



**भारतीय कृषि अनुसंधान परिषद**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

कृषि भवन, डॉ. राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi -110001

**F. No. Admn.10-1/2025 – R&P**

**Dated: 1<sup>st</sup> May, 2025**

**OFFICE MEMORANDUM**

**Sub.: Guidelines for consideration of cases for appointment on compassionate grounds in ICAR – reg.**

Guidelines/instructions of DoP&T/GoI are being followed for granting appointment on compassionate grounds in ICAR. The prevailing system has been duly examined by the Council and in order to standardize & streamline the procedure of considering the cases for grant of appointments on compassionate ground in the ICAR, it has been decided with the approval of the Competent Authority to follow a standard timeline and point-system as detailed below:

- a) The existing system of granting appointment on compassionate grounds as per DoP&T/GoI instructions shall be continued. However, annual timelines for completing the entire process of compassionate appointment by the ICAR institutes/HQ shall be as under:

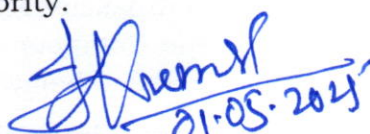
| S. No. | Process of Compassionate Appointment  | Cut-off date              |
|--------|---|---------------------------|
| 1.     | Identification of Group 'C' DR vacancies and calculation of corresponding compassionate appointment vacancies | 31 <sup>st</sup> January  |
| 2.     | Inviting applications for appointment on compassionate grounds  | 28 <sup>th</sup> February |
| 3.     | Assessment by the respective CAC (Compassionate Appointment Committee)  | 31 <sup>st</sup> May      |
| 4.     | Approval of the concerned Appointing Authority  | 30 <sup>th</sup> June     |
| 5.     | Issuing offer of appointment, if any  | 31 <sup>st</sup> July     |

- b) For ensuring transparency and uniformity across ICAR system common criteria on a hundred point-scale, based on various attributes as detailed in **Annexure-I**, shall be used for assessment of applications and awarding marks to the applicants by ICAR HQ/Institutes/Units.
- c) The applicants for appointment on compassionate ground shall submit an Affidavit in the prescribed format (**Annexure-II**) along with the application forms.
2. Ongoing process and cases which are already under consideration by the respective Compassionate Appointment Committee in different institutes would not be affected by this OM. The ongoing process will continue and should be completed by 31<sup>st</sup> July, 2025.

3. Further, in case, any institute didn't initiate any action for filling up available vacancies under Compassionate Appointment Quota in the current year, they may also start and complete the process latest by 31.10.2025 following the criteria on a hundred point-scale (Annexure-I), as per the revised guidelines issued by the Council. Thereafter, from next calendar year, vacancies under Compassionate Appointment Quota in the whole ICAR system shall be filled as per the latest guidelines, common criteria on a hundred point-scale and time schedule.

4. Accordingly, all the ICAR Institutes/Units are informed to strictly follow the aforesaid guidelines/instructions apart from adhering to the guidelines issued by DoP&T/GoI on compassionate appointment while considering the cases of appointment under compassionate ground.

5. This issues with the approval of the Competent Authority.

  
(Himanshu Kumar)  
Under Secretary (R&P)

**Distribution:**

1. The Directors / Project Directors of all the Institutes / NRCs / Bureaux/ PDs/ATARIs.
2. The DDGs of all SMDs of ICAR.
3. JS (Pers. & TS)/JS(Fin.)/Director (Admn.)/Director (IAD)/Director (Pers.).
4. PPS to DG, ICAR/ Sr.PPS to Secretary, ICAR / PPS to FA, DARE/ICAR.
5. Welfare Officers of ICAR Hqrs./Institutes/Units.
6. All SMDs and IA Division, ICAR.
7. e-office notice board.
8. Media Unit, ICAR with the request to upload this OM on the ICAR website.
9. Guard File / Spare Copies.

**Note:- Please download the copy of this OM according to requirement as the same is not being distributed physically.**

**Annexure-I****Table for allocation of points to various attributes based on a 100 point-scale  
for compassionate appointment****1. Family Pension (Basic excluding DA & Allowances)****(15 Points)**

| Sl. No. | Proposed Slab  | Points |
|---------|----------------|--------|
| 1.      | Upto 10,000    | 15     |
| 2.      | 10,001-13,000  | 13     |
| 3.      | 13,001-16,000  | 11     |
| 4.      | 16,001-19,000  | 09     |
| 5.      | 19,001-22,000  | 07     |
| 6.      | 22,001-25,000  | 05     |
| 7.      | 25,001-28,000  | 03     |
| 8.      | 28,001 & Above | 01     |

(The family pension in respect of the applicant is to be certified by the institute)

**2. Terminal benefits i.e. Lump sum amount by the family on death of Govt. Servant (i.e. DCR Gratuity, GPF/ PPF A/c Balance, LIC/ PLI, CGEIGS, Leave encashment etc.)/ Lump sum amount under NPS etc.****(10 Points)**

| Terminal Benefits               |  |                                |                  |
|---------------------------------|--|--------------------------------|------------------|
| For post 01.01.2016 death cases | For death cases between 01.01.2006 to 31.12.2015 | For pre 01.01.2006 death cases | Weightage Points |
| Upto 10,00,000                  | Upto 4,50,000                                    | Upto 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               |
| 26,87,501 & Above               | 11,25,001 & Above                                | 3,00,001 & Above               | 00               |

(The terminal benefits in respect of the applicant are to be certified by the institute)



**3. Annual Income of earning members & income from Property**

(05 Points)

| Sl. No. | Annual Income     | Weightage Points |
|---------|-------------------|------------------|
| 1.      | Nil               | 05               |
| 2.      | 1-1,05,000        | 04               |
| 3.      | 1,05,001-1,35,000 | 03               |
| 4.      | 1,35,001-1,65,000 | 02               |
| 5.      | 1,65,001-1,95,000 | 01               |
| 6.      | 1,95,001 & Above  | 00               |

(Valid Income certificate issued by the District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Ist Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer of the area where the candidate and/or his family normally resides, as the case may be, in respect of the annual income of earning members & income from property has to be produced by the applicant for this purpose. Copies of PAN Cards and ITR of previous year of earning members may also be enclosed.)

**4. Movable/ Immovable Property (both) of the applicant and his/her family members\***

(10 Points)

(\*The family members include family members as indicated at Sl. Nos. 6 to 9 of this annexure.)

| Sl. No. | Value of Movable/Immovable Property | Weightage Points |
|---------|-------------------------------------|------------------|
| 1.      | Nil                                 | 10               |
| 2.      | Upto 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               |

**For Movable Property:** Invoice of the movable property indicating purchase price and date of purchase has to be produced by the applicant. For vehicles and other items as reported by the applicant, as a standard deduction, 10 % depreciation of the movable property per year may be considered to arrive at current market value of the vehicle.

**For Immovable Property:** Conveyance deed/ sale deed etc. of the immovable property has to be produced by the applicant. The current market value of the property (or circle rate etc. if any) may also be indicated, duly certified by the revenue officials of the area. Copies of the property tax/house tax receipts of the previous year may also be enclosed.)

**5. Left over service of Deceased****(15 Points)**

| Left over service of Deceased | Weightage Points | Left over service of Deceased | Weightage Points | Left over service of Deceased | Weightage Points |
|-------------------------------|------------------|-------------------------------|------------------|-------------------------------|------------------|
| Upto 02 years                 | 01               | Upto 12 years                 | 06               | Upto 22 years                 | 11               |
| Upto 04 years                 | 02               | Upto 14 years                 | 07               | Upto 24 years                 | 12               |
| Upto 06 years                 | 03               | Upto 16 years                 | 08               | Upto 26 years                 | 13               |
| Upto 08 years                 | 04               | Upto 18 years                 | 09               | Upto 28 years                 | 14               |
| Upto 10 years                 | 05               | Upto 20 years                 | 10               | Upto 30 years and above       | 15               |

(The leftover service of the deceased employee is to be certified by the institute)

**6. Dependents i.e. Mother or Father, Spouse (unemployed only)****(10 Points)**

| Sl. No. | No. of Dependents      | Weightage Points |
|---------|------------------------|------------------|
| 1.      | Single or Both Parents | 05               |
| 2.      | Spouse (unemployed)    | 05               |

(The details of the dependents i.e. mother or father, spouse (house wife only) at the time of death of the employee, is to be certified by the institute on the basis of the service records of the deceased employee)

**7. Unmarried Daughters****(10 Points)**

| Sl. No. | No. of Unmarried Daughters | Weightage Points |
|---------|----------------------------|------------------|
| 1.      | 01                         | 05               |
| 2.      | 02 & Above                 | 10               |

(The details of the unmarried daughters at the time of death of the employee, is to be certified by the institute on the basis of the service records of the deceased employee. The marital status of daughters at the time of consideration of application by committee shall be relevant for award of marks)



**8. Dependent Minor Children****(10 Points)**

| Sl. No. | No. of Minor Children | Weightage Points |
|---------|-----------------------|------------------|
| 1.      | 01                    | 05               |
| 2.      | 02 & Above            | 10               |

(The details of the dependent minor children at the time of death of the employee, is to be certified by the institute on the basis of the service records of the deceased employee. The minority status of children at the time of consideration of the application by the committee shall be relevant for award of marks)

**9. Unmarried Major Son (upto 25 Years of age) and Dependent major son i.e. Physically and mentally challenged (without age limit)****(05 Points)**

| Sl. No. | No. of Unmarried Major Son/<br>Dependent major son | Weightage Points |
|---------|--|------------------|
| 1.      | 01   | 03               |
| 2.      | 02 & Above   | 05               |

(The details of the unmarried major son upto 25 years of age and dependent major son physically and mentally challenged without age limit, at the time of death of the employee, is to be certified by the institute on the basis of the service records of the deceased employee. In case of physically and mentally challenged son; the disability certificate from authorized signatory of notified medical authority and countersigned by CMO/Medical Superintendent/Head of Government hospital, in case the certificate is issued by the medical authority who is not a permanent govt. servant, has to be produced by the applicant)

**10. Educational Qualifications of the applicant****(05 Points)**

| Sl. No. | Educational Qualifications of the applicant | Weightage Points |
|---------|---|------------------|
| 1.      | Graduate and above                          | 03               |
| 2.      | 12 <sup>th</sup>                            | 04               |
| 3.      | Below 12 <sup>th</sup>                      | 05               |

(Attested copies of the educational qualifications of the applicant may be enclosed)



11. **Age of the applicant**

(05 Points)

| Sl. No. | Age of the applicant | Weightage Points |
|---------|----------------------|------------------|
| 1.      | Above 40             | 05               |
| 2.      | Between 35-40        | 04               |
| 3.      | Between 30-35        | 03               |
| 4.      | Below 30             | 02               |

(The age of the applicant is to be certified by the institute on the basis of birth certificate/10<sup>th</sup> certificate/PAN Card/service records)

- 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. She will be in line with the general principle that the widow needs to be given preference for compassionate appointment.
- In case there is a tie, the preference shall be given to the family of the most recently deceased employee.





**AFFIDAVIT**

**Affidavit to be given on Indian Non-Judicial Stamp Paper of Rs.100/-  
and duly attested by Notary Public**

I, \_\_\_\_\_ Son/Daughter/Wife of  
\_\_\_\_\_ residing at \_\_\_\_\_ do hereby solemnly  
affirm and declare as under: -

1. That I am a citizen of India.
2. That the total annual income of earning members of my family and income from property is Rs. \_\_\_\_\_.
3. That I along with my family members indicated have the following movable/immovable property:
  - (i) Movable Property: \_\_\_\_\_
  - (ii) Purchase price and date of purchase of movable property:  
\_\_\_\_\_
  - (iii) Immovable Property: \_\_\_\_\_
  - (iv) Current market value of the immovable property: \_\_\_\_\_
4. This affidavit is applied for submission of application for compassionate appointment.
5. That it is my true statement and I shall remain responsible for any false statement.

**Deponent**

**Verification:**

I, the above-named deponent, do hereby solemnly affirm and declare that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from. If any of the facts mentioned are found to be incorrect or false at a future date, my services may be terminated.



**Deponent**