

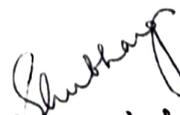
**Proceedings of the Departmental Screening Committee constituted for appointment on compassionate ground for the year 2026 in the Office of the Accountant General (A&E)-I, Maharashtra, Mumbai**

The Departmental Screening Committee constituted for appointment on compassionate ground consists of Ms. Anu Jose, Sr. Deputy Accountant General/Admn, O/o the Principal Accountant General (Audit-I), Mumbai, Shri G. S. Suryawanshi, Director (Civil/AB), O/o the Principal Director of Audit (Central), Mumbai and Ms. Shubhangi, Sr. Deputy Accountant General (AMG-V), O/o the Accountant General (Audit-II), (Branch Office), Mumbai. The Committee met on **24-02-2026** to consider the case of Smt. Savitha Manoj, W/o Late Manoj Gopalan, Assistant Supervisor for appointment on compassionate grounds.

2. The Committee was informed of the consolidated instructions in the form of Master circular issued vide DoPT OM F.No.14014/1/2022-Estt(D) dated 02-08-2022 and further Headquarters instructions while considering the case for compassionate appointment.
3. Accordingly, appointments on compassionate grounds should be made up to a maximum of 5% of vacancies falling under direct recruitment quota in any group 'C' post including MTS posts. Fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy in terms of Government of India, DoPT OM No. F. No.14014/1/2022-Estt (D) Dated 02<sup>nd</sup> August 2022. Further that, the ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilizing any other vacancy e.g. sports quota vacancy.
4. The Committee was informed about the vacancy position as on 01-01-2026 in Group 'C' cadre as follows:

<b>Cadre in Group 'C'</b>	<b>Direct Recruitment</b>
Accountant	36
DEO Grade 'A'	03
Stenographer Gr II	03
A/c's Clerk	36
MTS	101
Total	179
<b>5% of 179 is 8.95 (round off to 9)</b>	

  
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As such, 09 candidates can be appointed on compassionate basis during the panel year 2026. So far, no person has been appointed on compassionate grounds during the panel year 2026. The Committee was further informed that only one application requesting for compassionate appointment has been received by this office till date.

5. The Committee was informed about the minimum educational qualification in Group 'C' cadre as follows:

Sr No	Name of the Post	Educational Qualification
1	Accountant	Bachelor's degree of a recognized University
2	Accounts clerk	12 <sup>th</sup> Pass equivalent from a recognized Board or University Typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer correspond to 10500 key depressions per hour or 9000 key depressions respectively on an average of 5 key depressions (for each word)
3	Multi-Tasking Staff(MTS)	Matriculation or equivalent passed from recognized School/Board.

6. Smt Savitha Manoj has submitted her preferences of stations for appointment as Kerala (1<sup>st</sup> Preference) and Mumbai (2<sup>nd</sup> Preference). The committee was informed that as per Headquarters' Office circular No.14 issued vide No.52-(स्टाफ/हकदारी)नियम(ए.आर.)/02-2021 dated 20-04-2022 while applying for appointment under the Scheme for Compassionate Appointment, the applicant shall opt for IA&AD stations of his/her choice, where vacancies are available, including parent station of the deceased employee in his/her application for compassionate appointment where he/she shall be willing to be considered for such appointment.

- **Para 3(v)** If the number of available vacancies are lesser than the pending applications of deserving candidates, then the field office shall give compassionate appointment to the number of deserving applicants equal to the vacancies available therein and forward the remaining applications to the

  
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Headquarters office if they are otherwise found FIT by DSC and are willing for consideration against the vacancies available in the other field offices.

- **Para 3(xi)** The field office shall inform the candidates about the number of vacancies in each grade available in their office and the date of meeting of the DSC to consider their applications. In order to avoid any confusion at later stage, the field office shall make it clear to the candidates concerned that it is not possible to disclose the vacancies available in other stations, given in Annexure-IV, opted by the applicants at that stage.
- **Para 3(xiii)** Proforma for (i) intimating excess vacancies to the Headquarters to be sent by 10<sup>th</sup> of April (after 1<sup>st</sup> DSC) and 10<sup>th</sup> of October (after 2<sup>nd</sup> DSC); and (ii) forwarding the applications of those found 'FIT' by DSC and willing to be considered against the vacancies available in other field offices to be sent by 15<sup>th</sup> of April (after 1<sup>st</sup> DSC) and 15<sup>th</sup> October (after 2<sup>nd</sup> DSC) .

The committee was further informed that there are 9 vacancies under Group C cadre for appointment on compassionate grounds in this office.

7. The Committee was informed that the members must satisfy themselves, before recommending the dependent family member for compassionate appointment that the family is indigent and deserves immediate assistance for relief from financial destitution, and applicant for compassionate appointment is eligible for the same under the Scheme. For the panel year 2026, a total of 09 vacancies in Group 'C' have been earmarked for compassionate appointment under direct recruitment quota. As per DoPT OM dated 02-08-2022, compassionate appointment can be made to the Group 'C' posts against the direct recruitment quota.
8. The family of the deceased Government Servant had provided details of financial conditions in the prescribed format provided by the office. Sr. Accounts Officer (I/c) Welfare Unit has forwarded the details of the applicant and submitted a detailed assessment report about the current financial condition, property status, and living conditions of the applicant i.e. Smt Savitha Manoj and dependent family members of the deceased employee. (Form 3)
9. The Committee analysed the records produced by the administration such as relevant and applicable rules, statement of general financial status of the candidate and dependent family members, the reports of Sr Accounts Officer (I/c) Welfare and other relevant

  
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documents to evaluate the suitability of the candidate for the available post. Marks as per revised evaluation system awarded to candidate indicated have been taken into cognizance.

10. The Committee was informed that as per IA&AD Multi-Tasking Staff Recruitment Rules 2011, age limit for direct recruitment is between 18 and 25 years of age. The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission (where recruitment is not through Staff Selection Commission, the crucial date for determining the age-limit shall be the last date for receipt of applications). As per **Para 6 B (a) of DoPT OM dated 02<sup>nd</sup> August, 2022**, upper age limit prescribed for a post could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age. 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. Head of the Department is the Competent Authority for granting age relaxation. The age of the applicant at the time of application is 52 years. In this regard, the committee is informed that the required relaxation in respect of upper age limit of Smt Savitha Manoj has been duly accorded by the Head of the Department. Hence, she can be considered for compassionate appointment.
11. As per the verification report submitted by the Assistant Accounts Officer deputed from the Office of the Accountant General (A&E)-I, Maharashtra, Mumbai, to assess the physical and financial condition of the family and its dependents, Smt. Savitha Manoj is an issueless widow. Late Manoj Gopalan, Asstt. Supervisor held an approximate share of 14 cents of land in his ancestral property situated at Kunnamkulam, Thrissur, with a present market value of approximately Rs. 41 lakhs. However, the title deed of the said land is yet to be regularized. The deceased employee had included his mother-in-law, Smt. Mani Mani, aged 72 years, in Form 3 for addition as a CGHS beneficiary. Smt. Mani Mani owns a property at Kodunad, located in a forest area, which was gifted by the Government of Kerala and is valued at approximately Rs. 1,05,600/-. Smt Mani Mani is a senior citizen and receives a monthly pension of Rs. 2,000/- from the Government of Kerala. At present, Smt. Mani Mani is residing with her eldest daughter, Smt. Savitha Manoj, in a rented house at Perumbavoor, Ernakulam District, Rayonpuram.
12. After considering all the above factors, the maximum marks secured under the Revised Evaluation System (75 out of 165) and the overall financial and social condition of the

  
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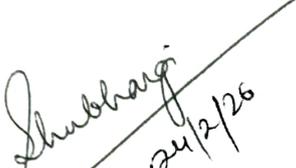
  
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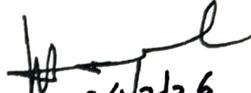
family, the Committee observed that the family is not financially indigent and is not in immediate need of financial assistance,

13. The Committee, after going through personal file of deceased employee, evaluation sheets, reports of the Sr Accounts Officer (I/c) Welfare and other relevant records, recommends that Smt. Savitha Manoj is "NOT FIT" for appointment on compassionate grounds.

It is certified that the candidate is not related to any of the Screening Committee members and that the members are otherwise also not interested in the candidate being considered for the compassionate appointment.

  
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(Ms. Shubhangi)  
Sr. Deputy Accountant General (AMG-V)  
O/o the Accountant General (Audit-II),  
Maharashtra, (Branch Mumbai)

  
24/2/26

(Shri G. S. Suryawanshi)  
Director (Civil/AB)  
O/o the Principal Director of Audit (Central),  
Mumbai

  
24/2/26

(Ms. Anu Jose)  
Sr. Deputy Accountant General (Admn)  
O/o the Pr. Accountant General (Audit-I),  
Maharashtra, Mumbai

## NOTE FOR DSC

As per the Master Circular on Scheme of Compassionate appointment issued vide DoPT OM No.14014/1/2022-Estt(D) dated 02-08-2022, the object of the scheme for compassionate appointment is to grant appointment on Compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby, leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from the financial destitution and to help it get over the emergency. Further, the scheme of Compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress.

The Departmental Screening Committee is constituted to recommend the request received from the dependent family members for appointment on compassionate grounds in case of deceased Government employees.

The prescribed forms were issued to the family member of the deceased Government servant for considering the appointment on compassionate grounds. The family of the deceased Government servant provided the details of their financial conditions in the prescribed format provided by this office. The duly filled in forms received from the applicant was verified by the Sr Accounts Officer in charge of Welfare Unit.

In terms of Para 13(v) of Appendix to OM No.43019/9/2019-Estt (D) dated 23-08-2021 and the new guidelines issued vide Headquarters circular dated 20-04-2022, the Unique Application Registration Number (URAN) assigned to the applicant is as follow:

1) Smt Savitha Manoj----M262214S291225002

As per Para 13(vii) of DoPT OM dated 02-08-2022 the candidate was informed vide this office letter dated 12-02-2026, the registration number of her application, the number of vacancies likely to be available on compassionate grounds as well as the point based merit system to be awarded to the applicant as per the model evaluation system, issued by Headquarters Office Circular No. 14 under letter No. 52-स्टाफहकदारी (नियम)/ए.आर./02-2021 dated 20-04-2022.

Accountant General has nominated (1) Ms Anu Jose, Sr DAG/Admn, O/o the Pr. Accountant General (Audit)-I, Maharashtra, Mumbai (2) Shri G S Suryawanshi, Director (Civil A/B), O/o the PDA (Central), Mumbai and (3) Ms Shubhangi, Sr DAG (AMG-V), O/o the Accountant General (Audit)-II, (Branch Office), Mumbai as members of the screening Committee for consideration of the compassionate Appointment case for the panel year 2026.

1) The Committee is briefed on the following facts:

The guidelines issued vide Headquarters Office Circular No. 14 under letter No. 52-स्टाफहकदारी (नियम)/ए.आर./02-2021 dated 20-04-2022 and the yardsticks/guidelines for compassionate appointment issued vide DoPT Om No. 14014/1/2022-Estt(D) dated 02-08-

2022 regarding the Master Circular of Compassionate appointment are placed below for Committee's reference.

A few very pertinent points of the DoPT guidelines on the subject are reiterated here under:

\*Dependent Family Member means

a) spouse; or

b) son (including adopted son); or

c) daughter (including adopted daughter); or

d) brother or sister in the case of unmarried Government servant

who are wholly dependent on the Government servant at the time of his death in harness or retirement on medical ground, as the case may be.

[Note I below para (B) of DoPT OM dated 02-08-2022]

- It is applicable to a dependent family member of a government servant who

(a) dies while in service (including death by suicide); or

(b) is retired on medical grounds under Rule 2 of the CCS (Medical examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group "D" Government servants); or

(c) is retired on medical grounds under Rule 38 of the CCS (Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years in case of erstwhile Gr D Government servants)

[Para 2 of DoPT OM dated 02-08-2022]

- Upper age limit prescribed for a post could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

[Para 6 B (a) of DoPT OM dated 02-08-2022]

- The appointment on compassionate basis can be made up to a maximum of 5% of vacancies under direct recruitment quota in any group 'C' cadre. As such 09 candidates can be appointed on compassionate basis during the panel year 2026. So far no person has been appointed on compassionate grounds during the panel year 2026.

[Para 7 (b) of DoPT OM dated 02-08-2022]

- Any application for compassionate appointment can be considered without any time limit subject to availability of vacancy and decision taken on merit in each case.

[Para 8 of DoPT OM dated 02-08-2022]

- While applying for appointment under the Scheme for Compassionate Appointment, the applicant shall opt for IA&AD stations of her choice, wherein vacancies are available, including parent station of the deceased employee, in her application for compassionate appointment where she shall be willing to be considered for such appointment.

[Para 3(i) of DoPT OM dated 20-04-2022]

- Para 9 (a) of the OM however inter-alia stipulates while considering belated request, it should be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the government servant in order to relieve it from economic distress.
- Examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may therefore be taken only at the level of the Secretary of the Department concerned/Ministry concerned.
- While considering a request for appointment on compassionate ground a balanced objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes).

[Para 18(c) of DoPT OM dated 02-08-2022]

Further, Headquarters Office vide letter No.130-~~स्टाफहकदारी~~ नियम/(ए.आर./02-2021 dated 24-08-2022, directed that while taking decision on compassionate appointment the following important principles laid down in this regard in the Supreme Court's judgement dated 04-05-1994 in the case of Umesh Kumar Nagpal vs. State of Haryana should be kept in mind:

- (a) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
- (b) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.
- (c) Neither the qualification of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant find sit below his dignity to accept the post offered, he is free to do so. The post is not offered to cater to his status but to see the family through the economic calamity.
- (d) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at anytime in future.

The brief of the case of Compassionate appointment being proposed for consideration is as under:

Sr No	Name and designation of the deceased Government Servant	Date of Death	Name of Applicant	Relationship with the Govt servant
1	Late Manoj Gopalan Asstt Supervisor	25-03-2025	Smt Savitha Manoj	Wife

Smt Savitha Manoj, W/o Late Manoj Gopalan, Asstt Supervisor

Late Manoj Gopalan, Asstt Supervisor (DOB 20-11-1967) had served in this office for 30 years 08 months, 14 days. He expired on 25-03-2025. On the date of expiry, the official had a balance service of 02 years, 03 month, 16 days and is survived by his wife, and mother-in-law (at the time of death). His wife is a house-wife and she has passed her matriculation examination. Late Manoj Gopalan has 4 brothers residing in Mumbai. There is no dependent family member of Late Manoj Gopalan other than his wife, Smt. Savitha Manoj. Late Manoj Gopalan has included his mother in law Smt Mani Mani in Form 3 of his service book.

As per the Welfare verification report, Late Manoj Gopalan holds a share of 14 cent in his ancestral property at Kunnamkulam, Trichur -680519 (present market value is Rs.41 lakhs approximately)

The Details of the family members are as:

Sr No	Name and age at the time of application	Relation with the deceased
1	Smt Savitha Manoj 52 years	Wife
2	Smt Mani Mani 72 years	Mother in law

2) Terminal benefits and financial assets of the family

Benefits received by the family			Amount
Family pension(Enhanced FP)			Rs.37,150 upto 25/03/2035
Family Pension (Normal FP)			Rs. 22,290 w.e.f 26/03/2035
Terminal Benefits	GPF	Rs 1,81,646	Rs.39,92,106
Death retirement	cum Gratuity	Rs.25,00,000	
Leave encashment		Rs. 11,51,650	
DLIS		Rs. 60,000	
CGEGIS savings fund	Plus	Rs. 60,000	
		Rs. 38,810	

3) Liabilities: (as per verification report from Welfare unit)

Sr No	Name of liability	Amount
1	NIL	NII

Residential address in Mumbai:

Late Manoj Gopalan, Smt Savitha Manoj and his mother in law Smt Mani Mani were residing in a rented house at Saachi Pride C H S Room No. 403, Bhoir wadi, 'B' wing, Khambalpada, Thakurli (E), Thane- 421201.(as per office records).

#### 4) Details of Dependents

The dependent, **Smt. Mani Mani** (mother of the applicant), is the owner of a property situated at **Kodunad, Kerala State**. The valuation of the said property, as declared by the Village Officer, Kodunad, is **Rs. 1,05,600/-** (Rupees One Lakh Five Thousand Six Hundred only). A certified copy of the valuation certificate issued by the Village Office is enclosed herewith. The officer deputed for verification **Smt Dolly Tommy** had personally visited the Village officer's office.

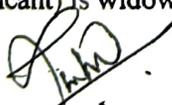
**Smt. Mani Mani** has three children. Her eldest daughter is **Smt. Savitha Manoj**. Her second child is a son, who is married and works as an autorickshaw driver. He resides at **Parackkal House, Kodunad**. The youngest daughter is married, has two children, and lives independently. **Smt. Mani Mani** is a senior citizen and receives a monthly pension of **Rs. 2,000/-** from the Government of Kerala. At present, **Smt. Mani Mani** is residing with her eldest daughter, **Smt. Savitha Manoj**, in a rented house at **Perumbavoor, Ernakulam District, Rayonpuram**.

#### 5) Marks awarded as per Model Evaluation system:

The marks awarded as per the model evaluation system issued by Headquarters No. 14 under letter No. 52-स्टाफहकदारी) नियम/(ए.आर./02-2021 dated 20-04-2022:

Sr. No.	Particulars	Full Mark	Marks awarded
1	Family Pension (Normal basic FP)	25	05
2	Terminal benefits (DCRG+LE+CGEGIS+DLIS)	25	05
3	Dependent children	25	00
4	Other dependent family member	25	00
5	Immovable property	30	25
6	Job	15	15
7	Service left	20	10
8	Bonus points**	15	15
	<b>Total marks</b>	<b>180</b>	<b>75</b>

\*\*As per Headquarters Office letter dated 20-04-2022, in addition to the points allotted under REVISED EVALUATION SYSTEM, 15 Bonus marks will be allotted to applicant if she (applicant) is widow of the deceased employee.

  
Sr Accounts Officer/Admn I

  
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Deputy Accountant General/Admn