



Municipal Corporation of Delhi
Office of the Addl. Dy. Commissioner (DEMS) HQ
Room No. 1, Dr. B.R. Ambedkar Stadium,
Delhi Gage-110002



No. SO/CG/ADC/DEMS/2023/546

Dated 23.05.2023

CIRCULAR

SUB: Regarding Engagement on Compassionate Ground Basis.

The proposals for engagement of the dependent of the deceased employee, on Compassionate Ground (CG) basis are being delayed citing various shortcomings / deficiencies. The issue was reviewed by worthy Commissioner with senior officers and it has been found that files received from zones are being returned by DEMS (HQ) on one or other reason(s).

In order to avoid delay and expedite the appointment on Compassionate Ground (CG) basis, only following mandatory requirements shall be checked by DEMS (HQ) while scrutinizing such cases:-

- i) Prescribed/Revised Compassionate Ground (CG) Form is duly filled in and should bear signature and name with stamp of all concerned whose designation is mention thereon. (attached herewith)
- ii) Duly attested GPF nomination form.
- iii) Duty period of the deceased employee duly verified by Accounts Department of Zone concerned.
- iv) Proof of last pay/wages drawn, duly verified by Accounts Department of Zone concerned.
- v) Office order of 1st/2nd 89 days sanction and duty period of 89 days sanction duly verified by Accounts Department (if not engaged, reason thereof).
- vi) Duly verified Office Order of 1st engagement if deceased was substitute/DWSK and regularization if the deceased was regular employee.
- vii) Counter sign with stamp of SI/CSI/SS on all the affidavits submitted by applicant/other family dependent members along with remarks that the language of affidavit has been explained to the deponent/incumbent.
- viii) Proper paging of file and flagging of CG form.
- ix) Certificate from concerned SS regarding all documents are placed in order for CG engagement

This circular supersedes all other office orders/circular in the matter.

This issue with the prior approval of Competent Authority.

Addl. Dy. Commissioner (DEMS)HQ

All Zonal Dy. Commissioners.

Copy for kind information to:-

1. PS to Commissioner for kind information of Commissioner, MCD
2. Addl. Commissioner (DEMS-Estt.)
3. Engineer-in-Chief (II)/Admin
4. Director (IT) for uploading on Website of MCD.
5. Guard File

Handwritten notes: 'A0(H)' and '12/07/23' with a signature.

MUNICIPAL CORPORATION OF DELHI
Department of Environment Management Services
APPLICATION FORM TO BE SUBMITTED BY THE APPLICANT i.e. SPOUSE/DEPENDANT FOR
ENGAGEMENT ON COMPASSIONATE GROUND FOR 89 DAYS AND FOR ENGAGEMENT AS DWSK

**The latest
 photograph
 of the
 applicant**

PART-A

1.	Name of the deceased employee Substitute SK/DWSK/RSK/SG	
2.	BMID No of the deceased employee	
3.	CATEGORY of the deceased employee (SC/ST/OBC/EWS/GEN/PwD)	
4.	Status of the deceased employee Regular/Daily wager/Leave substitute (applicable only to SK)	
5.	Date of initial engagement	
6.	Date of Death of the deceased (Original Death Certificate should be enclosed)	
7.	Address of the deceased employee	
8.	Name of the applicant	
9.	Relation with the deceased employee	
10.	Date of Birth of the applicant (Photocopy of Aadhar Card/PAN Card/ Driving Licence/School leaving Certificate/Ration Card or any other document depicting DOB issued by any Govt. Organization should be enclosed.)	

11. Detail of family members (dependents) of deceased employee

S.No	Name	Date of Birth (D/M/Y)	Relationship with Deceased	Occupation Employed/ Unemployed	Monthly Income	Marital Status (Married/ Unmarried)	Educational Qualification

PART-B

DECLARATION

Certification in case the applicant is other than Spouse.-

I hereby certify that I know my responsibilities and other legal provision, thus,

- (a) I will look after the other family members.
- (b) I have no any Police/Criminal case(s) against me pending in any PS & any Court of law.
- (c) My mother/father has no objection, if 89 days engagement is given to me
(An application along with Affidavit from the spouse of the deceased employee should be enclosed)
- (d) My siblings and other legal heirs have no objection, if I am engaged for 89 days on Compassionate ground. (No Objection Certificate of all siblings and other legal heirs on non judicial stamp paper)
- (e) Above Particulars, Statements and documents submitted by me are correct and true and nothing has been concealed. If any information found false or incorrect at any stage, my candidature is liable to be cancelled and if engaged, engagement itself shall be liable to be cancelled and in accordance with the law, legal action can be taken up by the Authorities of MCD.

(Signature of the applicant with date)

Address: _____

OR

Certification in case the applicant is Spouse.-

PART-C (to be filled by the Zonal Authorities)--

The following points have been checked, verified and found correct as per record.

- | | | |
|-------|---|--------|
| (i) | Relationship in between the deceased employee and Applicant | Yes/No |
| (ii) | The Details submitted by the applicant | Yes/No |
| (iii) | The Details of the deceased employee submitted by the Applicant | Yes/No |

(Full Name & Signature with date of ASI with seal) (Full Name & Signature with date of SI with seal) (Full Name & Signature with date of CSI/SS with seal)

We hereby recommend engagement of the Applicant for 89 days.

(Name & Signature of Zonal LWS/ALWO with seal)

(Name & Signature of Zonal AC with seal)

In view of the above verification and recommendations, I hereby approve the engagement of the applicant for 89 days (1st /2nd Term).

(Name & Signature of Zonal DC with seal)

PART-D (to be filled up by the Zonal Authorities before sending the recommendation to DEMS (HQ) for engagement as Daily Wager Safai Karamchari on compassionate ground) :-

Applicant has successfully completed the term of engagement for 89 days (1st /2nd Term). Hence his/her proposal for engagement on CG ground as DWSK is recommended for consideration to DEMS (HQ).

(Name & Signature of Zonal AC with seal)

(Name & Signature of Zonal DC with seal)