

GOVERNMENT OF WEST BENGAL
LABOUR DEPARTMENT
EMPLOYMENT CELL
 Writer's Buildings, Kolkata-700001

No. 201-Emp.
Emp/2E-2/2009

Dated, Kolkata, the 30th December, 2010.

MEMORANDUM

In order to facilitate the processing work of applications for employment on compassionate ground, the question of introducing a common check-list in different establishments under this Government had been under active consideration for the some time past.

After careful consideration of the matter, Government has since approved a proforma check-list as per Annexure 'P'.

All concerned are now being requested to follow the check list in course of dealing with such prayers for employment on compassionate ground in die-in-harness/retired incapacitated cases.

It is to be noted that Part-I to III of the Annexure are applicable in general to all the establishments and Part-IV of it is applicable only to the Secretariat establishments. Establishments other than the secretariat may also follow the proforma at Part-IV for their own use after making necessary alteration to it.

This issues in consultation with Finance (Audit) Department and is subject to the condition that the check-list will be read with relevant G.Os in force and is liable to be superseded by any subsequent Government Order.

Sd/- D. RATH
 Additional Chief Secretary
 to the Govt. of West Bengal.

ANNEXURE 'P'
(OF LABOUR DEPARTMENT MEMORANDUM NO. 201-EMP, DATED 30-12-2010)

**Common Check List to be used for processing an
application for employment on compassionate ground**

Part-I

Sl. No.	Item	Remarks
1.	Name of the deceased/retired employee and date of death/incapacitation	
2.	Office and last served as	
3.	Name of the applicant	
4.	Relationship with the Government employee and whether the application falls within the definition of dependant as per the order No.30-Emp, dated 02-04-08 or any other successive relevant order	
5.	Date of submission of the application by the dependant	
6.	Whether the application submitted by one dependant has been concurred upon by other family members/dependants in writing	
7.	Gross monthly salary drawn by the deceased/incapacitated employee immediately before death/premature retirement :- Basic Pay, Dearness Pay (if any), Dearness Allowance, H.R.A., Medical Allowance as per Para-3 of the Notification No. 30-Emp, dated 02-04-2008	
8.	Family Pension sanctioned/entitled	
9.	Lump sum terminal dues/entitlement (GPF not to be included) : Ref : Para 3 of 30-Emp, dated 02-04-08 read with Para C of 114-Emp, dated 14-08-08	
	(A) Death Gratuity	
	(B) Group Insurance	
	(C) Encashment of leave	
	(D) Any other payments received (give details)	
	(E) Total	
10.	Expenses incurred on account of hospitalization to be supported by the payment vouchers etc.	
11.	Amount to be considered for monthly income 9E-10	
12.	Monthly interest income @8% per annum on amount at Sl. No.11	
13.	Monthly income from other movable or immovable property	
14.	Monthly income from the dependants of the ex-employee if any, supported by declaration from the family members	
15.	Total monthly income of the family (8+12+13+14)	

Sl. No.	Item	Remarks
16.	Percentage of total monthly income at Sl. No. 15 in relation to gross salary at Sl. No. 7	
17.	Date of inquiry	
18.	(A) Name of Enquiry Officers and the date of submission of the report by the committee	
	(B) Whether recommended for employment	
19.	Date of recommendation by the Head of the Directorate	
20.	Whether the recommendation by the enquiry committee has been unanimous	
21.	Whether the applicant is suitable in terms of educational qualifications, physical measurement and any other requirements for the post	
22.	Whether a clear vacancy is available	
23.	Whether the proposed engagement falls in the exempted category (i.e. 30% reserved vacancies)	
24.	Reasons for previously pending application under exempted category vacancies, if any and their current status	

Part-II

Sl. No.	Item	Requirements	Findings/actual position
1.	Percentage of total monthly income in relation in gross monthly salary	Below 90% (para B of 114-Emp, dated 14-08-08)	
2.	Relationship with the deceased /incapacitated	Wife/Husband/Son/Unmarried daughter Para 2(2) of 30-Emp, dated 02-04-08	
3.	Time limit for submission of application	Within 6 months of death/incapacitation (para-4 of 30-Emp, dated 02-04-08)	

Part-III

Sl. No.	Item	Requirements	Findings/actual position
1.	Whether received full pensionary benefits	No.	
2.	Whether fully exhausted all kinds of leave	Yes.	
3.	Whether 2 or more years of service is left	Yes	

Part-IV

1. Remarks of the Dealing Assistant
Checked and examined
(a) found eligible, prayer may be granted
(b) information insufficient, further information/clarification required in respect of the following
i.
ii.
iii.
(c) found ineligible, prayer may be rejected on the following grounds
i.
ii.
iii.
Further remarks, if any
Signature of the Dealing Assistant
2. Remarks of the H.A./S.O./O.S.D.
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the H.A./S.O./O.S.D.
3. Remarks of the Assistant Secretary
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the Assistant Secretary
4. Remarks of the Deputy/Joint secretary
I agree/disagree with the above views/prayer may be granted/rejected/returned for reasons stated below.
Signature of the Deputy/Joint Secretary