

**East Central Railway**

Office of the  
General Manager (P)  
Hajipur

Dt.24.05.2016.

No. ECR/HRD/ CG /Rectt./Policy/Part-I

**Dy CPO/Con/MHX/Patna**

**Divisional Railway Manager (P)**  
**East Central Railway**  
**DNR, MGS, DHN, SEE & SPJ.**

**Workshop Personnel Officer**  
**CRW/HRT, PD-MGS & Mech.WS-SPJ.**

Sub: Appointment on compassionate ground over ECR.  
Ref: Minutes of the meeting of CPO/ECR with Sr.DPOs held on 15.05.2015.  
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Instructions regarding compassionate ground appointment were issued to all Sr. DPOs alongwith copies to DRMs, CWMs and all concerned through minutes of the meeting of CPO/ECR with Sr.DPOs held on 15.05.2015 vide letter No. ECR/HRD/MPP/Sr.DPOs/Meeting dated 19.05.15. However, it is found that disposal is still getting delayed.

Based on the decision taken in that meeting on 15.05.2015 and later, it is again advised that the following actions should be taken to expedite the disposal of compassionate ground appointment cases:-

- (a) The target for finalising the case is 60 days from the date of application or 3 months from the date of death, whichever is earlier.
- (b) Compassionate Appointment cases of candidates having class VIII qualification is getting delayed badly. It should be cleared quickly keeping Railway Board's guidelines in view.
- (c) The following papers should be verified and demanded in compassionate appointment:-
  - (i) The basic educational qualification of class X (in case of class VIII passed candidate class VIII certificate) should be verified prior to giving of compassionate appointment. The verification of minimum educational qualification for a particular post if it is other than matriculation e.g. graduation for the post of ASM should be done post facto.
  - (ii) Genuineness of the educational certificate should be verified from the schools/institutions. But in case of doubt verification should be done from the educational boards.
  - (iii) The caste certificate of SC/ST should also be verified after compassionate appointment is given as because the caste of the deceased employee is given on the 1<sup>st</sup> page of Service Records and no relaxation is given on basis of caste in compassionate appointment applicants.
  - (iv) There is no need for residential certificate. As far as Income certificate and immovable-movable property certificate is concerned, an affidavit will do.
  - (v) The family tree certificate / Vanshawali from civil authority will normally be required only where the name of the candidate does not exist in any of the Railway records viz Pass declaration, Medical Card, PF nomination etc.
  - (vi) Every month compassionate appointment suitability test should take place uniformly in all the divisions and HQ on 3<sup>rd</sup> working day of the 3<sup>rd</sup> week of the month. There should be no standing committee. The committee should be nominated preferably on the same day or at the maximum only one day prior to the examination. The written examination, viva-voce and publication of result should all be done on the same day.


(vii) The current status of pending cases should be uploaded on the division's website every Friday.


Please ensure the above instructions are being followed strictly regarding compassionate ground appointment in the Divisions/Workshops/Units.


  
(Sushant Jha)  
Chief Personnel Officer

Copy to:-

- ✓ Secy to GM- for kind information of GM.
- ✓ DRM/ECR- DNR, MGS, DHN, SEE & SPJ.
- ✓ CWM/ECR- PD/MGS, WS-SPJ & CRW/HRT.

O/L  
  
24/5/14

ABD/ADP  
  
28/6/16

24/5/14  
Pl. upload  
  
24/6/16