

APPENDIX III

RULES REGULATING THE COMPASSIONATE FUND OF THE GOVERNMENT OF INDIA

1. Constitution. —The Compassionate Fund of the Government of India is constituted and fed by means of an annual grant which is cumulative, the unexpended balance being carried forward from year to year. It is administered by a Committee consisting of Cabinet Secretary, Home Secretary, Finance Secretary (Expenditure), and Labour Secretary. A Deputy Secretary of the Ministry of Finance (Deptt. of Expenditure) acts as the Secretary of the Committee.

2. Eligibility. —The fund is intended for the relief of the families of Government servants who die in service and who were paid from the Consolidated Fund of India. The deceased Government servant should have served in any Civil Deptt. of the Government of India or under a Union Territory. This Fund will also cater for Railway employee and civilians paid from Defence Services estimates. Those belonging to the Posts & Telegraph Department will not be eligible for the benefits of this Fund since the Posts & Telegraph Department has a separate fund administered by the Director General of Posts & Telegraph.

3. Applications. —No application will be considered which is not submitted to the Ministry of the Government of India concerned within one year of the death of the Government servant, unless the delay in submission is sufficiently explained. It is most desirable that applications should be submitted as promptly as possible after the death of a Government servant.

4. Conditions for the grant of award. —(i) Grants from the Fund are restricted to cases of an exceptionally deserving character where the family is left in indigent circumstances.

(ii) The deceased officer must have been a meritorious public servant. Unusually meritorious service gives special claim for consideration.

(iii) Death due to or accelerated by special devotion to duty established a claim for consideration.

(iv) In ordinary cases preference will be given to the dependents of officers who have put in long years of service.

(v) Other things being equal, preference will be given to those who had been in the lower pay ranges.

(vi) Awards will not ordinarily be made from the Fund to the families of retired Government Servants but cases in which the death of a Government servant occurred within six months of retirement or where the Government servant has been totally permanently disabled can be considered.

5. Amount of the grant.—(i) No family Pension will be granted from the Fund.

(ii) In exceptional cases suitable recurring grants may be sanctioned for a limited period as assistance towards special needs, such as expenditure on the education of minor children. These recurring grants will be subject to such conditions as the Committee may impose to satisfy itself regarding the continuance of the need, utilization of the amounts etc.

(iii) Lump-sum grants in excess of Rs. 1,000/- will not be made save in very exceptional circumstances. The total benefit payable in any individual case (Lump-sum and recurring) should not normally exceed Rs. 10,000/- or a year's pay, whichever is less. The precise amount will be fixed according to needs of each case as assessed by the Committee.

6. Procedure for sanction.—The form of application for the grant of an award is given as appendix to these Rules. The administrative Ministry will forward to the Ministry of Finance by means of an Office Memorandum the application along with other relevant documents. The application should be strictly screened by the Head of the Department and the Administrative Ministry and only cases where the genuine need for assistance is established to their satisfaction should be forwarded for consideration. When an award is recommended which appears to be excessive and no special reasons are given in support, the Secretary of the Fund may ask the Administrative Department concerned for a further explanation.

After awards are made by the Compassionate Fund Committee appointed by Government, the Committee's decisions would be conveyed by the Ministry of finance, Department of Expenditure to the Ministry of Department in which the deceased Government servant was serving. On receipt of this Communication, the administrative authority of the Ministry/Department i.e., General Manager of the Concerned Railway under which the deceased Government servant was serving last, would issue an expenditure sanction for payment out of the Compassionate Fund of the Government of India, addressed to the Pay and Accounts Officer of the Department concerned, with copies to all concerned.

In cases where the award/sanction is for a lump sum amount, the beneficiary would be paid the amount by the Pay and Accounts Officer concerned and the expenditure would be finally debited and booked against the head of Account indicated in the sanction itself. As usual, monthly Statement of Expenditure so booked would be furnished by the Pay and Accounts Officer to the Accounts Officer who is to prepare the Appropriation Accounts for the relevant grant.

In cases where the award/sanction is for recurring payments to be made at quarterly intervals in arrears, the place at which and authority through which i.e. whether through the Pay and Accounts Officer or through a Treasury or through the Controller of Defence Accounts (Pensions) the beneficiary is desirous of receiving the payment has to be indicated in the sanction. Wherever the payment is not sought at the counter of the Pay and Accounts Officer, but at a Treasury, the Pay and Accounts Officer would issue a special Seal Authority in favour of the Accountant General in whose jurisdiction the Treasury is situated to enable the Accountant General to arrange for the payments. These payments, would also be finally booked in accounts by the State Accountants General in the Central Section of Accounts on the lines pension payments are accounted for.

Payments arising from the Compassionate Fund are not covered under the Scheme for payment of Pension through Public Sector Banks and Post Offices and hence no such payment can be arranged through Public Sector Banks or Post Offices.

Railway Ministry's decision. —So for as the Railways are concerned, on receipt of the communication through the Ministry of Railways, from the Ministry of Finance, Deptt. of Expenditure, New Delhi, conveying award made by the Compassionate Fund Committee, necessary expenditure sanction for payment out of the compassionate Fund may be issued by the General Manager. On receipt of this sanction, FA&CAO concerned should arrange the payments to the party concerned and claim for re-imbusement of the amount so paid from the Ministry of Finance, Deptt. of Expenditure, New Delhi.

7. Accounting. —The Proforma Account of the Fund will be maintained by the Accountant General, Central Revenues. Besides copies of the sanctions which will be endorsed to him, the list of the awards sanctioned will also be furnished to him by the Ministry of Finance half-early. The expenditure involved will be debitible to "65 Pension and other Retirement Benefits—Gratuities". Where payment is made by an accounting authority other than the Accountant General,

Central Revenues, debits on this account will be raised against the Accountant General, Central Revenues.

8. General.—The decision of the Committee on all matters relating to the Fund or payment therefrom will be final.

9. All awards from the fund will be purely ex-gratia.

Application for the grant of an award from the compassionate Fund of the Government of India

PART I

(To be completed by the applicant)

1. (a) Name of the deceased
- (b) Particulars of family members with their age and occupation.
(In the case of persons gainfully employed, income should also be stated).

(In the case of children receiving education, name the institution and the class in which they are studying).

Name	Relationship	Age	Name of the institution	Class	Remarks
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(Here indicate if in occupation the date since, when, the capacity in and the establishment on which he/she has been employed with the details of pay and allowances drawn in that posts).

- (c) Whether the widow/daughter/son was given an employment on compassionate grounds and whether she/he is still continuing in that employment.

(The details of the employment should be shown in the Remarks column above).

2. Assets.
 - (a) Exact amount of Life Insurance
 - (b) Cash and bank balance (Mention exact accounts).....
 - (c) Total value of other assets (movable and Immovable property).
(In case of immovable property, details should be indicated).

Nature	Area	Location	Value
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- (d) Income earned from the assets

Notes.—In case there is no income, the word 'Nil' should be written. In other cases, the income should be mentioned in figures.

3. (a) Name and address of the applicant
 (b) Relationship to the deceased Government Servant
4. Reasons for assistance from the Compassionate Fund of the Government of India.
5. If an application is being made after the expiry of one year from the date of the deceased Government servant , mention reasons for delay and also indicate how the widow and children have been subsisting during this period.
6. Name of the Treasury in which payment is desired

I certify that the information given above is correct.

Place
 Dated the.....

(Signature or Thumb impression of the applicant)

PART II

(To be completed by the applicant in duplicate on separate sheets)

Descriptive Roll of the applicant for an award from the Compassionate Fund.

- (a) Height :
- (b) Age :
- (c) Colour :
- (d) Personal marks of identification, if any :

Note.—If there are no identification marks, the word ‘Nil’ should be written.

- (e) Signature or thumb and finger impressions.

Small Finger	Ring Finger	Middle Finger
Index Finger	Thumb	

Attested by two or more persons of respectability in the town, village or pargana where the where the applicant resides

Signature, (i)

Name, (ii)

Occupation and address of the attestors. (iii)

PART III

(To be completed by the Administrative authority)

1. (a) Date of entry into service of the deceased Government Servant .
- (b) Last appointment held by the deceased Government servant .
- (c) Pay and allowances at the time of death
- (If death took place on or after 1-1-1973, the Pay & Allowances should be those admissible under the Central Civil Services (Revised Pay Rules,1973).
- Pay, Special Pay if any,
Dearness allowance,
House Rent Allowance,
Compensatory(city)
Allowances Any other
allowances with details.

Total :

- (d) Date of birth :
- (e) Date of death :
2. (a) Total service rendered permanent/quasi-permanent/temporary *Years Months Days*
- (b) Pensionable or non-pensionable
- (c) Whether family is eligible for any retirement benefits, If so, the following details should be given :
- I. Death-cum-retirement gratuity/death gratuity,
- II. Family Pension.
- (i) At the enhanced rate: Amount.....
with effect from the.....
- (ii) At the normal rate : Amount.....
With effect from the.....
- III. Provident Fund balance at the time of death :
- (a) General Provident Fund :
- (b) Contributory Provident Fund : (1) Subscriptions
(2) Government Contribution
(3)Special Contributions if any.
Total of (b).
- (c) Deposit linked Insurance Scheme :
- IV. Cash equivalent of leave salary :

3. Remarks of the superior officers on the work of the deceased officer as based on the Character roll. (Character Roll for the entire length of service should be forwarded with the application).
4. Was death due to or accelerated by devotion/extraordinary devotion to duty.
5. Recommendations of the Head of the Department regarding the amount of grant.
6. Additional remarks, if any.

Certified that the information furnished by the applicant at Columns 2 (c) and (d) of Part I of the application has been checked with reference to the property returns furnished or/and the report made or the sanction obtained, by the deceased Govt. servant under sub-rules (1) and (2) of rule 18 of the Railway Services (Conduct) Rules, 1966 and found to be correct.

Place.....

Dated the.....

(Signature and Designation of Head of Office)

(Railway Ministry's Letter No. F(E) III 74 / PF/1/12 dt, 10-10-1977).
