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HARYANA POWER GENERATION CORPORATION LTD.

Regd. Office: Shakati Bhawan, Sector-6, Panchkula.

From

The Chief Engineer/Admn.,
HPGCL, Panchkula

To

1. All Chief Engineer in HPGCL,
2. Secy, BBMB, Chandigarh
3. Director Medical Services, HVPNL, Panchkula
4. All FA & CAO, HPGCL
5. All Sr. AOs in HPGCL
6. IG Vigilance HVPNL, Panchkula
7. LR, HVPNL, Panchkula.
8. All Dy. Secretary/Under Secretary/Admn. Officer in HPGCL
9. All Sectional Heads in HPGCL, Panchkula.
10. LWO/PRO, HPGCL, Panchkula.

Memo No Ch-5/CE/Admn./GB-47
Dated: 10/5/2006

Subject:- The Haryana Compassionate Assistance to the Dependents of Deceased Govt. Employees Rules-2005

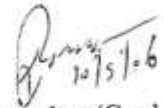
The Board of Director, HPGCL, Panchkula in its meeting held on 20/4/2006 approved the adoption of State Govt. Circular No 16/88/200405S/Idated30/11/2005 and also approved the nomination of the following officers of HPGCL a welfare officers as required under Rule 12 clause (b) of the state Govt. instructions dated 30.11.2005

1. The Concerned Chief Engineer do nominate their Administrative Officer as Welfare officers.
2. Under Secretary/Gen. HPGCL, Panchkula for Head Office.

However a copy of the state Govt. Circular dated 30/11/2005, along with Its notification dated 18/11/2005 is sent herewith for reference and record.

You are, therefore, requested to bring these instruction to the notice of all concerned for strict compliance.

DA/As above.


Superintendent/Genl.
For CE/Admn., HPGCL,
Panchkula

CC:-

1. The Company Secretary, HPGCL, Panchkula for information with reference to his memo No. CS/HPGCL/47BM/3 dated 01/05/2006
2. SPS to Managing Director/ Director, HPGCL, Panchkula.
3. PA to CE/Admn, HPGCL, Panchkula.

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 Commissioner 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. Devlal 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 Government 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 for 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 Government Employee.
- iii) The anomaly of eligible family member has now been removed by taking into account cases of deceased Government 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 categories the eligible

family member for (a) a deceased Government employee who was married (b) a deceased Government employee who was unmarried and (c) a deceased Government 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 Government 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 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 a period of 3 years as earlier. On expiry of this period without 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 of 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 Government employee was not eligible for appointment under the provisions of the relevant recruitment rules, the prescribed educational qualification 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 nominated one or more Welfare Officer(s) who will meet the members of family

of the deceased Government employees immediately of 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.

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 & necessary action: -

- 1) All the Financial Commissioners & Principal Secretaries to Government, Haryana.
- 2) All the Commissioner & Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers.

sdf
Under Secretary Protocol,
For Chief Secretary to Government Haryana.

To

- 1) All the Financial Commissioner & Principal Secretaries to Government, Haryana.
- 2) All the Commissioners & Secretaries to Government, Haryana.
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U.O.No. 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.Ds/C.A.s. of Boards/ Corporations in the State of Haryana for information & necessary action.

2. They are advised to consider adoption of these rules.

Sd-
Under Secretary Protocol,
For Chief Secretary to Govt., Haryana.

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. (1) These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2005.

Short title and Commencement

(2) They shall come into force with immediate effect.

2. 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.

Object of rule

i. Ex-gratia appointment of 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/misses in "harness", subject to availability of a post within 5% direct recruitment quota as prescribed under rule 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 dependant 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 employment.

3. In these rules, unless the context otherwise requires: -

Definitions

(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 at least 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 employment being unmarried; brother/sister, not above the age of 35 years;
 - (iii) in case of deceased Government employee 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 <u>married daughter</u> | 25% |
| (iii) Surviving parents | 25% |
- If however, the children were minor, then, the share of the children would be disbursed of 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 dependant on the deceased Government employee; ✓
 - (v) in the eventuality of 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 employees;
 - (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 office incharge of establishment of the concerned department, so re-employment;

4. (1) An eligible family member of the deceased/missing Government employees shall give in writing his/her preference of option, within 6 months from the date of death of the Government employee, for one of the following:-

Option

✓ (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, one exercised.

5. 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.

Submission of Application

6. (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.

Competent Authority

(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 name 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.

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 exclude, provided the delay so caused was on account of such negligence and not on account of normal processing of the case.

7. (a) The appointment under these rules shall be confined to Group C and Group D posts only.

Post to which
appointment
can be made

(b) Status of the deceased employee or the higher qualification 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. The criteria for eligibility under these Rules shall be as under: -

Criteria of eligibili

(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 applies 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 ground mentioned in clauses (c) and (f) of this rule, the family member shall be given ex-gratia assistance of Rs. 5.00 lacs.

9. (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.

Determina
Availabil
of posts

(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. Appointments under these rules are exempted from observance of the following requirements: -

Exemption

- (a) Recruitment 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. The cases of missing Government employees re covered under these rules for appointment, subject to the following conditions: -

Ex-gratia
appointment
case of missin
Government
employee

- (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 employees is missing and an 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/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 fulfillment

of all the conditions, including the availability of vacancy, laid down for such appointment under these rules.

9 imp | (d) While considering such a request, the results of the police investigation shall also be taken into account.

12. (a) The proforma as in Form C may be used by departments for ascertaining necessary information and processing the cases of ex-gratia appointment.

Proced

(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 advice 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 case 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. 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 he 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.

Underta
by way of
affida

14. (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 circumstance. In case the offer is not acceptable to him/her, no further claim shall be entertained.

No entertai
request for
in post/dept

(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. (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.

Seniority

(b) Date of joining by a person so appointed shall be treated as the date of his/her regular appointment.

16. (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.

General

(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. 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.

Removal of doubts.

18. (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.

Relaxation

(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. (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: Repeal and s

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.

FORM A

(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):
6. Full information of Applicant:
 - (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 (if in Government service name of office)	Source of Income/ details of Government/ private service	Monthly Income	Details of movable/ immovable property and monthly income	Any other 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 this scheme, and affidavit is to be enclosed by other family members that they shall not claim further appointment under this scheme.

Place:
Date:

Signature of the applicant and
Address.

FORM B
(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/ unmarried
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3. Monthly income of family from all sources.
4. Any other information.

Place:
Date:

Signature of the applicant

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:-

- (1) The following property was with my husband/father and with the members 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
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3. The following are the sources 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 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

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:
Date:

Signature of the Head of Department
with seal

FORM D

(See rule 13)

AFFIDAVIT

I, _____, son/daughter of late Shri/Shrimati
_____, aged _____ years, resident of village and post
office _____ thesil _____, 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:

DEPONENT

Date:

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:

DEPONENT

Date:

MEENAXI ANAND CHAUDHRY,
Chief Secretary to Government, Haryana.

HARYANA POWER GENERATION CORPORATION

From

The Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All Chief Engineer's in HPGC
2. Secretary/BBMB Chandigarh
3. I.G/V&S HPGC Panchkula
4. Director Medical Services, HVPNL Panchkula
5. LR/HVPNL Panchkula
6. FA&CAO/HQ HPGC, Panchkula
7. CPRO/PRO/HPGC, Panchkula/Panipat
8. Dy.Secy's/Under Secy's in HPGCL, Panchkula
9. All Sr.A.O's in HPGCL
10. All Sectional Heads in HPGCL, Panchkula

Memo No.10/CE/Admn./GB-47

Dated: 19.09.2006

Sub: Providing of compassionate assistance to the dependents of deceased Government employees-new rules of grant in the "Haryana Commissionate Assistant to the Dependents of Deceased Government Employees" Rules, 2006.

Board of Directors in its meeting held on 31.8.2006 has approved the adoption of State Government circular no.36/33/2005/5GSII dated 3.8.2006 and notification No.GSR-19/Const/Art.309/2006 dated 1.8.2006. A copy of the same is enclosed herewith for necessary action.

You are requested to bring these instructions to the notice of all concerned for strict compliance.

DA/As above

Sharma
Under Secretary/Estt.
For Chief Engineer/Admn.
HPGCL, Panchkula

CC:-

1. Company Secy. HPGCL, Panchkula w.r.t. his office memo No.Ch.6/CS/HPGCL/50BM dated 7.9.2006 for information please.
2. Sr.P.S. to Managing Director/Director/Generation. HPGCL, Panchkula
3. P.S. to Chief Engineer/Admn. HPGCL, Panchkula

(6)

No. 27/33/2005-5GSII

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. Hisar/G.J.U. Hisar/Ch. Devilal University (Sirsa).

Dated Chandigarh, the 28.2.2006

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,

Jat/haul 2/8
Superintendent General Services-II
for Chief Secretary to Government Haryana.

A copy alongwith the copy of rules is forwarded to the following for information for necessary action:-

- 1) All the Financial Commissioner & Principal Secretary to Government, Haryana

(6/1)

- 2) All the Administrative Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister / Ministers/State Ministers/Chief Parliamentary Secretary.

Sat Paul 3/8/06
Superintendent General Services-II
for Chief Secretary to Government Haryana.

To

- 1) All the Financial Commissioner & Principal Secretary 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
No. 36/33/2005-5GSII

Dated Chandigarh, the 3.8.2006

Dated Chandigarh, the 3.8.2006

A copy alongwith a copy of the rules is forwarded to all M.Ds/Cs of Boards/ Corporations in the State of Haryana for information & necessary action.

2. They are advised to consider adoption of these new rules for giving financial assistance to the family of the deceased employee of the Board/Corporation.

Sat Paul 3/8
Superintendent General Services-II
for Chief Secretary to Government Haryana

A copy alongwith a copy of these new Rules each in Hindi & English is forwarded to the Financial Commissioner & Principal Secretary Government Haryana, Finance Department with reference to their letter 11/10/97-5/G-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 5(2) of these Rules.

Sat Paul 3/8
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

भाग III

हरियाणा सरकार

सांख्यिक प्रशासन विभाग

विधिसूचना

दिनांक : अगस्त, 2006

संख्या सांका०नि० 19/संवि०/अनु० 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. (1) ये नियम हरियाणा मृतक सरकारी कर्मचारियों के आश्रितों के लिये अनुकम्पा सहायता नियम, 2006, कहे जा सकते हैं।

संक्षिप्त नाम तथा प्रारम्भ।

(2) ये तुरन्त लागू होंगे।

2. 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 निम्ंत्रित करण के लिए वित्तीय सहायता देते हुए सहायता करना है।

नियमों का उद्देश्य।

3. इन नियमों के अधीन वित्तीय सहायता प्राप्त करने के लिए पात्रता पेंशन/पारिवारिक पेंशन स्कीम, 1964 के उपबन्धों के अनुसार होगी।

पात्रता।

4. मृतक/गुमशुदा सरकारी कर्मचारी का पात्र परिवार का सदस्य अनुग्रहपूर्वक अनुकम्पा वित्तीय सहायता के लिए प्रारूप अ में आवेदन करेगा।

आवेदन प्रस्तुत करना।

5. (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,—

वित्तीय सहायता के लिए मानदण्ड।

(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 अहतालीस वर्ष की आयु पूरी नहीं की थी, तो बारह वर्ष की अवधि के लिए या उस तिथि तक जिसमें कर्मचारी अविवाहिता की आयु पूरी करने पर सरकारी सेवा से सेवा निवृत्त होता, जो भी कम हो ;

[Authorised English Translation]

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 :—

Short title and
Commencement.

1. (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.

Objects of rules.

2. 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.

Eligibility.

3. The eligibility to receive financial assistance under these rules shall be as per the provision in the pension/family pension scheme, 1964.

Submission of
application.

4. An eligible family member of the deceased/missing Government employee shall make an application in Form A for compassionate financial assistance.

Criteria for
financial
assistance.

5. (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 in 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.

(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. 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.

Pending cases.

7. 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.

Removal of doubts.

8. 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 repealed :

Repeal and sayings.

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.

FORM A
(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) :
 (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/ Unmarried
1	2	3	4	5	6

3. Monthly income of family from all sources :

4. Any other information. :

Place :

Date :

Signature of the applicant

PREM PRASHANT,
 Chief Secretary to Government,
 Haryana.

From

The Member Secretary,
Haryana Bureau of Public Enterprises,
Finance Department, New Secretariat Building,
Sector 17, Chandigarh.

To

- (1) All Heads of Deptts./Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions and all Deputy Commissioners in Haryana.
- (2) All the Managing Directors/Chief Executives/Chief Administrators of all Corporations/Companies/Boards/Co-operative Institutions etc. in the State.

M D HBPE
No 4568
Date 06/12/11

Dir./Tech
No 6009
Dt. 07/12/11

Dated, Chandigarh, the 24th November, 2011

Dir. Tech.
Subject:-

Policy regarding grant of Ex-gratia to the employees of State Public Enterprises.

.....

ce/Adm. Sir.

I am directed to refer to this office letter no.12/152/PE/FD/SA-2 dated 12.11.2002 on the subject noted above and to say that the matter regarding grant of ex-gratia to the employees of State Public Enterprises has been re-considered by the State Government. It has been decided that the State Public Enterprises may consider grant of ex-gratia to the employees with the approval of their Board of Directors and Administrative Department subject to the following conditions:-

DSEV
USE
USG
7/12

- i) The annual accounts of the Public Enterprise of the year for which ex-gratia is to be paid are duly audited and up to date.
- ii) Proper and adequate provisioning for non performing assets wherever required and other contingent liabilities have been made in the annual accounts of the relevant year.
- iii) The Public Enterprise should have earned profit during the year and there should not be any accumulated losses as at the end of the year.
- iv) The Public Enterprise should have declared a minimum dividend of 10% on the share capital (wherever applicable).
- v) The employees of the Public Enterprise getting ex gratia are not covered under any short term or long term or any other performance incentive/ production incentive scheme (except in case of Sugar Mills).
- vi) The following employees will not be eligible for ex gratia:-
 - a) An employee whose integrity is adverse or doubtful in any ACR of the last 10 years.
 - b) An employee convicted of a criminal offence by a competent court of law in the last 10 years.
 - c) An employee who is inflicted a major penalty in the last 10 years or a minor penalty during the relevant year.
 - d) An employee whose overall grading in the ACR is 'Below Average' in any of the last 3 years and who does not possess overall 70% good record in the last 10 years.

562
Date: 11/12/11

all officers/officials of this office to be noted for 8-12-11

Pl. be noted for all officers/officials. Ray 8/12/11

Contd.....2

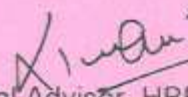
- vii) The employees who are eligible for payment of bonus will not be paid any ex gratia.
- viii) The amount of ex gratia shall be limited to 15% of the salary (Pay in PB+GP) subject to a maximum of Rs.40, 000/- to the employees (Group-II(B), III(C) & IV(D) of State Public Enterprises(SPEs) for the relevant year. However, Class-I/Group-A or equivalent officers of the SPEs will not be eligible for the ex-gratia payment.

Yours faithfully, /



Financial Advisor, HBPE
for Financial Commissioner & Principal Secretary to
Govt. Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Govt. Haryana for information and necessary action.



Financial Advisor, HBPE
for Financial Commissioner & Principal Secretary to
Govt. Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Govt. Haryana.

U.O.No. 12/1/152/96/ARO/HBPE(FD)

Dated, Chandigarh, the 24th Nov., 2011

A copy is forwarded to Principal Secretary to Chief Minister, Haryana for kind information.



Financial Advisor, HBPE
for Financial Commissioner & Principal Secretary to
Govt. Haryana, Finance Department.

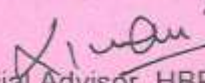
To

The Principal Secretary to Chief Minister, Haryana.

U.O.No. 12/1/152/96/ARO/HBPE(FD)

Dated, Chandigarh, the 24th Nov., 2011

A copy is forwarded to all the Senior Secretaries/Secretaries, Private Secretaries to all Ministers/Ministers of State for kind information of Minister-in-charge.



Financial Advisor, HBPE
for Financial Commissioner & Principal Secretary to
Govt. Haryana, Finance Department.

To

All the Senior Secretaries/Secretaries,
Private Secretaries to all Ministers/Ministers of State

U.O.No. 12/1/152/96/ARO/HBPE(FD)

Dated, Chandigarh, the 24th Nov., 2011

CC:-

1. PS/FCF
2. PS/MS/HBPE
3. PS/SSF
4. PS/SSF
5. PS/SSF