



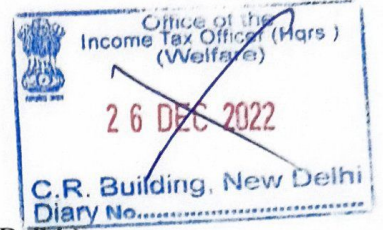
OFFICE OF THE  
PRINCIPAL COMMISSIONER OF INCOME TAX, (VU)-2, DELHI  
DRUM SHAPE BUILDING, I. P. ESTATE, NEW DELHI-110002

F.No. Pr.CIT (VU)-2/Compassionate Appointment/2022-23/518

Date: 14/12/2022

To,

The Pr. CCIT (CCA)  
Income Tax Department,  
C.R. Building, New Delhi



{Kind Attn. : - CIT (Hqrs.)(Admn.), New Delhi }

Sir,

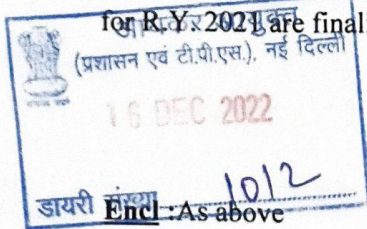
**Sub: Compassionate Appointment for R.Y. 2021 -Verification of cases -reg-**

Kindly take reference to the above subject.

2. It is kindly informed that a meeting of the 'Committee for Appointment on Compassionate Grounds' was held on 12.12.2022 for discussing various issued related to Compassionate Appointment. The copy of minutes of meeting are attached for kind reference. It is kindly requested that the minutes of meeting may kindly be perused and if approved, the same may be uploaded on the official website of the Department.

3. In this regard, the committee is of view that an independent verification be conducted in all cases before final recommendations are decided by the committee for R.Y. 2021. A proforma for such verification is attached for kind perusal.

4. In view of the above, it is kindly requested to depute 03 Inspectors to the office of undersigned for conducting above verification. These ITIs may be deputed till the recommendations for R.Y. 2021 are finalized by the committee.



Yours faithfully,

*(Signature)*

(Renu Amitabh)  
Pr. CIT, VU-2, Delhi



Chairperson - Committee for Compassionate Appointments



*Handwritten notes:*  
Fw(x) 11.  
16/12/22  
CIT(A4T/S)  
DCCP/CNG

**Meeting held on 12.12.2022 in room No. 101, 1<sup>st</sup> Floor, Drum Shape Building, I.P. Estate, New Delhi of the Committee on Compassionate Appointment for the R.Y. 2021 – reg.**

The Committee for appointment on Compassionate grounds was constituted by the Pr. CCIT, Delhi vide Order No. 266/GO/2022-23 on 10.11.2022 and circulated vide F.No. P-342/Pr. CCIT/ Compassionate Appointment/2022-23/2398 comprising of following officers :-

S.No.	Name of the Officer	Designation and charge	Remarks
1	Ms.Renu Amitabh	Principal Commissioner of Income Tax, VU-02, Delhi	Chairperson
2	Sh. Pradeep Singh Gautam	Addl. Commissioner of Income Tax, Range-22, Delhi	Member
3	Sh. Arvind Kumar Singh	Addl. Commissioner of Income Tax, Central Range-1, Delhi	Member

As scheduled, the Committee met on 12.12.2022 at 04:45 PM in Room No. 101, Drum Shape Building, I.P. Estate, New Delhi.

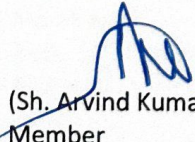
The Committee discussed various issues as per relevant guidelines/circulars/O.M.s issued by DoPT/CBDT from time to time. The findings of the Committee are as under :-

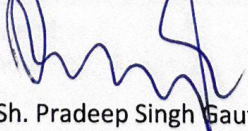
1. **Proforma for ascertaining latest/updated details** : The Committee has unanimously prepared a proforma annexed as annexure 'A', for ascertaining latest/updated details of the applicant and family of the applicant and willingness of the applicants whether he/she is still willing for appointment on Compassionate ground as on date. The proforma may be sent to all concerned DDOs for obtaining the details from the applicants and re-submit the same to O/o ITO (Hqrs.)(Welfare), New Delhi for placing the same on record.

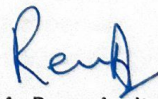
2. **Independent enquiry in new cases (Cases in which the enquiry has not been conducted in previous year i.e. R.Y. 2020) –**

In such cases, the Committee has unanimously decided that an independent verification/enquiry regarding the documents and physical shall be conducted and submitted by three ITIs. These three ITIs shall be requisitioned from the Pr. CCIT, Delhi for ensuring fairness and transparency. An agreed proforma has been prepared by the Committee and annexed as Annexure 'B' in this regard is placed contra.

In this regard, a communication is to be sent to the Pr. CCIT(CCA), New Delhi requesting to depute three ITIs who may report to the Chairman of the Committee.

  
(Sh. Arvind Kumar Singh)  
Member  
Addl. CIT, Central Range-1,  
Delhi

  
(Sh. Pradeep Singh Gautam)  
Member  
Addl. CIT, Range-22,  
Delhi

  
(Ms. Renu Amitabh)  
Chairperson  
Principal CIT, VU-02,  
Delhi

3. **Incomplete Cases:** - It is found that out of the total cases pertaining to R.Y. 2021, 15 cases are incomplete in which all the requisite documents have not been completed by the concerned DDO charges. In such cases, the Committee has unanimously decided that ITO (Hqrs.)(Welfare), New Delhi is directed to get these cases completed by 10.01.2023.

4. **Examination/grading of cases** : The Committee has unanimously decided that the final decision shall be taken by the Committee after examination of all facts on case to case basis. Also the grading sheets shall be prepared after examining relevant details in each case once the files have been completed.

5. **Communication to concerned DDOs** : The Committee has unanimously decided that the concerned DDOs shall forward the applications for Appointment on Compassionate grounds received by them till 31.12.2021 alongwith all requisite documents (if not already forwarded) to ITO (Hqrs.)(Welfare), New Delhi within 10 days from receipt of this letter, failing which the case may not be considered by the Committee and will be treated as lapse on part of concerned DDO.


The Committee has unanimously decided to communicate the cadrewise vacancies available for R.Y. 2021, so that all the applicants may be intimated of the number of vacancies.

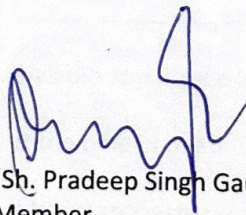
The Committee has unanimously decided that all the requisite documents (as sought from time to time) may be provided by the concerned charge within stipulated time frame.


The Committee has unanimously decided that all applications should have been assigned with a unique registration number and the same may be communicated to the applicants through concerned DDOs for using the same for any future correspondence.

Further, in order to maintain transparency and fare consideration, the Committee has unanimously decided that all the applicants shall be apprised of the 100 point formula adopted by CBDT for assessment of their applications, through concerned DDOs/website.

6. **Decision on other parameters** : The Committee has unanimously decided that decision on other parameters shall be taken in next meeting and the date shall be decided in due course.

  
(Sh. Arvind Kumar Singh)  
Member  
Addl. CIT, Central Range-1,  
Delhi

  
(Sh. Pradeep Singh Gautam)  
Member  
Addl. CIT, Range-22,  
Delhi

  
(Ms. Renu Amitabh)  
Chairperson  
Principal CIT, VU-02,  
Delhi

**PROFORMA – VERIFICATION**

**FOR APPOINTMENT ON COMPASSIONATE GROUNDS - R.Y. 2021**

**1. BASIC DETAILS -**

<p>Name of deceased Govt. Servant -</p> <p>Designation -</p> <p>Date of death of Govt. Servant -</p> <p>Date of birth of Govt. Servant –</p> <p>Leftover Service of the Govt. Servant (in years&amp; months) –</p> <p>Concerned Pr. CIT/ CIT charge ( i.e. current charge)</p> <p>_____</p>	<p>Name of applicant –</p> <p>Unique Registration No. of the application-</p> <p>Date of Birth of applicant –</p> <p>Aadhar No. :</p> <p>PAN Number :</p> <p>Relationship with deceased Govt. Servant - Educational</p> <p>Qualification -</p> <p>Eligible for which post(s) –1.2.3.</p> <p>Post preference -1. (TA/Steno/MTS)</p> <p style="padding-left: 100px;">2. (TA/Steno/MTS)</p> <p style="padding-left: 100px;">3. (TA/Steno/MTS)</p> <p>Service to be rendered (in no. of years&amp; months, only in case widow of deceased has applied) -</p> <p>_____</p> <p>Was the applicant wholly dependent on the Govt. servant at the time of death - Yes(YES/NO)</p> <p>If No, reasons thereof :- _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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INSPECTOR -1

INSPECTOR -2

INSEPECTOR -3

Applicant

## 2. FAMILY PENSION DETAILS--

Whether family pension has been granted ?	Yes <u>(Mention YES/NO) (If No, mention reasons thereof)</u>	
Family pension granted to whom?	<u>(Name of family member)</u>	<u>(Relationship with the Govt. servant)</u>
Basic family pension received (in rupees)		
Amount of family pension received for the month of Dec., 2021		
Whether family pension was stopped before Dec.,2021	<u>(Mention YES/NO)</u>	
If family pension was stopped before Dec.,2021	(i) Last family pension granted for which month/year?  (ii) Amount of last family pension received	(i) _____  (ii) _____

## 3. TERMINAL BENEFITS RECEIVED BY THE FAMILY ON DEATH OF GOVT. SERVANT-

Whether terminal benefits have been granted to the family? - Yes (YES/NO)

If No, mention reasons thereof -

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Description of terminal benefit-	Amount received by family (in rupees)-
DCR – Gratuity	
GPF	
Leave encashment	
CGEGIS	
LIC/PLI	
PPF	
Any other amount received	Insurance
	Any other (specify):-
<b>Total terminal benefits received by the family</b>	

INSPECTOR -1INSPECTOR -2INSEPECTOR -3Applicant

**4. PROPERTY OF THE FAMILY (EXCLUDING THE LUMP SUM AMOUNT RECEIVED AS TERMINAL BENEFITS BY THE FAMILY) -**

Type of property	Total No. of properties (in words)	Sr. No.	Address of property, Year of Purchase and Fair Market Value of properties owned by any dependent member of the family (as on 31.12.2021)	Address of property, Year of Sale and amount received on sale of property subsequent to death of the Govt. servant (Upto 31.12.2021)	Address of property, Year of transfer by way of gift etc. subsequent to death of Govt. servant and its Fair Market Value on the date of such transfer (upto 31.12.2021)
Immovable property		1			
		2			
		3			
		4			
		5.			
Movable property (FD/Bank balance etc.)		1.			
		2.			
		3.			
		4.			
		5.			

INSPECTOR -1INSPECTOR -2INSEPECTOR -3Applicant

## Family details-

Sr. No.	Name of dependent (family member)	Relationship with deceased Govt. servant	Date of Birth	Minor /Major (As on 31.12.2021)	Occupation	Annual Income (in rupees)	Marital Status (As on 31.12.2021)	PAN	Aadhar
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
<b>Total Income of Earning members of family (excluding the family pension of deceased Govt. Servant only)</b>									

Details of dependents (as on 31.12.2021) -

- (i) Parents (Mother or Father) - \_\_\_\_\_ - (Mention BOTH/SINGLE/NONE)  
(ii) Spouse (Housewife only) - \_\_\_\_\_ -(Mention YES/NO)  
(iii) No. of dependent minor children - \_\_\_\_\_  
(iv) No. of unmarried daughters - \_\_\_\_\_  
(v) Unmarried major son - \_\_\_\_\_  
(vi) No. Differently abled (dependent) - \_\_\_\_\_ (Only if valid certificate is available)

Detailed description of disability :

\_\_\_\_\_

- (vii) Any alteration in the dependents, in contrary to the records of DDO, etc. - \_\_\_\_\_  
Mention the legal document available as proof in support - \_\_\_\_\_

**6. STANDARD OF LIVING OF FAMILY OF DECEASED GOVT. SERVANT-  
GOOD/MODERATE/PENURY**

- a. Whether living in (Own/rented) house : \_\_\_\_\_  
b. Vehicles owned : \_\_\_\_\_  
c. Any other relevant information : \_\_\_\_\_