



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्टकिदवईनगर, नईदिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in



File No. HRM-V/11(07)CompassionateAppointment/PolicyMatter/2019/Vol.III/1824 Date:

To,

20 JUN 2024

The Addl. CPFC(HQ)/ Addl. CPFC(Zones)/
Director (PDNASS)/Addl. CPFC(ASD)
All Regional P.F. Commissioner/OIC of Regional Offices

Subject: Draft Guidelines for Appointment on Compassionate grounds- reg.

Reference:

- (i) No. HRM-V/11(07)2019/CA Policy Matter/Vol.III/I/474/2020 Dated 23.07.2020.(Web circular No.48)
- (ii) No. HRM-V/11(07)2019/CA Policy Matter/Vol.III/I/475/2020 Dated 23.07.2020. .(Web circular No.49)
- (iii) No. HRM-V/11(07)2019/CA Policy Matter/Vol.III/I/478/2020 Dated 23.07.2020. .(Web circular No.50)
- (iv) No. HRM-V/11(07)2019/CA Policy Matter/Vol.III/I/473/2020 Dated 23.07.2020. .(Web circular No.47)
- (v) No. HRM-V/11(07)2019/CA Policy Matter/Vol.III/I/2345 Dated 25.10.2021.(Web circular No.118)

Madam/Sir,

Please refer to the above cited circulars regarding Compassionate Appointment. The issue has been examined keeping in view the various references received. The following amendments are proposed to be made in the guidelines which were issued vide above cited circulars:-

S. No.	Existing Guideline	Revised Guideline
1.	Para 5 (f) of the circular dated 23.07.2020 (web circular no 50) provides as under:- "In order to maintain a uniformity and to preclude any disproportionate weightage of one or two factors in the said 100-point scale and also considering a limited availability of vacancies for compassionate appointment, it shall be	"50 Point" in Para 5(f) to be read as "35 Point". Thus revised Para 5(f) reads as under:- "In order to maintain a uniformity and to preclude any disproportionate weightage of one or two factors in the said 100-point scale and also considering the limited availability of vacancies for compassionate appointment, it shall be

	<p>appropriate that the requests of applicants scoring at least 50 points on the 100-point scale are considered. Thus, only in a very genuine cases, where, in the opinion of the ZSC, the family is indigent and deserves immediate assistance for relief from financial destitution, the appointment on compassionate basis may be recommended."</p>	<p>appropriate that the requests of applicants scoring at least 35 points on the 100-point scale are considered. Thus, only in very genuine cases, where, in the opinion of the ZSC, the family is indigent and deserves immediate assistance for relief from financial destitution, the appointment on compassionate basis may be recommended."</p>
2.	<p>Para 7(a) of the existing policy circular dated 23.07.2020 2020 (webcircular no 50) as amended vide circular dt 25.10.2021 (web circular no 118):-</p> <p>" As on 31.12.2019, total sanctioned post in MTS cadre is less than MTS in-position strength in EPFO. Though a regional office or a state may have vacancy in MTS cadre but as an organizational perspective, in-position strength is over-saturated and, hence, no appointment in the cadre of MTS shall be considered by any cadre controlling authority till further direction from Head Office. However in view of limited number of vacancies in MTS cadre, it has now been decided that cases where applicant is eligible for MTS cadre and it has been established that there is more penury in the family, ACC (Zone) may consider compassionate application for the post of MTS subject to the availability of vacancies under the compassionate quota in MTS cadre in the concerned state or zone.</p>	<p>Revised Para 7(a)</p> <p>The vacancies for Compassionate Appointment in the cadre of MTS shall be calculated as under :-</p> <ol style="list-style-type: none"> i. Vacancies arising in previous calendar /vacancy year due to promotion, retirement, death, resignation and new creation to be compiled. ii. Total vacancies to be finalized . iii. 5% of such vacancies to be filled on Compassionate Appointment. iv. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy. <p>NOTE: in the first instance, all vacancies since 2020 shall be considered (not filled).</p>
3.	<p>Para 2 of the circular dated 25.10.2021, 100-point relative merit scale</p>	<p>Revised point-based merit system has been attached as Annexure-I.</p>
4.	<p>Para 5(a) and (b) of the existing policy circular dated 23.07.2020 (web circular no 50)</p> <p>a. In light of the instructions issued from time to time by HO, the request for appointment on compassionate grounds should be considered by a Zonal Screening Committee (ZSC) of officers consisting of at least 3 officers –</p>	<p>Revised Para 5(a):-</p> <p>a. The Zonal Screening Committee (ZSC) shall consist of at least 3 officers as under:-</p> <ol style="list-style-type: none"> i. ACC/ACC (HQ) Zone - Chairman ii. ACC (Zone) in Multi Zone State – Member. iii. RPFC – I Zone – Member iv. RPFC-I/II RO – Member (to be

	<p>one Chairman and two members – of the rank of RPFC –I // RPFC-II in Zonal Office concerned. The Welfare officer may be co-opted as one of the members of the committee if needed.</p> <p>b. The ZSC shall be constituted by the cadre controlling authority of the state concerned, i.e. ACC(Zone) of the state or the ACC(HQ in state, where more than one Zone exists (due representation of other Zones in such state may also be considered while constituting the zonal Committee.)</p>	<p>v. nominated by Chairman) The Welfare officer may be co-opted as one of the members of the committee if needed.</p> <p>Para (b) deleted.</p>
5.	<p>Para 6 of the existing policy circular dated 23.07.2020 (web circular no 50)</p> <p>APPROVAL OF APPOINTMENT:</p> <p>a) The recommendation of the ZSC should be placed before the Cadre Controlling Authority, who shall take a prompt decision after due examination of the recommendation of the Committee in the light of records/reports/material/ documents available.</p> <p>b) The appointment on compassionate grounds shall be made only after the approval of the competent authority in terms of delegation by the CBT, EPF.</p> <p>c) In case of a dependent family member of an employee of the CBT, EPF, who died while in service (including death by suicide) and where no relaxation of Recruitment Rules is required, the Cadre Controlling Authority shall be the competent authority to approve the appointment on compassionate ground.</p> <p>d) A reference shall be made to the Head Office for the approval of CPFC in following types of request, where appointment on compassionate ground is sought by a dependent family member.</p> <p>(i) of an employee, who is retired on</p>	<p>Revised Para 6- APPROVAL OF APPOINTMENT</p> <p>i. Applications for compassionate appointment will be submitted by the applicants online against specific cadre.</p> <p>ii. Online applications shall include self-assessment reports to be uploaded in the format prescribed.</p> <p>iii. The Welfare Officer (RO) or any other officer shall assist the family member of the deceased employee in applying for appointment on compassionate grounds, preferably within 30 days of death of the employee.</p> <p>iv. The applicant should be advised in person about the requirements and formalities to be completed by him. The applicant should also be given detailed information of the posts to which they can apply.</p> <p>v. An Unique Registration Number (URN) will be given to each application.</p> <p>vi. The Welfare Officer of the RO shall upload Verification Report on the Compassionate Appointment Portal (CA Portal) within one month. The Welfare Officer shall ensure the</p>

medical grounds under Rule 2 of the CCS (Medical Examination) Rules, 1957 or the corresponding provision in the EPF (Officers and Employees' Conditions of Services) Regulations, 2008; or under Rule 38 of the CCS (Pension) Rules, 1972 or the corresponding provision in the EPF (Officers' and Employees' Conditions of Services) Regulations, 2008, before attaining the age of 55 years (57 years for erstwhile Group 'D' employee); or

(ii) of an employee who died in harness or retired on medical grounds (supra), by relaxation of RRs with respect to prescribed age or educational qualification; or

(iii) where the death or retirement on medical grounds (supra) of an employee took place long back, say five years or so; or

(iv) of an employee who died in harness or retired on medical grounds and there is already an earning member in the family; or

(v) of a missing employee subject to the such conditions as prescribed by the DoP&T.

e) The cadre controlling authority, along with his specific recommendation shall forward the application (complete with all relevant documents and reports including the vacancy in the cadre in the region and the state concerned) along with the report of the ZSC for compassionate appointment in cases falling under sub-paragraph (d) above to HRM Division of the Head Office.

f) A Central Screening Committee (CSC) will be constituted at the Head Office comprising of three members in the rank of ACC/RC-I for considering the cases falling under sub-paragraph (d) above.

g) The cadre controlling authority of the state concerned or his representative (not below the rank of RPFC-I of the ZO) may also be co-opted as an invitee-member of the CSC, if deemed necessary.

h) The Central Committee may meet

- vii. correctness of the details entered in the Application form and family income and other details computed for processing the Application. During scrutiny, if requirement of any additional details or information having a bearing on the case arises, the same should be added as supplementary Note to the Application. Welfare Officer should furnish his comprehensive report along with the relevant documents/records/materials substantiating the claim of the applicant as prescribed by the Head Office from time to time.
- viii. Zonal Screening Committee (ZSC) shall compile all the applications uploaded upto 31st December/30th June of the previous year and arrange them in the decreasing order of merit for both cadres separately. Action to be completed by 15th January/15th July.
- ix. All zonal offices shall compile the vacancies for compassionate appointment in cadres of SSA and MTS and forward to Head Office by 15th January and 15th July each year.
- x. The vacancies shall be compiled by Head Office and published them on website by 31st January and 31st July each year.
- xi. A Central Recommendation Committee (CRC) shall be constituted by the CPFC. ACC (HQ, HR) shall be Chairperson and there shall two members of the rank of ACC/RPFC-I and a Liaison Officer.
- xii. The Central Recommendation Committee shall make its recommendations based on the "Penury Indexing and Need Ranking" of each Applicant.
- xiii. Most deserving candidates shall be selected as per available vacancies and a List of such candidates shall

during the fourth week of the month following each quarter to consider cases received during the previous quarter. That is, the Committee would meet in fourth week of Jan, Apr, Jul and Oct to consider the cases received up to the quarter ending Dec, Mar, Jun and Sep, respectively, every year.

i) For cases falling under paragraphs 6 (d), the recommendation of the Central Committee should be placed before the CPFC for taking a final decision.

- be submitted to CPFC.
- xiv. Select List will be approved by CPFC and uploaded on the CA Portal.
- xv. Options for posting shall be called for online from the selected applicants based on vacancies available.
- xvi. Based on the options, posting of selected candidates shall be uploaded / declared.
- xvii. The Appointing Authority shall issue offer of appointments to the select candidates within 15 days.
- xviii. Representations / grievances against the above orders shall be filed online and examined by the CSC within 1 month.
- xix. Recommendations on the same shall be submitted to CPFC who shall take final decision on the representations / grievances.
- xx. Decision of CPFC shall be final and be communicated to the applicant by HQ online.

***Till online portal is launched, submission of applications and documents will be in physical mode as being done now.**

2. The above draft revised guidelines may be examined and any comments on the same may be forwarded to this office for consideration before the revised policy is finalized..

Yours faithfully,

Encl: As Above



(Sunil Kumar Suman)
Addl. Central P.F. Commissioner (HR)

Copy to:

1. Staff Officer to CPFC.
2. FA & CAO/CVO/ACC(HQ) Head Office.
3. RPFC(NDC) with request to upload it on official website.
4. Deputy Director (OL) for Hindi Version.



(Swagata Rai)
Regional P.F. Commissioner-I (HRM)

ANNEXURE-I**RELATIVE MERIT POINTS****(To be revised when there is a change in Pay Structure)****(a) Monthly Family Pension/ amount received under CCS (Pension) Rules/ National Pension Scheme (Excluding DA & Allowances) on the date of submission of application:****(Points Allocated: 20)**

S No.	Range of benefits	Points to be allotted
	For post 01.01.2016 death cases	
1	Up to Rs. 11,000	20
2	Rs. 11,001 – 14,000	18
3	Rs. 14,001 - 17,000	16
4	Rs. 17,001 – 20,000	14
5	Rs. 20,001 – 23,000	12
6	Rs. 23,00*1 – 26,000	10
7	Rs. 26,001 – 29,000	08
8	Rs. 29,001 – 32,000	06
9	Rs. 32,001 – 35,000	04
10	Rs. 35,001 – 38,000	02
11	Rs. 38,001 and above	00

(b) Terminal Benefits, i.e., Lump Sum amount received by the family on death of employee (i.e., DCRG, SPF/GPF Account Balance, DRF, LIC/PLI/GIS. Leave encashment, pension commutation/Lump Sum amount under NPS etc.):**(Points Allocated: 10)**

S No.	Range of benefits		Points to be allotted
	For Pre 01.01.2016 death cases	For Post 01.01.2016 death cases	
1	Up to Rs. 4,50,000	Up to Rs. 12,00,000	10
2	Rs. 4,50,001 - Rs. 5,25,000	Rs. 12,00,001 – 15,00,000	09
3	Rs. 5,25,001 - Rs. 6,00,000	Rs. 15,00,001 – 18,00,000	08
4	Rs. 6,00,001 - Rs. 6,75,000	Rs. 18,00,001 – 21,00,000	07
5	Rs. 6,75,001 - Rs. 7,50,000	Rs. 21,00,001 – 24,00,000	06
6	Rs. 7,50,001 - Rs. 8,25,000	Rs. 24,00,001 – 27,00,000	05
7	Rs. 8,25,001 - Rs. 9,00,000	Rs. 27,00,001 – 30,00,000	04
8	Rs. 9,00,001 - Rs. 9,75,000	Rs. 30,00,001 – 33,00,000	03
9	Rs. 9,75,001 - Rs. 10,50,000	Rs. 33,00,001 – 36,00,000	02
10	Rs. 10,50,001 - Rs. 11,25,000	Rs. 36,00,001 – 39,00,000	01
11	Rs. 11,25,001 and above	Rs. 39,00,001 and above	00

*The current pension may be taken into account while giving points to bring at par with current cases.

(c) Monthly Income of the family including Pension (DA and FMA included), Income of earning member (s) of the family and Income from movable/immovable Property:

(Points Allocated:10)

S No.	Monthly income of the family from all sources including (monthly pension with DA & FMA and income of earning members)	Points to be allotted
1	If less than or equal to 60% of the last pay drawn by the employee	10
2	If more than 60% but less than 70% of the last pay drawn by the employee	08
3	If more than 70% but less than 80% of the last pay drawn by the employee	06
4	If more than 80% but less than 90% of the last pay drawn by the employee	04
5	If more than 90% but less than last pay drawn by the employee	02
6	If more than or equal to the last pay drawn by the employee	00

(d) Moveable/ Immovable property of family (latest market value) including fixed deposit, Bank Balance etc., but excluding the terminal benefits amount received as mentioned in (b) above and self-occupied house fetching no rental income and reducing the liability towards outstanding home loan, medical bills and education loan:

(Points Allocated:10)

SNo.	Value of property (in Rs.)	Points to be allotted
1	NIL	10
2	Up to 10,00,000	08
3	10,00,001 – 15,00,000	06
4	15,00,001 – 20,00,000	04
5	20,00,001 – 25,00,000	02
6	25,00,001 and above	00

Note: The Welfare Officer shall obtain from the Registration Department of the State Government the guidelines for evaluation of such immovable property(ies), if no declaration is available in Annual Immovable Property Returns.

(e) Number of dependents:

(Points Allocated: 10)

SNo.	No. of dependents	Points to be allotted
1	01	05
2	02 and above	10

(f) Number of unmarried daughters:

(Points Allocated:10)

SNo.	No. of unmarried daughters	Points to be allotted
1	None	00
2	01	05
3	02 and above	10

(g) Number of minor children:

(Points Allocated:10)

Sl. No.	No. of minor children	Points to be allotted
1	None	00
2	01	05
3	02 and above	10

(h) Number of years of leftover service of the deceased employee:

(Points Allocated:10)

Sl. No.	Years of leftover service of the deceased employee	Points to be allotted
1	0 - 5 years	02
2	Over 5 & up to 10 years	04
3	Over 10 & up to 15 years	06
4	Over 15 & up to 20 years	08
5	Over 20 years	10

(i) If the applicant is widow of the deceased/ missing/ medically retired employee:

(Points Allocated:10)

Sl. No	Relationship with the deceased/ missing/ medically retired employee	Points to be allotted
1	Widow/ Wife	10

Note:

If there is a dependent family person with Benchmark disability, additional 10 bonus points may be allocated.
