

**MINUTES OF THE MEETING OF THE SELECTION COMMITTEE FOR COMPASSIONATE APPOINTMENT FOR RECRUITMENT YEARS 2022 & 2023**

1. The fifth & final meeting of the Committee was held in the Conference Hall, Aayakar Bhawan, Kolkata-700069 on 25.04.2024 at 04.00 P.M. under the chalmanship of [REDACTED]. The following members were present in the said meeting:

Sl. No.	Name and designation	Designation in committee
1	[REDACTED]	Member
2	[REDACTED]	Member
3	[REDACTED]	Member
4	[REDACTED]	Member
5	[REDACTED]	Member
6	[REDACTED]	Presenting Member

2. The various issues relating to compassionate appointments were discussed as per the 'Master Circular on Scheme of Compassionate Appointment' vide CBDT letter F No A-12012/40/2022-Ad.VII dated 23.09.2022 and 'Scheme for compassionate appointment-100 Point Formula for assessment of applications for appointment on compassionate grounds' vide CBDT letter F No A-12012/03/ 2021-Ad.VII dated 15.04.2021 circulated by the CBDT and the relevant guidelines issued by DoPT from time to time on the subject, wherein criteria and methodology have been duly laid out.

**Resolution No 1: Earning member in the family not supporting other members of the family**

In the case of [REDACTED] (UR No 14/2012-13), as per the Resolution No 3 of the minutes of meeting dated 20.03.2024, the [REDACTED] was requested to conduct a [REDACTED] enquiry from the field office in order to verify the claim of the applicant that his elder brother, was an earning member, is staying separately and not looking after the other family members. The Inspector's report in this regard was received on [REDACTED].

On perusal of the report the following are revealed:

[REDACTED]

Since [REDACTED] and [REDACTED] are staying separately, the committee accepted the submission in affidavit dated [REDACTED] in response to this office letter vide F. No. PCCIT/WB&S/Pers/284/Comp Appt/2023-24/11125 dated 11/10/2023 that [REDACTED] is an earning member of the family but staying separately and not supporting other members of the family. Therefore, the committee decided that the case will be treated as there is no earning member in the family and award the marks accordingly in column of Family Income as per 'Scheme for compassionate appointment-100 Point Formula for assessment of applications for appointment on compassionate grounds'.

**Resolution No 2: Recommended list for the post of Tax Assistant**

The committee, after scrutiny of all the applications, has shortlisted 65 eligible graduate applicants for the post of Tax Assistant as per Annexure 'A'. The committee also noted that, as per the Recruitment Rules for Tax Assistant dated 18.12.2015, the candidate has to pass the Data Entry Skill Test of 8,000 key depressions per hour.

[REDACTED]

Therefore, the committee is recommending 65 eligible applicants as per for the post of Tax Assistant with request to the competent authority to conduct necessary Data Entry Speed Test as per existing norms before final selection. The Committee also decided to place its humble request before the Pr. CCIT, West Bengal & Sikkim to provide adequate time/ training to the eligible applicants before conducting the Data Entry Speed Test.

The committee also recommends that the graduate applicants who will be selected for the post of Tax Assistant shall not be simultaneously considered for the post of Multi Tasking Staff.

**Resolution No 3:** Recommended list for the post of Multi Tasking Staff

The committee, after scrutiny of all the applications, recommended 188 eligible applicants for the post of Multi Tasking Staff as per Annexure 'B'.

**Resolution No 4:** Below benchmark cases

The committee has noted that, as per the Recruitment Rules for the Multi Tasking Staff, dated 31.10.2014 the candidate must be matriculate.

Also as per para 6.B.(d) of the '*Master Circular on Scheme of Compassionate Appointment*' states: '*In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULTI TASKING STAFF, she will be placed in minimum of Pay Level-1 (Rs 18,000-56,900) directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training.*'

Further, as per para 6.B.(b) of '*Master Circular on Scheme of Compassionate Appointment*' states: '*In exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. ....In the case of an attached / subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.*'

The committee has noted that, in the list of recommended Multi Tasking Staff candidates, as per Annexure 'B' of Resolution No 4, the candidates (other than widows of the deceased) mentioned in serial Nos [REDACTED] are not immediately meeting the minimum educational standards. Therefore, committee recommends that, in cases of appointments of candidates with below minimum educational qualification (other than widows of deceased govt. servants), prior permission may be taken from the Ld. Revenue Secretary before issuance of offer of appointment as per para 6.B.(b) of the '*Master Circular on Scheme of Compassionate Appointment*'.

**Resolution No 5:** Age relaxation

As per the recruitment rules for the Tax Assistant and Multi Tasking Staff the upper age limits for recruitment are 27 yrs and 25 yrs respectively. There are several eligible candidates as mentioned in the 'Remarks' column of Annexure 'A' & 'B' who are more than the upper age limits at the time of application as per FAQ question No 8 of DoPT's OM No 14014/02/2012-Estt.(D) dated 30.05.2013 & as para 6.B(a) of the '*Master Circular on Scheme of Compassionate Appointment*' along with the respective recruitment rules (19 out of 65 eligible candidates in case of Tax Assistant & 82 out of 188 eligible candidates in case of Multi Tasking Staff).

Para 6.B(a) of the '*Master Circular on Scheme of Compassionate Appointment*' states that '*Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.*'

[REDACTED]




Note I: Age eligibility shall be determined with reference to the date of application and not the date of appointment.

Note II: Authority Competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.'

Therefore, the committee recommends that the competent authority may consider the same wherever required, before making recruitment of the applicants on compassionate grounds.

**Resolution No 6: Veracity of affidavits**

The Committee has not verified the information provided by the candidates in the form of affidavits, and the veracity of the affidavits have not been checked. In light of para 13.iv) of '*Master Circular on Scheme of Compassionate Appointment*', where it is mentioned that '*the Administration shall satisfy itself regarding the correctness of the details entered in the application forms and family income and other details computed for processing the application*', the Committee also decided to place its humble request before the Pr. CCIT, West Bengal & Sikkim to conduct the necessary verification in this regard. Hence, the committee humbly wants to submit that at the time of affidavit verification emphasis may be given on the observations mentioned in column 6  enclosed herewith, as also in case of applications which were made five years prior to 2022 which have been carried forward from the past years.

**Resolution No 7: Publication of minutes**

As per Para 13. xiii) & xiv) of '*Master Circular on Scheme of Compassionate Appointment*' the committee has decided to communicate points awarded against each eligible applicants by e-mail or any other forms of communication and also recommended to publish all its minutes held so far in the public domain.

The meeting closed with vote of thanks from the Presenting Member.

