

<b>Sub :- Compassionate Ground Jobs – Simplified Procedure</b>		
<b>Sr. No.</b>	<b>Existing Procedure</b>	<b>New Procedure</b>
<b>Stage-1 At Division Office (XEN Level)</b>		
1	Applicant submits his/her application to Division Office.	<ol style="list-style-type: none"> <li>1. Concerned DDO submits date of death of the deceased employees on portal in case an employee dies unfortunately while in service.</li> <li>2. The applicant will make an online request by submitting following documents in case he/she wants to seek jobs on compassionate grounds as per policy.: - <ul style="list-style-type: none"> <li>• Death Certificate</li> <li>• Post pensionable certificate</li> <li>• Annexure R-1 (Member detail, Property and other income sources)</li> <li>• Self declaration regarding Income certificate</li> <li>• No objection declaration regarding compassionate candidate</li> <li>• Qualification Certificate</li> <li>• Passport size photo</li> <li>• Affidavit regarding No Priority Job Earlier.</li> </ul> </li> <li>3. The concerned dealing Clerk/Assistant will examine the case and put up to DDO online who will forward to the Compassionate Ground Job Manager in Head Office.</li> <li>4. Compassionate Ground Job Manager in the office of CE/HQ will examine the case online and will forward to CE/HQ for decision.</li> <li>5. CE/HQ will approve the case online. In case application for compassionate ground job is made late (more than one year) by applicant, CE/HQ will send the case to the Principal Secretary for decision. After the approval of PS, further action shall be taken by CE/HQ.</li> <li>6. Automatically the appointment letter will be generated by the system, the moment the competent authority approves the case and a copy of the appointment letter be sent to the following: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• DDO/Head of the concerned branch</li> </ul> </li> </ol>
2	In Division Office Superintendent marks the application to Diary Clerk.	
3	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
4	Letter delivered to marked assistant.	
5	Assistant deals the letter in concerned file and marks the file to Superintendent.	
6	Superintendent forwards the file to XEN of Division.	
7	XEN approves file and down marks to Superintendent.	
8	Superintendent down mark the file to Assistant.	
9	Assistant makes a draft and sent the file to Superintendent for Sign.	
10	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
11	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
12	Dispatch clerk either post or send through dak runner the letter to Circle Office.	
<b>Stage-2 At Circle Office (SE Level)</b>		
1	SE marks the letter to Superintendent.	
2	Superintendent marks the Letter to Diary Clerk.	
3	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
4	letter delivered to marked assistant.	
5	Assistant deals the letter in concerned file and marks the file to Superintendent.	
6	Superintendent marks the file to SE.	
7	SE gives approval to send letter to HO and down marks the file to Superintendent.	
8	Superintendent down mark the file to Assistant.	
9	Assistant makes a draft and sent the file to Superintendent for Sign.	
10	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
11	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
12	Dispatch clerk either post or send through dak runner the letter to HO.	
<b>Stage-3 At Head Office (CE Level)</b>		
1	In CE office letter is received in Issue & Receipt Branch.	
2	Issue and Receipt branch forward the letter to concerned branch.	
3	Concerned branch Superintendent marks the letter to diary clerk.	
4	Diary Clerk registers the letter in diary register and assigns a diary number.	
5	Letter delivered to corresponding assistant.	
6	Assistant marks the letter to Clerk.	
7	Clerk puts up the letter in concerned file and mark the file to assistant.	
8	Assistant examine and deal the file.	

9	Assistant marks the file to Superintendent.	<ul style="list-style-type: none"> <li>• CE/HQ office</li> <li>• Principal Secretary. (if it is approved by PS)</li> </ul>
10	Superintendent marks the file to AO-2.	
11	AO-2 forwards the file to XEN/HQ .	
12	XEN/HQ forwards the file to CE/HQ.	
13	CE/HQ gives the approval and down marks the file to XEN/HQ	
14	XEN/HQ down mark the file to AO-2.	
15	AO-2 down mark the file to Superintendent.	
16	Superintendent down mark the file to Assistant.	
17	Assistant down mark the file to Type Clerk.	
18	Type Clerk types the draft and marks the file to assistant.	
19	Assistant checks the draft and forward the Draft to Superintendent.	
20	Superintendent forwards the draft to AO-2 for sign.	
21	AO-2 signs the Draft and down marks the file to Superintendent.	
22	Superintendent marks the file to Dispatch Clerk.	
23	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
24	Dispatch clerk send the sanctions to Issue and Receipt branch and marks the file back to corresponding assistant.	
25	Issue and Receipt either post the sanctions or send through the dak runner to corresponding office.	
Stage-4 At Government Level (Secretary Level)		
1	Letter of HO receives in concerned Branch of Secretariat.	
2	Letter is marked to the Superintendent.	
3	Superintendent marks the letter to Senior Assistant.	
4	After diarized, Senior Assistant put file to Superintendent.	
5	Superintendent again file put up to concerned Officer who sign the sanction letter.	
6	File is down marked to Superintendent and Senior Assistant.	
7	Senior Assistant marks the file to Dispatcher who dispatch letter.	
8	Letter receives in HO.	
9	In HO same procedure is re iterated.	