

Will the Assistant Secretary to Government, Punjab Finance Department, please refer to his U.O. reference No.3054-F.D.-11-58, dated the 15th/18th July, 1958 on the subject noted above.

So far as the issue raised by him in para 4 of his communication referred to above is concerned the position has been examined by this Department. In this connection his attention is invited particularly to the provisions of note 1(a) under Rule 3.3(6) and Rule 3.5A of C.S.R. Vol. I Part 1. The former gives discretion to appointing authority to ask a person to produce a medical certificate of fitness when he is to be re-employed in circumstances other than after resignation or forfeiture of past service and the latter confers unfettered powers to have a Government Servant medically examined at any time during the period of his service, when there is reasons to believe that he is not physically fit and carry out his duties satisfactorily. In view of this Government at the time of re-employing a superannuated person are undoubtedly competent to require him to furnish a medical certificate of fitness.

Government have, however, reviewed the whole matter and decided that after a medical examination for the first term of extension in service/re-employment, there should not be any necessity to ask the officer for a medical certificate for each extension thereof until he reaches the age of 58 years. Thereafter an annual check would be necessary. Even before 58 years, Government will have every right to get the officer medically examined if it so desires before granting him further extension.

Instructions issued with this Department dated 8/22-1-1958 may be considered to have been modified to the extent indicated above. If as a result of this revised policy Finance Department consider it at all necessary to amend Rules 3.3(6) Chief Secretary in Gazetted II would like to see draft amendment.

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**Copy of letter No. 4970-58-GII-33660, dated 13<sup>th</sup> November, 1958 from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.**

***Subject:-* Grant of extension in service and re-employment of Government servant both Gazetted and non-Gazetted after the age of Superannuation.**

I am directed to invite a reference to Punjab Government Circular No. 2068-G-50/1-1251 dated the 1st April, 1950 on the subject noted above and to observe that the instructions issued therewith are not being strictly complied with by the heads of Departments with the result that in some cases officers/officials continuation service beyond the age of Superannuation. Every now and then Government are presented with a faint accomplishing in cases. Government consider this state of affairs most unsatisfactory and in order to eliminate chances of reoccurrences and to ensure an effective check against such contingencies which arose very frequently. I am to ask you to follow these instructions strictly in future.

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**Copy of letter U.O. No. 6212-GII-58, dated 6th January, 1959 from the Chief secretary to Government, Punjab, to all the Administrative Secretaries to Government Punjab.**

***Subject:-* Re-employment of Government servants both Gazetted and non-Gazetted after the age of Superannuation.**

Will All Administrative Secretaries to Government, Punjab, refer to Chief Secretary to Government, Punjab U.O. No. 9246-GII-57, dated 8th/22nd January, 1958, with Which certain powers of re-employment were delegated to Administrative Secretaries.

It was laid-down in these instruction that individual cases of re-employment of retired Government Servants could be decided by their respective Administrative Secretaries in consultation with the Finance Department without reference to the Chief Secretary to Government, Punjab as long as these fell within the policy laid-down. These instructions however did not say anything specific about employment of part time Government servants being the age of 55. After consideration it has not been decided that the Administrative Secretaries need not refer such cases to the Chief Secretary to Government, Punjab for approval where part time employment is proposed to be given to a person below the age of 60. Part time employment however should not normally be given to a person, who crossed 60. If for any exceptional reason any department proposed to give such part time employment to a person over 60 years of age the case must inevitably referred to the Chief Secretary, Punjab for approval.

3. The approval of the F.D. wherever necessary at present should continue to be taken.

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**Subject:- Re-employment of Government servants both Gazetted and Non-Gazetted after the age of Superannuation.**

Will all the Administrative Secretaries to Govt., Punjab, please refer to this Department U.O. No. 9246-GII-57, Dated 8/24th January, 1958 on the above subject?

2. It was laid down therein that the revised procedure would be adopted for one year on an experimental basis. Now, upon the expiry of one year, Government have considered the matter and decided to adopt the procedure laid down therein as a permanent feature.

3. In some cases the quarterly reports asked for in para 8(B) of the above quoted instructions were not received regularly despite reminders. Government do not view this state of affairs as satisfactory. All the administrative Secretaries are accordingly requested to ensure that effective steps are taken to furnish the requisite returns to Government in future on the due dates.

Sd/-

Additional Chief Secretary to Government,  
Punjab.

To

All Administrative Secretary to Govt., Punjab.

U.O. No. 2012-GII-59

dated, Chandigarh, the 21st/26th Feb., 1959.

**Copy of letter No. 10461-3-GS-62/25290, dated 1-8-1962 from the Chief Secretary to Government, Punjab to all the Heads of Departments, etc., etc.**

**Subject:- Re-employment of Government Servants both Gazetted and non-Gazetted after the age of Superannuation.**

I am directed to say that a doubt has arisen whether the Administrative Department are themselves competent to decide the cases of re-employment of political sufferers which fall within the frame-work of the instructions contained in Punjab Government letter No. 2538-WG-11-57/38228, dated the 18th May, 1957, and whether these instructions are independent of the instructions contained in Punjab Government U.O. Circular No. 9246-GII-57, dated the 8-1-1958. The matter has been considered by Government and I am to elucidate that the instructions contained in U.O. Circular dated the 8th January, 1958 represent Government policy regarding re-employments and all instructions issued prior to this date are subject to the policy laid down in the said Circular. Thus, all cases of re-employment of Government servants including those of Political sufferers which do not fall with the policy laid down in the U.O. Circular dated 8-1-1958, will be referable to the Chief Secretary (in General Services Branch) who will convey approval of Government after obtaining concurrence of the Finance Department in the matter. The cases of re-employment of the Political sufferers should be course be considered in the light of the instructions contained in Punjab Government letter No. 2538-WG-II-657/39228 dated the 15th May, 1957.

The receipt of this letter may please be acknowledged.

*Compendium of Instructions on Post Service Benefits – Vol. VIII*

**Subject:- Re-employment of Government servants both Gazetted and Non-Gazetted after the age of Superannuation.**

Will the Administrative Secretaries to Government, Punjab, kindly refer to Punjab Government circular U.O. No. 2225-GII-58 dated the 27th May, 1958, on the subject noted above.

2. It has been observed by Government that cases of irregular overstay in service beyond the date of superannuation are rampant. It has, therefore, become necessary to adopt measures to check the recurrence of such cases in future. The main reason for such irregularities appears to be due to improper/incomplete maintenance of the service records by the staff entrusted with this job. Government have, therefore, decided that normally such cases, should not be entertained for regularizing the overstay in service unless and until the person(s) at fault are punished.

3. The Administrative Secretaries are, accordingly, requested that while referring the cases to this Department for regularizing such irregularities, they should invariably indicate the action taken against the persons at fault.

4. The receipt of this U.O. reference may kindly be acknowledged.

Sd/-

Deputy Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

The Financial Commissioner etc.

U.O. No. 14261-3GS-62

dated, Chandigarh the 21st September, 1962.

*(To be substituted for the office Memorandum Bearing the same Number and date)*

No. 33/11/62-Ests. (A)

Government of India

Ministry of Home Affairs.

New Delhi-ii, the 12<sup>th</sup> June, 1962.

**OFFICE MEMORANDUM**

**Subject:- Deputation of State Government employees to the Central Government Question of their retention after attaining the age of superannuation.**

A question has been raised as to what would be the procedure for retention in service of State Govt. officers on deputation to the Govt. of India who, while on deputation, attain the age of superannuation. At present, if the administrative Ministry considers that in the public interest it is necessary to retain in service a deputationist from a state Govt. after he has attained the age of superannuation the State Government is moved in time to grant an extension of service to the officer.

After receiving such a sanction all the formalities prescribed for the grant of an extension beyond the age of superannuation to an officer of the Central Government are observed on the analogy of this Ministry's O.M. No. 33/3/58 Estts.(A) dated 7th July, 1858 relating to deputationist's from the State of Uttar Pradesh.

2. In accordance with para (3) of this Ministry's O.M. No. 33/2/58-Estts. (A) dated 20th September, 1958, the continuance of such officers in the Central Govt. should normally be on re-employment basis as the officers on deputation are evidently holding posts outside their cadre. The position is far from satisfactory. It is odd to ask an officer to continue on re-employment basis under the Central Govt. After the State Govt, where he holds lien, has agreed to grant him an extension of service. It is equally inappropriate to sponsor the case of an officer on deputation under the Central Govt. to the State Govt. for the grant of extension of service when it is known that, during the extension period of services, of the officer will not be available to the State Govt. and the State Govt. Cannot confirm another officer in this place. In view of these considerations, it has been decided that in future, in case where the Central Government want to retain in the public interest, even after the date of superannuation, the services of a State Govt. officer on deputation to the Central Govt., and who is about to superannuate, the Central Govt. should write to the State Govt. concerned that the services of the officer would be continued under the Central Govt. on the existing deputation terms of the present Govt. does not grant him an extension the Central Govt. would consider the question of continuing him on re-employment terms. If the State Govt. grants extension to the officer, he should be retained on the existing terms of deputation, otherwise, he should be appointed on re-employment basis. The continued extension/re-employment of the officer under the Central Government will,

However, be subject to the compliance of the orders of this Ministry issued from time to time in respect of all other matters.

3. In so far as the personnel of the Indian Audit & Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

Sd/-

Deputy Secretary to Government of India.

A copy is forwarded to all Financial Commissioners / All Administrative Secretaries to Government, Punjab for information and guidance.

Sd/-

for Chief Secretary to Government,Punjab

To

All Financial Commissioners,

All Administrative Secretaries to Government, Punjab.

U.O.No. 18912-3GS-62

dated, Chandigarh the 28th December, 1962.

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**Copy of U.O. Circular Letter No. 5142-3GS-63, dated 25th May, 1963 from the Chief Secretary to Government, Punjab to all the Administrative Secretaries of Government, Punjab.**

***Subject:- Grant of extension in service and re-employment of Government servants both gazetted and non-gazetted after the age of retirement.***

The existing instructions as contained in para 2(vii) of this Department un-official Circular No. 9246-GII-57, dated the 8th January, 1958 are that cases for re-employment/contained re-employment/grant of extension in services should reach the Administrative Secretary at least three months before the crucial date i.e. the date of superannuation or the date on which the term of re-employment/grant of extension in service expires. It has been observed that this time limit does not provide sufficient time for the cases being scrutinized and processed, properly. It has therefore, been decided that in future all cases of re-employment/contained re-employment/grant of extension in service should reach the Administrative Secretary concerned at least four months before the date of superannuation or the date on which the terms of re-employment/extension in service expires, as the case may be and the Administrative Secretaries should forward them to the Chief Secretary (in the General Services Branch), three months before that date.

2. Similarly, Punjab Government letter No. 1417-3GS-64/4884, dated the 13th February, 1963, provides that in cases for refusal of leave preparatory to retirement, Government employees should, as a rule, intimate in writing his intention with regard to leave preparatory to retirement to his head of the Department with an advance copy to the Administrative Department concerned, three months before the date on which he proposed to proceed on leave or three months from the date from which ordinarily the leave preparatory to retirement would commence in his case. It has now been decided that this period should also be increased to four months as in the case of re-employment/extension in service. The instructions in question should therefore be considered to have been modified to this extent. Furthermore, all cases pertaining to requests for grant of benefit of refused leave preparatory to retirement should reach the Chief Secretary (in the General Services Branch) within a month of the receipt of leave application.

3. It is requested that these instructions should be complied with strictly in future. In the event of default the Government may not find possible to allow the request for re-employment, continued re-employment/extension in service after the date of superannuation, with the result that the officer concerned might lose the leave as well as the benefit of refused leave after the date of superannuation.

4. The receipt of this communication may kindly be acknowledged.

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**Copy of letter No.3095-3GSI-7/19295, dated 15-7-1971 from the Chief Secretary to Government, Haryana to all heads of Departments, etc., etc.**

***Subject:- Over-stay in service beyond the age of superannuation Recovery to be made from the officer/officials at fault in connection with over-stay.***

I am directed to invite reference to composite Punjab Government U.O. circular No. 14261-3GS-62, dated the 21st Sept. 1962 (copy enclosed) in which it is laid down inter alia that Administrative Departments should not normally entertain cases for regularization of over-stay in service beyond the date of superannuation unless and until the official responsible for the default have been duly punished for it. Furthermore, it was requested that while referring such cases of irregular over-stay for regularization to the Chief Secretary, the action taken against the persons at fault should invariably be indicated in the reference.

2. It has to be pointed out with regret that instance have again come to notice in which Government employees were allowed to over stay in service beyond the age of superannuation irregularly. It has to be observed that Government takes a very serious view of such defaults, and it has, therefore, been decided that pay and allowances which are paid to such Government employees as over-stay in service irregularly will be recovered from the official (s) whose negligence is instrumental in the occurrence of such over-stay.

3. These instructions may please be noted for careful compliance and may also be brought to the notice of all the other officials concerned working under you for similar compliance.

4. The receipt of this communication may please be acknowledged.

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**प्रतिलिपि क्रमांक 1606-3 जी. एस.- 1-75, दिनांक 24-4-1975 मुख्य सचिव, हरियाणा की ओर से वित्तायुक्त, राजस्व तथा सभी प्रशासकीय सचिव, हरियाणा को प्रेषित ।**

**विषय :- सेवा निवृत्त उपरान्त सरकारी कर्मचारियों/अधिकारियों की पुनः नियुक्ति ।**

क्या वित्तायुक्त, राजस्व तथा हरियाणा सरकार के सभी प्रशासकीय सचिव, उपरोक्त विषय पर संयुक्त पंजाब के अशा. क्रमांक 9246-जी. एस. 11-57 दिनांक 8 जनवरी, 1958 द्वारा जारी की गई हिदायतों की ओर ध्यान देंगे ।

2. ऐसा देखने में आया है कि पुनः नियुक्ति सम्बन्धी मामले बड़ी संख्या में मुख्य सचिव (सामान्य सेवाएं शाखा-1) को प्रशासनिक विभागों द्वारा भेजे जाते हैं जिनमें पुनः नियुक्ति के लिए लोकहित में नितान्त आवश्यकता नहीं होती है । पुनः नियुक्ति के लिए हिदायतों के पैरा 2(सी) में कुछ शर्तें लगाई गई हैं जिनकी रोशनी में प्रत्येक विभाग को अपने पुनः नियुक्ति सम्बन्धी मामलों की जांच करना होता है । जहां पर ये सभी शर्तें पूरी होती हैं वहां पर प्रशासनिक विभाग वित्तीय विभाग की सहमति से पुनः नियुक्ति सम्बन्धी मामलों में आदेश जारी कर सकते हैं । जिन मामलों में इन शर्तों में से कुछ शर्तें पूरी नहीं होती हैं उनके बारे प्रशासकीय विभागों को पूर्ण औचित्य देना होता है तथा इनको पूरा न होने के लिए ढील के लिए प्रस्ताव भेजना होता है । लेकिन साधारणतया यह देखने में आया है कि इन शर्तों की रोशनी में मामलों की जाँच नहीं की जाती है और खासतौर पर पूर्ण औचित्य सहित यह नहीं बताया जाता है कि अमुक शर्त में इस कारण ढील की आवश्यकता है ।

3. अतः उनसे अनुरोध है कि प्रथम तो पुनः नियुक्ति संबंधी मामलों में नितान्त आवश्यकता होने पर और केवल लोक हित में ही विचार किया जाए । दूसरे इन हिदायतों के अनुसार उनकी जाँच की जाये तथा खासतौर पर उन शर्तों के पूरा न होने पर उनके बारे पूर्ण औचित्य तथा ढील का प्रस्ताव किया जाये । इसके अतिरिक्त प्रत्येक मामलों को स्वतः स्पष्ट रूप में (एक फालतू प्रति सहित) केवल संबंधित प्रशासकीय सचिव के माध्यम से ही मुख्य सचिव को मंत्रणा के लिये भेजा जाए । ऐसा न होने पर प्रत्येक प्रस्ताव को बिना किसी प्रकार की मंत्रणा संबंधित विभाग को लौटा दिया जायेगा और इस प्रकार सारी देरी के लिए वे ही जिम्मेवार होंगे ।

4. यह भी अनुरोध किया जाता है कि पुनः नियुक्ति संबंधी त्रिमासिक रिपोर्ट बिना चुक यथा समय पर भेजी जाए । ऐसा देखने में आया है कि इस रिपोर्ट को बहुत से विभाग नियमानुसार नहीं भेज रहे । अतः कृपया सुनिश्चित किया जाए कि आगे से यह नियमित रूप से भेजी जायेगी ।

5. कृपया इसकी पावती भेजने का कष्ट करें ।

**No. 32/226/6GS1**

From

The Chief Secretary to Govt. Haryana.

To

1. All heads of Department,  
Commissioners, Ambala and Hisar Divisions,  
All Deputy Commissioners & S.D.Os. (C) in  
Haryana.
2. Registrar of Punjab & Haryana High Court.  
Dated Chandigarh, the 16th August, 1983.

**Subject:- Grant of extension in service to re-employment of Haryana Govt. employees after the age of 58 years.**

Sir,

I am directed to refer to the subject noted above and to say that the question regarding grant of extension in service to re-employment of employees has been engaging the attention of the Govt. some time past. It has now been decided that no employee should henceforth be granted extension in service or be re-employed after the age of 58 year. However, it is made clear that such of the employees as have already been granted extension in service or re-employed after the age of 58 years. However, it is made clear that such of the employees as have already been granted extension in service or reemployed may be allowed to complete the present term of their extension or re-employment.

2. These instructions may be brought to the notice of all concerned for compliance.

Yours faithfully,

Under Secretary, General Administration,  
*for* Chief Secretary to Government Haryana.

A copy is forwarded to the:-

All Financial Commissioners and all Administrative Secretaries to Government Haryana, for information and necessary action.

Under Secretary, General Administration,  
*for* Chief Secretary to Govt. Haryana.