

English version of the subject matter of letter No. 9054-4GS-70/32230 dated 22nd December, 1970.

**Subject :—Ex-gratia grants and other facilities for families of Government employees who die while in service.**  
Sir,

I am directed to say that the question of allowing appropriate ex-gratia grants and other facilities to the families of Government employees who die while in service has been under consideration with Government for some time past and the following decisions have now been taken about the general policy to be followed in that regard. The policy will, however, be of general application and if any case or cases are attended with very usual or exceptional circumstances these will need to be considered separately on their merits. For instance, the quantum of the grant may be varied if the financial position of the family is exceptionally unsatisfactory or is exceptionally favourable. Again, the record of the deceased employee would not as a rule be of particular relevance, but notice would have to be taken of it if the record is exceedingly adverse, say in the matter of integrity. Subject to this, grants, etc. will be as indicated below :—

(a) Ad-hoc Ex-Gratia grants.

The ex-gratia grant to be given to the family of the deceased employee will be equivalent to ten (10x) times the last monthly emoluments drawn by him subject to a minimum of Rs. 5,000/- and a maximum of Rs. 15,000/-. The grant will normally be given for assisting the members of the family resettling themselves and only in very hard cases for purposes like marriage of the children.

(b) Free Medical Aid.

Free medical aid will be given to the family on the same basis as to pensioners except that facility will also be extended to minor children of the employee.

(c) Free Educational Facilities.

Free educational facilities will be provided to all children of the deceased employee for education up to the degree level.

(d) Accommodation.

In case where the deceased employee was in possession of Government accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of the rent being the same as was applicable to the employee at the time of his death. In other cases the house rent allowance admissible to the deceased employee will continue to be given to the family for one year after his death.

(e) Employment.

One or more members of the family of the deceased employee will be considered for absorption in Government service, the relevant rules being relaxed if necessary and feasible.

(f) Waiving of recovery of loans.

Any general concession by way of waiving recovery of loans drawn by the deceased employee (e.g. for house building) will not be allowed but each case will be considered by the Department concerned on its merits.

2. As regards the procedure for granting these facilities it has been decided that the necessary information in regard to the deceased employee and his family should be obtained from his family as in the enclosed proforma. Thereafter the Administrative Department concerned should examine the case and submit it to the Chief Minister through Chief Secretary (in General Service Branch) alongwith its recommendations. The ex-gratia grants will be met out of the provision under "71-Misc-K-36-Misc. and Unforeseen Charges-ex-gratia grant to the heirs of Government employees." The Drawing and Disbursing Officer in respect of this head will be the Under Secretary to Government, Haryana, Political Department.

3. It may be added that the basic objective is that an assistance in such cases is needed urgently, it should be provided with the minimum loss of time. It is, therefore, essential that each such case should be dealt with most expeditiously at all stages and no delay is allowed to occur. In particular if sanction of certain items must take some time because of the need for examination etc., the other items e.g. sanction

अनुग्रह पूर्वक अनुदान के लिए आवेदन पत्र का फार्म

### भाग-क

नियुक्त स्वर्गीय श्री/श्रीमति के परिवार की ओर से आवेदन पत्र ।

1. आवेदक का नाम तथा पूरा पता
2. मृतक कर्मचारी के साथ सम्बन्ध
3. सरकारी कर्मचारी की मृत्यु की तिथि
4. मृतक कर्मचारी के जीवित सम्बन्धियों के नाम तथा आयु

नाम आयु

(क) विधवा/पति

(ख) पुत्र

(ग) अविवाहित पुत्रियाँ

(घ) विधवा अविवाहित बहनें

(ङ) मृतक कर्मचारी पर पूर्ण रूप से आश्रित माता-पिता

5. परिवार की सामान्य वित्तीय स्थिति (वह शपथ पत्र प्रोफार्मा ए, 1(क/1) में दर्शायी जानी है ।

6. आय का साधन

7. सरकारी नौकरी के लिए विचार दिए जाने के इच्छुक परिवार के सभी सदस्यों की शैक्षणिक योग्यताएं एवं अन्य ब्यौरा

8. यदि मृतक सरकारी कर्मचारी की विधवा या उस के परिवार का कोई सदस्य कामा रहा है तो प्रत्येक केस में प्राप्त होने वाले मासिक वेतन तथा नियुक्ति का ब्यौरा दिया जावे ।

9. कोई अन्य सम्बन्ध सूचना

स्थान :

आवेदक के हस्ताक्षर

दिनांक :

पूरा पता

## भाग-ख

(कार्यालय/विभाग के अध्यक्ष द्वारा पूरा किए जाने के लिए)

1. मृतक कर्मचारी का नाम
2. परिस्थिति में जिनके कारण कर्मचारी की मृत्यु हुई
3. सेवा अवधि
4. जन्म तिथि
5. मृत्यु के समय प्राप्त की गई कुल मासिक आय
6. परिवार की आर्थिक दशा, विशिष्ट विवरणी सहित
7. सेवा का रिकार्ड, विशिष्ट विवरण सहित, यदि कोई हो
8. मृतक कर्मचारी की सम्पत्ति (सम्पत्ति घोषणा पत्र की प्रति संलग्न की जाये)
9. सेवा निवृत्ति तथा मृत्यु के बीच की अवधि
10. (क) सुविधायें जो पेन्शन/ग्रेच्युटी द्वारा मृतक को प्राप्त होती, यदि वह सामान्य ढंग से सेवा निवृत्त होता  
(ख) सुविधायें जो अब उस का परिवार पेन्शन/ग्रेच्युटी के तौर पर प्राप्त करेगा
11. मृत्यु के समय मृतक की सामान्य भविष्य निधि (जी0 पी0 एफ0) में जमा राशि
12. मृतक के पुत्र कहां कहां बसे हुये हैं और उन की मासिक आय क्या है
13. भाग 'क' के खाना 7 के सम्बन्ध में सिफारिशें, यदि कोई हों
14. सिफारिश की गई अनुग्रहपूर्वक अनुदान की राशि
15. क्या कर्मचारी नियमित था तथा एडवाक नहीं था :—

टिप्पणी :—अनुग्रहपूर्वक अनुदान की राशि सामान्य/मृतक कर्मचारी द्वारा प्राप्त की गई मासिक आय के दस गुणा राशि बराबर होगी तथा न्यूनतम 5,000 रुपये तथा अधिकतम 15,000 रुपये होगी ।

स्थान :

कार्यालय/विभाग अध्यक्ष के हस्ताक्षर

दिनांक :