हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय,
Hemvati Nandan Bahuguna Garhwal
श्रीनगर गढ़वाल (उत्तराखण्ड)–246174
Srinagar, Garhwal (Uttarakhand)-246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

Ref/HNBGU/Admin(T)/2026/ 755 Date 19/11/2026

CIRCULAR

Subject: Uploading of Draft Guidelines for Appointment on Compassionate Grounds

It is for information of all concerned that the Competent Authority has approved the Draft Guidelines for Appointment on Compassionate Grounds.

The draft guidelines are being uploaded on the official website of the University, **www.hnbgu.ac.in**, for information and perusal of all concerned inviting objection or suggestion regarding the proposed guidelines, Written representation may be submitted to the University Administration within 15 days from the date of issue of this Circular. The representations received within the stipulated period shall be considered by the University before finalization of the guidelines.

Registrar

Copy to :-

1. PS to the Vice-Chancellor, for kind information of the Hon'ble Vice-Chancellor.
2. I/C System Manager, with a request to upload the notification along with the draft guidelines on the University website.
3. Finance Officer.
4. All Deans/Directors, Srinagar, Tehri and Pauri Campuses.
5. Dean, Students' Welfare (DSW)/Chief Proctor/Chief Hostel Warden.
6. Heads of all Departments.
7. All Deputy Registrars/Assistant Registrars.

Registrar

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परिपत्र

विषयः– **अनुकंपा के आधार पर नियुक्ति हेतु प्रारूप दिशा–निर्देशों को अपलोड किए जाने के संबंध में।**

सर्व–संबंधित को सूचित किया जाता है कि सक्षम प्राधिकारी द्वारा अनुकंपा के आधार पर नियुक्ति हेतु प्रारूप दिशा–निर्देशों को अनुमोदित किया गया है।

उक्त प्रारूप दिशा–निर्देशों को सर्वसाधारण की जानकारी एवं अवलोकनार्थ विश्वविद्यालय की आधिकारिक वेबसाइट www-hnbgu.ac.in पर अपलोड किया जा रहा है। प्रस्तावित दिशा–निर्देशों के संबंध में यदि किसी को कोई आपत्ति अथवा सुझाव प्रस्तुत करना हो, तो वे इस परिपत्र के जारी होने की तिथि से 15 दिनों के भीतर लिखित प्रत्यावेदन विश्वविद्यालय प्रशासन को प्रस्तुत कर सकते हैं। जिससे निर्धारित समयावधि के अन्तर्गत प्राप्त आपत्तियों एवं सुझावों पर विश्वविद्यालय द्वारा दिशा–निर्देशों के अनुरूप कार्यवाही कि जा सके।

कुलसचिव

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषितः–

1. निजी सचिव कुलपति, माननीय कुलपति महोदय के सादर सूचनार्थ।
2. प्रभारी, सिस्टम मैनेजर को इस आशय से प्रेषित कि उक्त अधिसूचना एवं सलग्न दिशा–निर्देशों को विश्वविद्यालय की वेबसाइट पर अपलोड करना सुनिश्चित करें।
3. वित्त अधिकारी।
4. समस्त विभागाध्यक्ष/संकायाध्यक्ष/निदेशक, श्रीनगर, टिहरी एवं पौड़ी परिसर।
5. अधिष्ठाता, छात्र कल्याण/मुख्य प्रॉक्टर/मुख्य छात्रावास अधीक्षक।
6. समस्त उप कुलसचिव/सहायक कुलसचिव।

कुलसचिव

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
SRINAGAR GARHWAL, UTTARAKHAND

DRAFT GUIDELINES FOR APPOINTMENT ON COMPASSIONATE GROUNDS

Hemvati Nandan Bahuguna Garhwal University, Srinagar Garhwal, being a Central University, recognises its responsibility towards the families of its regular employees who die while in service or are retired on medical grounds under the circumstances prescribed by the Government of India.

The purpose of appointment on compassionate grounds is to provide immediate financial assistance to the dependent family members of a deceased employee who are left in indigent circumstances and face financial hardship due to the sudden loss of the earning member.

Accordingly, the University proposes to formulate a transparent, objective and uniform policy for considering applications for appointment on compassionate grounds, in accordance with the instructions issued by the Department of Personnel and Training (DoPT), Government of India, and taking into consideration the Point-Based Merit System adopted by the University of Delhi, NIT Delhi, ICAR, Central Administrative Tribunal, & MHA, Government of India.

1. OBJECTIVES

1. To provide financial relief to the dependent family members of an employee who dies while in service or is retired on medical grounds under the prescribed conditions.
2. To ensure that genuine cases of financial distress receive priority consideration.
3. To establish a transparent and objective mechanism for assessing the relative financial hardship of applicants.
4. To introduce a uniform Point-Based Merit System (PBMS) for evaluating eligible applications.
5. To ensure that appointments are made strictly in accordance with the applicable DoPT instructions, University recruitment rules and availability of vacancies.

2. Applicability

2.1 This policy shall apply to the dependent family members of regular employees of the University who:
(a) die while in service; or
(b) are retired on medical grounds under the conditions prescribed in the applicable DoPT instructions.

2.2 Employees appointed on a regular basis shall be covered by this policy, subject to the applicable service conditions.

2.3 Employees engaged on daily-wage, casual, contractual, apprentice, ad hoc, outsourced or re-employment basis shall not ordinarily be covered under this scheme, except where specifically provided under applicable Government instructions.

3. Eligibility

3.1 The following dependent family members may be considered for appointment on compassionate grounds:
(a) Spouse of the deceased employee.
(b) Son, including legally adopted son.
(c) Daughter, including legally adopted daughter.
(d) Brother or sister in the case of an unmarried deceased employee, subject to the prescribed conditions.
(e) In the case of missing employee, Compassionate appointment can be considered after two years from the date of missing by the executive council -
(I) If FIR has been filed and the missing official in not traceable;

(II) If he had at least two years to retire;
(II) If he is not suspected to have committed fraud/joined terrorist organization/gone abroad;
(iv) If the competent authority feels that the case is genuine.
(v) In case the missing employee appears post consideration of the dependent for compassionate appointment, the missing employee shall be considered as retired.

3.2 The applicant must have been wholly dependent upon the deceased employee at the time of death or medical retirement, as applicable under the DoPT instructions.

3.3 The applicant must fulfil the prescribed educational qualifications, age and other eligibility requirements under the relevant recruitment rules of the post against which appointment is proposed.

3.4 The family must be facing genuine financial hardship and be in need of immediate financial assistance.

3.5 The applicant must submit the prescribed application form along with all relevant supporting documents.

4. Posts Against Which Appointment may be Made

4.1 Appointment on compassionate grounds shall ordinarily be considered against suitable entry-level non-teaching posts falling under Group 'C' (or their corresponding classification under the applicable recruitment rules), against the direct recruitment quota.

4.2 The University may consider appointment against appropriate entry-level Group-C posts, and as identified by the University, and subject to the applicable recruitment rules and availability of vacancies.

4.3 No appointment shall ordinarily be made against teaching posts or Group 'A' and Group 'B' posts under this scheme.

4.4 The appointment shall be made on a regular basis against an available sanctioned vacancy, subject to the prescribed ceiling and other applicable guidelines/rules of the university and Government instructions.

5. Availability and Ceiling of Vacancies

5.1 Compassionate appointments shall be made subject to the availability of regular vacancies in Group-C posts.

5.2 In accordance with the DoPT scheme, appointments may be made up to a maximum of 5% of the vacancies falling under the direct recruitment quota in the applicable Group 'C' posts in a recruitment year.

5.3 The University shall identify and maintain a separate record of vacancies available for compassionate appointments.

5.4 The ceiling of 5% shall not be exceeded by utilising vacancies belonging to other categories or recruitment channels.

5.5 Appointments shall be adjusted against the appropriate category in the reservation roster, as prescribed under the applicable Government of India instructions.

6. Procedure for Submission of Applications

6.1 The dependent family member shall submit an application for appointment on compassionate grounds to the Registrar, HNBGU, in the prescribed format (Annexure-1).

6.2 The University shall provide the prescribed application form and necessary guidance to the family members.

6.3 The application shall ordinarily be submitted as soon as possible but not later than a year; after the death or medical retirement of the employee.

6.4 Applications shall not be rejected merely on the ground that a specified period has elapsed since the death of the employee. Belated cases shall, however, be examined with due care, particularly with regard to the continuing financial hardship of the family.

6.5 Every application shall be assigned a unique registration number by the concern section of the University and an acknowledgement shall be issued to the applicant.
6.6 The applicant shall be required to furnish updated information regarding the financial condition, income, employment status and dependency of all family members.

7. Documents Required
The applicant shall submit the following documents, as applicable:

1. Death certificate of the deceased employee.
2. Service particulars and last pay certificate of the deceased employee.
3. Proof of relationship with the deceased employee.
4. Family composition and dependency certificate.
5. Details of family pension and other retirement benefits.
6. Details of gratuity, GPF, NPS, leave encashment, insurance and other terminal benefits.
7. Income certificate issued by the competent revenue authority.
8. Details of movable and immovable properties and income from such properties.
9. Details of employment and income of all earning family members.
10. Educational qualification and age proof of the applicant.
11. Details of unmarried daughters, minor children and dependent family members.
12. Disability certificate, wherever applicable.
13. Affidavit/declaration regarding dependency, marital status and maintenance of family members.
14. Any other document required by the University for proper assessment of the application.

The concern section of the University shall verify the documents and may seek additional information from the applicant, wherever necessary.

8. Constitution of the Compassionate Appointment Committee
A Committee shall be constituted by the Vice-Chancellor for considering applications for appointment on compassionate grounds.

The Committee may obtain assistance from the Reservation Cell or any other concerned section of the University for verification of records and compliance with applicable rules.

9. Functions of the Committee
The Committee shall:
9.1 Examine the eligibility of applicants under these guidelines and the applicable DoPT instructions as well as University recruitment rules.
9.2 Verify the financial condition of the family, including family pension, terminal benefits, annual income, property and other financial resources.
9.3 Examine the number of dependants, unmarried daughters, minor children and other dependent family members.
9.4 Assess the relative financial hardship of each eligible applicant through the Point-Based Merit System prescribed under this policy.
9.5 Prepare a consolidated merit list in descending order of points obtained.
9.6 Recommend eligible applicants for appointment against available identified vacancies in accordance with the prescribed rules.
9.7 Record reasons for the recommendations made by the Committee.
9.8 Place its recommendations before the competent authority for consideration and approval.

10. Point-Based Merit System (PBMS)
10.1 In order to ensure transparency and objectivity, the University adopt a Point-Based Merit System. The maximum weightage shall be 100 points. The weightage shall be distributed as follows:

Sl. No.	Assessment parameter	Maximum points
1	**Family pension**	**20**

S.N.	Pension Slab (in Rs.)	Merit Points
1	Up to 10,000	20
2	10,001-13,000	18
3	13001-16000	16
4	16001 – 19000	14
5	19000 – 22000	12
6	22000 – 25000	10
7	25001 – 28000	08
8	28001 & Above	06

2 Terminal benefits received — **10**

For post 01.01.2016 Cases	For Cases between 01.01.2006 to 31.12.2015	For Pre 01.01.2006 Cases	Weightage points
Up to 10,00,000	Up to 4,50,000	Up to 1,00,000	10
10,00,001-11,87,500	4,50,001-5,25,000	1,00,001-1,20,000	09
11,87,501-13,75,000	5,25,001-6,00,000	1,20,001-1,40,000	08
13,75,001-15,62,500	6,00,001-6,75,000	1,40,001-1,60,000	07
15,62,501-17,50,000	6,75,001-7,50,000	1,60,001-1,80,000	06
17,50,001-19,37,500	7,50,001-8,25,000	1,80,001-2,00,000	05
19,37,501-21,25,000	8,25,001-9,00,000	2,00,001-2,20,000	04
21,25,001-23,12,500	9,00,001-9,75,000	2,20,001-2,40,000	03
23,12,501-25,00,000	9,75,001-10,50,000	2,40,001-2,60,000	02
25,00,001-26,87,500	10,50,001-11,25,000	2,60,001-3,00,000	01
26,87,500 & Above	11,25,001 & Above	3,00,001 & Above	00

3 Annual income of earning family members and income from property — **10**

S.No.	Annual Income Slab (In Rs.)	Merit Points
1	NIL	10
2	1 - 1,05,000	08
3	1,05,001 - 1,35,000	06
4	1,35,001 - 1,65,000	04
5	1,65,001 - 1,95,000	02
6	1,95,001 & Above	00

4 Value of Movable/Immovable Property — **10**

S.No.	Slab (In Rs.)	Merit Points
1	NIL	10
2	Up to 5,00,000	08
3	5,00,001 - 10,00,000	06
4	10,00,001- 15,00,000	04
5	15,00,001 - 20,00,000	02
6	20,00,001 & Above	00

5 Leftover Service of employee deceased/retired on medical grounds — **10**

Leftover service of deceased	Merit Points	Leftover service of deceased	Merit Points
Up to 3 years	01	Up to 18 years	06
Up to 6 years	02	Up to 21 years	07
Up to 9 years	03	Up to 24 years	08
Up to 12 years	04	Up to 27 years	09
Up to 15 years	05	Up to 30 years & above	10

6 Number of dependents i.e. Mother or Father, Spouse (House Wife) only — **10**

S.N.	Dependent	Merit Points
1	Single or Both Parents	05
2	Wife	05

Note:- *In addition to the above, cases where the wife of deceased official has applied for compassionate appointment for herself, she shall get 15 additional points as grace points. This will be in line with the general principle that the widow needs to be given preference for compassionate appointment.*

7 Number of Unmarried daughters (above the age of 18) — **15**

S.N.	No. of Unmarried Daughters	Merit Points
1	01	10
2	02 & Above	15

8 Number of dependent minor children — **10**

S.N.	Number of dependent minor children	Merit Points
1	01	05
2	02 & Above	10

9 Unmarried major Son (Up to 25 years of age) and dependent major Son i.e. physically and mentally challenged (without age limit) — **05**

S.N.	No. of Unmarried Major Son/Dependent Major Son	Merit Points
1	01	03
2	02 & Above	05

	Total	**100**

10.2 The detailed monetary slabs and numerical criteria for awarding points is described in the above mentioned table.

10.3 No points shall be awarded in respect of a parameter where the applicant fails to provide the required information or supporting documents. Where concealment or misleading information is established, the application may be rejected after giving the applicant an opportunity to explain.

11. PREPARATION OF MERIT LIST AND SELECTION

11.1 All eligible applications shall be evaluated by the Committee under the approved Point-Based Merit System.

11.2 A consolidated merit list shall be prepared in descending order of the total points obtained by the applicants.

11.3 Applicants securing higher merit points shall be given priority for consideration, subject to eligibility and availability of vacancies.

11.4 The appointment shall be recommended against the appropriate entry-level non-teaching post (Group-C) in accordance with the applicable recruitment rules.

11.5 The Committee shall not recommend appointment beyond the prescribed vacancy ceiling.

11.6 The merit list shall remain subject to verification of the documents, eligibility, character and antecedents of the selected applicant.

12. CRITERIA FOR RESOLVING TIES

In the event of two or more applicants securing equal merit points, the following criteria shall be applied sequentially:

(a) Preference shall be given to the widowed applicant.

(b) If the tie persists, the applicant having lower per-capita income available to each dependent shall be given preference.

(c) If the tie still persists, preference shall be given to the applicant whose deceased employee had a longer remaining period of service.

(d) If the tie continues, preference may be given to the family having a higher number of unmarried daughters or dependants with specified disabilities.

(e) If the tie remains unresolved, preference shall be given to the older applicant.

13. FREQUENCY OF MEETINGS AND REVIEW

13.1 The Compassionate Appointment Committee shall ordinarily meet at least once every year to consider fresh and pending applications.

13.2 Additional meetings may be convened depending upon the number of applications and availability of vacancies.

13.3 Before each meeting, the applicants shall be informed of the number of vacancies likely to be considered and the proposed date of the meeting.

13.4 The concerning section of the University shall maintain proper records of applications received, documents verified, marks awarded and recommendations made by the committee.

14. Communication of Decisions and Transparency

14.1 The result of each selection exercise shall be communicated to the applicants.

14.2 The recommendations and minutes of the Committee shall be submitted to the competent authority.

14.3 The University shall maintain a record of the merit list and the decisions taken in each selection exercise.

14.4 Appropriate information may be placed on the University's official website, subject to protection of personal and sensitive information of applicants.

15. Age Relaxation and other Relaxations

15.1 Relaxation in the upper age limit may be considered by the competent authority in accordance with the applicable DoPT instructions.

15.2 The minimum age shall not be relaxed below 18 years.

15.3 The age eligibility shall be determined with reference to the date of application, as prescribed under the DoPT scheme.

15.4 Relaxation in educational qualifications or other recruitment conditions shall be allowed only in circumstances and to the extent specifically permitted under applicable Government instructions.

16. Undertaking for Maintenance of Family

The person appointed on compassionate grounds shall furnish an undertaking that he/she shall properly maintain the other dependent family members of the deceased employee.

If it is subsequently established that the appointee has neglected or failed to maintain the dependent family members, appropriate action may be initiated in accordance with the applicable rules and the conditions of appointment, after following due process.

17. Nature of Appointment

17.1 Appointment on compassionate grounds shall be an exception to the normal recruitment procedure and shall not constitute an automatic right of employment.

17.2 Such appointment shall be made only after considering the relative financial hardship of the family and the availability of vacancies.

17.3 The appointment shall be subject to verification of educational qualifications, medical fitness, character and antecedents and other applicable service conditions.

17.4 Once an appointment is made, the compassionate circumstances shall be deemed to have been addressed. No claim for appointment of another family member or appointment to a higher post on compassionate grounds shall ordinarily be entertained.

18. Power to Review and Interpretation

18.1 The Executive Council shall be the competent authority for approving this policy and any subsequent amendments.

18.2 The Vice-Chancellor may issue necessary administrative instructions for effective implementation of the policy, subject to the approval and powers prescribed under the University Statutes and Ordinances.

18.3 Any matter not specifically covered under this policy shall be governed by the applicable instructions of the Government of India/DoPT and the relevant University Statutes, Ordinances and recruitment rules.

18.4 In case of any inconsistency between this policy and the applicable statutory provisions or binding Government instructions, the latter shall prevail.

19. Effective Date

This policy shall come into force from the date of its approval by the competent authority of Hemvati Nandan Bahuguna Garhwal University, Srinagar Garhwal.

Dr. Vijaypal Singh Bhandari Asstt. Registrar Member Secretary	Sh. SP Badal Asstt. Registrar Member	Sh. Paawan Sameer Lakra Asstt. Registrar, University of Delhi, Member
Sh. Anis Uz Zaman Deputy Registrar Member	Prof. N.S. Panwar Dept. of USIC Member	Prof. R.C. Dangwal Dept. of Commerce Chairperson