



**GOVERNMENT OF KERALA**

**ABSTRACT**

COMPASSIONATE EMPLOYMENT SCHEME FOR DEPENDENTS OF EMPLOYEES OF PRIVATE AIDED COLLEGES/PRIVATE AIDED TRAINING COLLEGES/PRIVATE AIDED ARABIC COLLEGES/PRIVATE AIDED POLYTECHNIC COLLEGES AND PRIVATE AIDED ENGINEERING COLLEGES, WHO HAVE DIED IN HARNESS-GUIDELINES-APPROVED-ORDERS ISSUED.

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***HIGHER EDUCATION (D) DEPARTMENT***

G.O.(P) No.10/2020/ H.Edn. Dated, Thiruvananthapuram. 17/02/2020

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*Read:-1. GO(MS) 636/2013/H Edn dated 7.10.2013*

*2. Various petitions submitted by the dependents of deceased employees in Aided Colleges.*

**ORDER**

As per order read above, Government have accorded sanction to implement the Compassionate Employment Scheme for the dependents of deceased employees in Aided Colleges in the State. Now Government are pleased to extend the Scheme to the dependents of deceased employees of all Private Aided institutions in the State including Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges and to approve the following guidelines relating to the Scheme.

**Date of Effect**

2. The dependents of the deceased employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges who have died while in service, on or after 7.10.2013 i.e. the date of the Order implementing the

Compassionate Employment Scheme in Aided Colleges, shall be covered by this scheme.

**Eligibility**

3. Applications from the dependents of employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges who die while in service will be considered for employment assistance under the scheme. Employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnics/ Private Aided Engineering Colleges means the Employees whose appointment has been approved by the University/Director of Collegiate Education/Deputy Director of Collegiate Education/Director of Technical Education, as the case may be.
4. Dependents of employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges missing while in service, if it is not proved otherwise, as laid down in section 108 of the Indian Evidence Act, will be eligible for employment assistance under the scheme treating that the incumbent had died while in service.
5. Dependents of employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges who die in harness irrespective of the circumstances of the death (including suicide) will be eligible for employment assistance under the scheme.
6. Dependents of employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges who have availed themselves invalid pension and whose death has taken place before the normal date of

superannuation shall also be eligible for employment assistance under the scheme.

7. Employment assistance under the scheme shall not be available to the dependents of employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges who are allowed to continue in service beyond superannuation either by extension of service or re-employment, and in whose case the death takes place after the normal date of retirement or superannuation.

8. The dependents of employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges (including the Principals of Colleges) who die during the period of continuance after superannuation during the course of an academic year under Rule 60(c) Kerala Service Rules, Part I till the last day of the month in which the academic year ends will be eligible for the employment assistance under the scheme

9. Dependents of employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges who have retired voluntarily and in whose case death takes place before the normal date of superannuation shall not be eligible for the employment assistance under the scheme

#### **Family Income**

10. The maximum income of the family of the deceased Government Servant should not exceed Rs 8,00,000/- (Rupees Eight Lakhs only) per annum to make a dependent eligible for the Compassionate Employment and this will be revised from time to time, in accordance with the income limit fixed for the compassionate employment scheme for dependents of Government Employees. The Family income to be reckoned is the actual income available to all members

of the family from all sources other than family pension. Income from the properties of the members of the family should also be reckoned. Income of the married sons or daughters and other members of the family living separately shall not be reckoned for calculating the Family Income. In case of dispute on income, the case shall be referred to the concerned District Collector and the income reported by the District Collector shall be accepted as the actual income. When salary based income is calculated, the pay including all allowances except Travelling Allowance shall be reckoned for the purpose.

### Dependents

11. Only one dependent will be given employment assistance under the scheme in the event of the death of an employee of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges while in service. Employment assistance shall be given to the widow/widower, daughter/son in the said order of priority. Daughter and Son shall include adopted daughter and adopted son respectively and will rank after daughter and son. However, in the case of unmarried employee, the Mother/Father, unmarried sister/unmarried brother shall also be eligible for employment assistance. No other dependent shall be eligible or given appointment under the scheme. However the person who are serving in State/Central Government Departments/Institution/PSU, Banks, Co-operative Societies do not come under the definition of 'Dependent' as far as this Scheme is considered.

12. Whenever there is a dispute between the claim of two dependents, the person recommended by the widow/widower of the deceased employee in writing will be preferred.

13. In the case of dependents other than widow/widower, the consent of the widow/widower shall invariably be obtained

### **Minimum Service**

14. There shall be no minimum service restriction. Dependents of those employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges, whose appointment has been approved by the University/ Director of Collegiate Education/Deputy Director of Collegiate Education/Director of Technical Education, as the case may be, shall be eligible for the benefit of the scheme irrespective of the length of their service.

### **Category of Appointment**

15. Appointment under the Scheme will be limited to Class IV posts in the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges under the Management where the deceased person was working earlier.

### **Qualification for posts.**

16. The qualification prescribed for direct recruitment to the post will apply. No relaxation in qualification will be allowed under the scheme.

### **Age Limit**

17. The upper age limit prescribed for direct recruitment to the post of Class IV as per the Statutes/prevailing Rules shall apply for getting the employment under this scheme. However, in the case of appointment of widow/widower of the deceased employee and in the case of Mother/father, in the case of unmarried employee, there shall be no upper age restriction for getting employment assistance under the scheme.

### **Time limit for preferring the application**

18. The time limit for preferring applications under the scheme will be two years from the date of death of the employee. In case of minor, the period will be within 3 years after attaining the majority. However, the major dependents of the employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges who have expired on or after the 7.10.2013 ie date of GO(MS) 636/2013/H Edn and before the date of the Government Order approving the Guidelines, will be given a time limit of one year for submitting the application. No further relaxation will be given after the period as specified above.

19. While submitting the application, the applicant other than Mother/Father of the deceased employee, should submit a declaration as specified in GO(MS) 5/2018/P&ARD dated 21.2.2018 that he will look after the Mother/father/widow/widower of the deceased employee until their death and brother/daughter until they attain maturity.

### **Procedure for appointment**

20. Application for appointment from dependents of the employees of the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges who die-in-harness will be entertained only in the prescribed form with a Court Fee stamp of Rs. 10 affixed thereon. The application should be submitted either directly or through Post by 'Registered with Acknowledgment Due' method to the College where the deceased Employee had last worked. For the applications submitted directly to the College, the Principal of the College should give a dated acknowledgment receipt for the submitted application. Regarding the application sent through Post, the Acknowledgment due card signed and returned from the College can be used as the receipt for the application submitted.

21. Apart from this, the applicant should submit a copy of the petition to the concerned Deputy Director of Collegiate Education/Joint Director of Technical Education, as the case may be, who has jurisdiction over the College. While submitting this application, a photocopy of the receipt received from the College/copy of the Acknowledgement due receipt obtained from the Postal authorities may also be enclosed with the application. The Deputy Director of Collegiate Education/ Joint Director of Technical Education should keep a register to watch the progress in processing the application. All the relevant details should be entered in the register.

22. Legal heirship certificate issued by the Tahsildar concerned, income certificate and death certificate of the deceased employee should invariably be enclosed with the application. In case of the application submitted to Colleges under Corporate Management, the applicant will be permitted to indicate the order of priority of the Colleges. To the extent possible, this order of priority will be accepted. However, if it is not possible, the applicant will be appointed to any of the available vacancies in the nearest college under the Management.

23. On receipt of the application, the Manager/College authorities should verify the application and supporting documents and forward the same, after curing the defects, to the concerned Deputy Director of Collegiate Education/Joint Director of Technical Education within a period of not later than 30 days. The checklist as stipulated in Appendix B shall also be filled and signed by the Manager/Principal of the College concerned (in triplicate) and should be sent along with the documents. It will be the duty of the Principal of the concerned College to ensure that the report is submitted to the concerned Deputy Director of Collegiate Education/ Joint Director of Technical Education within the stipulated time limit itself.

24. If the application, along with the report of the Principal/Manager, is not received by the Deputy Director of Collegiate Education/ Joint Director of

Technical Education within 30 days, it shall be his/her responsibility to verify the application submitted before him/her by the applicant and forward the same with specific recommendation to the Director of Collegiate Education/Director of Technical Education, as the case may be, within the next 15 days. In such cases, a copy of the report sent to the Director of Collegiate Education/Director of Technical Education may be given to the College authorities for information.

25. On receipt of the application, the Director of Collegiate Education/Director of Technical Education shall scrutinise the same and after rectifying the defects, if any, should forward the application to the concerned District Collector where the applicant resides. After getting the report of the District Collector, the Director of Collegiate Education/Director of Technical Education shall forward the application and its enclosures, including the checklists to Government with specific recommendation.

26. A checklist as stipulated in Appendices should also be kept in the Office of the Director of Collegiate Education/Director of Technical Education/District Collectors for making reports to Government on the application for employment under the scheme.

27. On receipt of the application from the the Director of Collegiate Education/Director of Technical Education, Government will scrutinise the matter and shall issue formal orders giving consent for appointment, if the person is found eligible for appointment. For persons to whom consent was given by Government for appointment under this scheme, the Management should give appointment in the very next clear vacancy of Class IV arising in the College, after absorbing supernumerary posts, if any, as per the prevailing Staff Pattern. The Management should issue appointment order within 15 days itself from the date of receipt of a copy of the letter from Government. In case the appointment order cannot be given for want of vacancy, the Manager should inform the matter to the incumbent in writing, informing about the date of occurrence of the next clear



vacancy of the Class IV employee in the college, after absorbing the supernumerary posts, if any, in the college. After this, the Manager should issue appointment orders to the incumbent as soon as the vacancy arises, without waiting for any formal request from the applicant.

28. In case of the application submitted to Colleges under Corporate Management, the applicant may be given appointment as per his/her choice itself. In case the same is not possible due to any genuine reasons, he/she should be given appointment in any of the available vacancies in the nearest college under the Management, and should be transferred to the college of his/her choice at the very next vacancy arising in the College. In such cases, the seniority will not be lost by the incumbent even though it may involve inter university transfer.

29. Verification of character and other formalities, which are to be followed in the case of direct recruitment, if any, should be followed in the case of appointment under this scheme also.

30. 10% of the vacancies of Last Grade Servants in the Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges should be reserved for giving appointment under the scheme. In the case of Colleges under the Corporate Management, the whole posts of Last Grade Servants in the colleges under the Management will be taken as a single unit for appointment under this scheme. If no applications seeking employment assistance under this scheme are pending as far as a college/Corporate Management is concerned, the vacancies shall be filled through direct appointment and the very next arising vacancy, on submission of an application under the scheme, should be set apart for appointment under this scheme. However the 10% of the total number of LGS in the College/Colleges under the Management should be set apart for appointment under the Scheme if there are applicants seeking employment assistance under the scheme.

31. Applicant will have the right to withdraw his/her application at any time before the job is accepted, so as to enable another dependent of the family to make his/her application for employment assistance.

32. The appointment given under the scheme will be cancelled if and when it is found that there was misrepresentation or suppression of material facts on the part of the applicant while submitting the application.

33. Employment assistance under the scheme will be given only on fulfillment of the conditions stipulated in these orders. Appointment under the scheme shall be given only to one eligible dependent of the deceased employee of Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges.

34. Government will have the right to cancel the order sanctioning the appointment of persons under the Compassionate Employment Scheme, if, after the issue of the order, it is found that the orders were issued erroneously.

35. As the scheme is intended to help the bereaved family of the deceased employee of Private Aided Colleges/Private Aided Training Colleges/ Private Aided Arabic Colleges/Private Aided Polytechnic Colleges/ Private Aided Engineering Colleges, the application for employment assistance should be processed at all stages and at all levels with a sense of urgency. Enquiry reports of the District Collectors should be finalised and submitted within four weeks itself. A register as stipulated in Appendix C will have to be maintained in all Collectorates to watch the receipt and disposal of these applications.

36. The details of applications received from the dependents of the deceased employees and the details of the appointment given will be entered in the Service Book of the deceased employees, in the establishment register in the

Office of the Deputy Director of Collegiate Education/Regional Joint Director of Technical Education and in the College in which the deceased employee had worked, and the fact should be attested by the concerned Deputy Director of Collegiate Education/Regional Joint Director of Technical Education. The Director of Collegiate Education/Director of Technical Education shall also maintain register in prescribed Proforma as said in Appendix D, in which applications received for employment assistance under the scheme shall be entered so that it will be easy to watch the progress of action, and to furnish information on LA Interpellations.

(BY ORDER OF THE GOVERNOR)

**Dr.USHA TITUS**

*Principal Secretary*

To

- 1) *The Director of Collegiate Education, Thiruvananthapuram.*
- 2) *The Director of Technical Education, Thiruvananthapuram.*
- 3) *All District Collectors*
- 4) *The Deputy Director of Collegiate Education,  
Kollam/Kottayam/Ernakulam/Thrissur/Kozhikkode*
- 5) *The Regional Joint Director of Technical Education,  
Kothamangalam/Kozhikkode*
- 6) *The Accountant General (A &E/Audit) Kerala, Thiruvananthapuram*
- 7) *The Registrar, Kerala University/MG University/Calicut University/  
Kannur University/APJ Abdul Kalam Technological University*
- 9) *General Administration (SC) Department. (vide item no 3778)*
- 9) *I&PR (Web and New Media) Department (along with copy of Cabinet note)*
- 10) *The Private Secretary to the Honourable Chief Minister*
- 11) *The Private Secretary to the Honourable Minister for Higher Education*
- 12) *Stock File /Office Copy.*

**Forwarded/By Order**



**Section Officer**

## APPENDIX A

(A Court Fee Stamp of Rupees Ten should be affixed on the Application form)

### **Form of Application for Employment under the Scheme for the Compassionate Employment of the dependents of Staff in Aided Colleges**

- 1 Name and full postal address of the Applicant indicating the name of the District :
- 2 Name, full residential address and details of appointment last held by the Employee together with details of the date of Entry in service, office and College where worked immediately before death etc. :
- 3 Relationship of the applicant to the Employee who died-in-harness :
- 4 Total continuous service put in by the deceased Employee with dates of birth and death :
- 5 Details of the members in the family of the Deceased Employee together with the name, age occupation and relationship of each with the deceased :
- 6 Total annual family income of the deceased Employee (certificate from concerned Authority should be attached) :
- 7 Applicant's age and date of birth (attested copy of the relevant school records or other relevant records should be attached) :

- 8 Educational qualifications and experience, if any, gained (attested copy of the certificate to be attached) :
- 9 Identification marks if any :
- 10 Whether the applicant is married or single ? :
- 11 Whether the applicant or any other dependent of the Employee had applied For the benefit under the scheme earlier ? (If so give details) :
- 12 Whether any other dependant of the deceased Employee has availed of the benefit of Employment under the scheme previously ? :
- 13 If the deceased employee was working in Colleges under a Corporate Management, the name of Colleges for which the appointment is sought in the order of preference :
- 14 The College and District chosen by the applicant :

#### DECLARATION

I,..... do hereby declare that the particulars given above are true to the best my knowledge and belief, I also agree to that the appointment secured by me under the scheme being terminated without notice in the event of finding any misrepresentation or suppression of material facts on my part. I am also to declare that I am not serving as an employee in State/Central Government Department/ Institution/PSU, Banks or Co-operative Society.

Place :  
Date :

Signature of applicant.

**APPENDIX B**  
**CHECKLIST OF POINTS TO BE LOOKED INTO FOR APPOINTMENT OF  
DEPENDANTS OF GOVERNMENT SERVANTS DYING- IN-HARNESS**

- 1 Name and designation of the deceased Employee as on the date of death :
- 2 Total service put in by the Employee: :
  - i) Date of birth of the Government servant
  - ii) Date of entry in service
  - iii) Date of death
- 3 Whether the approval of appointment of the employee has been given by the Director/Deputy Director of Collegiate Education/Director of Technical Education/University as the case may be if so the details of approval given. :
- 4 Details of members in the family (Name, date of birth, marital status and occupation, if any) :
- 5 Total family income of the deceased employee :
- 6 Date of receipt of the application and the person from whom application is received :
- 7 Name and relationship of the person to be considered for appointment. :
- 8 Applicant's age and date of birth. :
- 9 Qualification of the candidate as represented and reported. :
- 10 Whether the applicant is eligible to be appointed for the post of Class IV/LGS :
- 11 Other Points for consideration if any :
- 12 Recommendation of the Manager/Principal :
- 13 Whether any Dependant of the deceased employee was given appointment under the scheme. If so, details of appointment given. :
- 14 Whether the applicant is working in any State/Central Government Department/Institution/PSU, Banks, Co-operative Society :

### APPENDIX C

- 1 Serial Number :
- 2 Reference number if any, date and from whom received :
- 3 Current Number :
- 4 Date of receipt by Clerk :
- 5 Name and designation of deceased employee and the College in which the deceased was working :
- 6 Name and address of the applicant :
- 7 Reference issued to whom for enquiry report and date. :
- 8 Date of receipt of the enquiry report :
- 9 Report sent to whom and date. :
- 10 Nature of disposal : :

### APPENDIX D

- 1 Serial Number :
- 2 Name and address of the applicant :
- 3 Name of the deceased employee and the College where he/she was working :
- 4 Whether the approval of appointment of the employee has been given by the Director/Deputy Director of Collegiate Education/Director of Technical Education/University as the case may be if so the details of approval given. :
- 5 Current Number :
- 6 How disposed of (if appointment given : details thereof). :