

**DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-V**

E.O.No.**405**

Dated: **25th March, 2011**

Circular No.

It has been seen that a large number of death cases, recommending the compassionate appointment to the widows/ legal heirs of the deceased employees of DDA are being referred to this office by various DDOs/ Branch Officers, without consulting the Policy Guidelines issued vide No: F.3(11)96/PB-V/188, dated: 1/3.06.1998, such a practice has been viewed seriously, Therefore, it has been decided that in future before submitting such cases, the forwarding officer, (DDO/Controlling officers, AD (Estt.) work-charged) may follow the following instructions in terms of the policy guidelines:

1. It may be ensured, that a case is not re-submitted, if the same is already forwarded in the past. If still it is proposed to be re-submitted, the reasons for latest recommendation, as well as, the reference of file No. of past referred case may be indicated to ensure continuity in the matter.
2. It may be ensured before recommending the case, that it is complete in all respect and all required documents with complete attestation are attached and are sent within the specified period (either within 5 years from the date of death of employee, or if the legal heir was minor within one year from the date of attaining the age of majority). The cases forwarded should be in consonance with the guidelines of Compassionate Appointment.
3. Where the applicant is minor, the cases should not be forwarded to this office until he/she becomes major i.e 18 years of age. These cases should be submitted within one year after applicant become major. However, in case, the legal heir of the deceased employee is less than 14 years, the widow may apply for job and nominate a breadwinner within the prescribed period.
4. The case must be submitted in accordance to the checklist attached with compassionate appointment application.
5. The compassionate appointment form and other proforma are available at DDA's website [www. dda.org.in](http://www.dda.org.in).

This issues with the approval of Competent Authority.

Sd/-
(Chandan Sengupta)
Dy. Director (Personnel)-V

Copy to:

1. All Chief Engineer, DDA with 15 spare copies to forward circular to All DDO's/ Controlling officers/ Director (W/c)DDA

Sd/-
Asstt. Director(P)-V