

**GOVERNMENT OF WEST BENGAL  
PUBLIC WORKS DEPARTMENT  
WORKS BRANCH, NABANNA  
325, SARAT CH. CHATTERJEE ROAD, HOWRAH-711102.**

No : 614-1 M -192 /17

Date-13.12.2019

**Circular**

**Sub:Scrutiny of Application(s) for Appointment on Compassionate Ground at the Submission Point**

Case of appointment on Compassionate Ground in favour of a dependant family member of a deceased / missing /declared permanently incapacitated Govt. employee ,while in service , attached to Public Works Department is disposed of from P.W.D. ,Works Branch , Nabanna .

The applications along with necessary documents and papers submitted by a dependant family member of a deceased / missing /declared permanently incapacitated Govt. employee ,while in service , to different offices under P.W.Dte./P.W.(Roads) Dte./P.W. Department are being forwarded, finally , to the office of the Joint Secretary , Public Works Department , Works branch , Nabanna for disposal .

After careful observation it appears that most of those applications along with necessary documents and papers are forwarded to the office of the Joint Secretary ( Works ) , without proper scrutiny and verification of the same . As a result it takes a lot of time and effort to accumulate all the necessary documents and papers for disposal of those cases . Not only that , some times this leads to legal complications .

In view of this situation , all the concerned receiving and forwarding authorities/officers are being requested to send the applications and other related documents in respect of compassionate appointment after thoroughly checking and scrutinizing as per existing Government Orders / Notifications / Memorandums/Circulars in force.

One Scrutiny Sheet is attached as a guide line in this regard .

Encl : Scrutiny Sheet .

**Joint Secretary (Works)  
Public Works Department**

No : 614/1(200) - 1 M -192 /17

Date-13.12.2019

Copy forwarded for information and necessary action to :

1. The Chief Engineer (All).....P.W.Directorate/P.W. (Roads) Wing/Social Sector/Electrical, PWD.
2. The Superintending Engineer (All).....P.W.Directorate/P.W. (Roads) Wing/Social Sector/Electrical, PWD.
3. The Executive Engineer (All).....P.W.Directorate/P.W. (Roads) Wing/Social Sector/Electrical, PWD.
4. The Deputy Secretary, PWD, Khadya Bhawan,
5. The Sr. P.S. to the Hon'ble M.I.C., Public Works Department.
6. The Sr. P. S. to the Additional Chief Secretary, Public Works Department.
7. Concerned others .

**Joint Secretary ( Works )  
Public Works Department**

**Scrutiny Sheet**

(Annexed to Circular under No : 614- 1 M -192/ 17 dt. 13.12.19 of P.W.D.(W) reg. Compassionate Appointment)

Name of applicant ----- of Late -----

Sl. No.	Documents forwarded	Comments
1.	i) Authenticated copy of Death Certificate ( if applicable) . ii) Authenticated copy of FIR and Report from Police Authority regarding non-traceability ( if applicable) . iii) Authenticated copy of certificate of Govt. Medical Board declaring permanently incapacitated ( if applicable) .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
2.	i) Authenticated copy of Service Regularization Order (if applicable) . ii) Authenticated copy of Appointment / Confirmation Order (if applicable) .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
3.	Attested copy of Marriage Certificate/Original Affidavit mentioning date of marriage, if applicant is married daughter/sister .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
4	Authenticated copy of Court Order of Divorce , if the applicant is Divorcee .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
5	Authenticated copy of Deed of Adoption (if applicable)	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
6	Original copy of application in plain paper with <u>date of submission and date of receiving</u> .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
7	Original copy of completely filled in application in prescribed proforma with <u>date of submission</u> and recommendation.	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
8	Authenticated copy of birth certificate of the candidate .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
9	Authenticated copy of educational qualification certificate of the candidate .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
10	Authenticated copy of Voter Card of the candidate.	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
11	Authenticated copy of Aadhar Card of the candidate.	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
12	Authenticated copy of ST/SC Certificate of the candidate (if applicable) .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
13	Original affidavit regarding employment status of the candidate	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
14	Original affidavit regarding income status of other family members .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
15	Original affidavit regarding income from movable and immovable property of the family .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
16	Original Affidavit regarding Legal Heirs / attested copy of Legal Heir Certificate .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
17	Original affidavit regarding N.O.C of other legal heirs .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
18	Original Report ( in separate sheet ) of three men Enquiry Committee <u>singed by three members</u> of the committee .	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
19	Original and signed Calculation Sheet in separate sheet (monthly pension to be shown with break up)	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>
20	Other ( if any)	Yes <input type="checkbox"/> No. <input type="checkbox"/> N/a <input type="checkbox"/>

N.B. : The concerned authority is requested to forward the application(s) to the office of J. S. , P.W.D. (W) with a copy of Scrutiny Sheet duly filling up the "Comments" column of the same .

*Shiv*  
13.12.19