

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No.P3/140(11)/2021-PO.I

Office of the Managing Director,  
RTC House, PNBS, Vijayawada.

**CIRCULAR NO. PD-6/2021, Dated: 09.11.2021**

Sub: **COMPASSIONATE APPOINTMENTS** – Compassionate Appointments to the eligible dependant family members of the regular PTD Employees who succumbed to **Covid-19** – Comprehensive Guidelines for disposal of cases - Reg.

Ref: 1. No. P3/140(02)/2020-PO-I Dated:21.08.2020  
2. No.P3/140(11)/2021-PO.I dated:26.10.2021

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Vide letter at reference 1st read above, it was instructed to register the applications of all eligible dependant family members of the PTD employees deceased while in service from 01.01.2020 onwards, to consider their cases for compassionate appointments. It was also informed that guidelines regarding disposal of these applications will be communicated in due course.

Now, the Government of AP vide Circular Memo No.1512950/Ser.A/2021 dated 21.10.2021 directed all Departments in Secretariat, all HODs / all District Collectors to provide compassionate appointments to the eligible kith and kin of those succumbed to Covid-19, in the first instance. This exercise should be completed before 30.11.2021 in a mission mode, subject to the general prevailing instructions on compassionate appointments.

In this connection, the following comprehensive guidelines are issued regarding disposal of the applications of the eligible dependant family members of the regular PTD employees succumbed to Covid-19, who are seeking compassionate appointments.

**I. Scheme of Compassionate appointments in GoAP:**

The Government of A.P. initiated the scheme of Compassionate appointments in the year 1977, as social security measure to help the families of the deceased regular Government employees vide **G.O. Ms. No.687, GAD(Ser.A) dated:03.10.1977.**

The objective of this scheme is to provide immediate relief to the family in distress, of deceased regular Government employee. These appointments are kept outside the purview of District Selection Committees/APPSC. Any ban on recruitment is not applicable to the appointments made under the compassionate scheme.

The guidelines on compassionate appointments have been revised from time to time and the comprehensive guidelines on this subject are issued through Circular Memo No.60681/Ser.A/2003-1 of GAD(Ser.A) dated:12.08.2003.

## II. Comprehensive guidelines on compassionate appointments.

These instructions are applicable to Public Transport Department on par with all other Departments in Secretariat, all HODs / all District Collectors. Therefore, these guidelines shall be applied to all the cases of family members of regular PTD employees, who died while in service from 01.01.2020 onwards, seeking compassionate appointments.

These guidelines are **not** applicable to the **contract employees** working in APSRTC.

### a. Criteria for registration of applications:

S.No.	Subject	Description	Detailed guidelines
1	Time limit for registration of application	a) registration of application shall be done within one year from the date of death of employee;	G.O.Ms.No.687, Dt.03.10.1977
		b) Candidates must have completed 18 years of age by the date of registration of application	
		c) Minor children must complete 18 years of age within two years from the date of death of employee.	G.O.Ms.No.165, Dt.20.03.1989

### b. Criteria to decide the eligibility of dependant family member:

One of the dependant family members of the regular Government employee who died while in service, there being no other earning member in the family, is eligible for compassionate appointment, subject to the following conditions.

Category	Refer the G.O.
a) Spouse or one dependent Child; (or)	G.O.Ms.No.687, Dt.03.10.1977
b) Dependent widow daughter or deserted daughter without receiving any property from her husband; (or)	Memo No.618/Services-A/78-11, Dt.17.12.1979 (Widow) Memo No.40610/A1/Admin-II/2004, Dt.20.03.2004 (Deserted daughter)
c) Married daughter in case of only daughter without brother/sister, provided she is dependent on the deceased government employee; (or)	G.O.Ms.No.350, Dt.30.07.1999.
d) Unmarried Younger brother/sister in case of unmarried employee; (or)	Memo No.17897/Services-A/2000-1, Dt.20.04.2000
e) Adopted child if adoption occurred prior to 5 years of death; (or)	G.O.Ms.No.612, GA(Ser-A) Dept, Dt.30.10.1991
f) If the daughter is unmarried at the time of submission of application and got married later;	Memo No.55769/Services.A/99-3, GAD, Dt.27.01.2000.
g) if the son who is employed is separated from the family and the family is without earning member, then spouse/son/daughter out of the remaining family members can be considered	Cir. Memo No.60681/Ser.A/2003-1 dated 12.08.2003
h) if the deceased employee does not have any male child and leaves behind a married daughter and an unmarried minor daughter; the choice of selecting one of them shall be left to mother	Cir. Memo No.60681/Ser.A/2003-1 dated 12.08.2003

**c. Age limit for compassionate appointment:**

Minimum Age at the time of appointment	18 years	Cir. Memo No.28379/Ser.G/AI/2005-1 dated 28.05.2005
Upper age limit at the time of appointment	1) 34 years for OC, 5 years age relaxation to SC/ST/BC	Cir. Memo No.60681/Ser.A/2003-1 dated 12.08.2003

	2) In case of spouse, upper age limit is 45 years including SC/ST/BC	Cir.Memo No.59011/Ser.G/2004-1 dated 03.06.2004 and Rule 12 of AP State and Subordinate Service Rules
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**III. Instructions on compassionate appointments to the eligible family members of the PTD employees succumbed to Covid-19:**

**a. Posts offered in PTD:**

As per the rules of GoAP, Compassionate appointments can be made to Jr. Assistant or any other category of posts whose pay is equal or less than that of Jr. Asst.(Refer Cir. Memo No.60681/Ser.A/2003-1 dated 12.08.2003).

Hence, it is now decided to provide Compassionate appointments in PTD in DR category posts whose pay is equal or less than that of Jr. Assistant such as Conductor, Driver, Shramik and Junior Assistant (Personnel/Finance) only.

**b. Educational qualifications:**

The educational qualifications and other physical standards, as applicable to the respective cadres viz., Conductor, Driver, Shramik and Junior Assistant, given in AP PTD State and Subordinate Service Rules, 2021 (Special Rules) shall be followed for compassionate appointments.

**c. Special consideration for Junior Assistant post:**

As per Rules of GoAP, Minimum educational qualification for Jr. Assistant in HODs/Directorates is Degree and Intermediate in Subordinate offices. The candidate who do not posses such minimum qualification, can be considered if he/she possesses at least Intermediate/SSC respectively, by giving reasonable time to acquire higher qualification i.e., 3 years to acquire Intermediate (Subordinate offices) and 5 years to acquire Degree (HODs/Directorates) (Refer Cir. Memo No.60681/Ser.A/2003-1 dated 12.08.2003).

As per AP PTD Subordinate service Rules, 2021 (Special Rules), the minimum educational qualification prescribed for the post of Junior Assistant is Degree only across all Units of appointment. As such, while considering the cases for compassionate appointments to the post of Junior Assistant, the candidates possessing Intermediate shall also be considered subject to acquiring higher qualification i.e., Degree within a period of 5 Years, from the date of appointment.

If candidate provided with such compassionate appointment fails to acquire the requisite qualification i.e., Degree within the prescribed period of 5 years, he/she will be reverted to a lower post as if he/she is a fresh candidate. If such candidate is not willing to take the lower post, he/she is liable to be discharged from the services in terms of G.O.Ms.No.969 GAD(Ser.A) dated:27.10.1995.

**d. A.P. Open School Society (APOSS):**

In terms of G.O.Rt.No. 372 of Higher Education (IE-II-2) Department, dated: 19.05.2010, SSC(APOSS) is equivalent to SSC of Board of Secondary Education, A.P.

While considering the cases of candidates possessing SSC (APOSS), the Selection committee shall verify the reading and writing skills of such applicants. If any doubt arises on the genuineness, such cases shall be referred to HO for clarification.

**e. Conditions for Appointment of selected candidates:**

All compassionate appointments **shall be temporary to start with initially.**

The eligible dependant family members of the deceased government employee shall be provided temporary appointments initially, if they satisfy the minimum conditions of recruitment prescribed in the recruitment rules of relevant cadre such as age, minimum educational qualifications, physical/medical standards, without subjecting them to departmental qualifying test, if any to the cadre concerned. (Refer G.O. Ms. No.687, GAD(Ser.A) dated:03.10.1977)

Such temporary appointments shall be given subject to the condition that he/she shall acquire the required higher educational qualification for relevant cadre within the prescribed period and pass the departmental qualifying test, as the case may be.

After verification of antecedents and original certificates, such temporary appointments can be considered for regular appointment and be placed on probation. Probation of such candidates shall be declared only after acquiring higher educational qualifications and passing the departmental qualifying test of the relevant cadre.

**f. Competent authority for appointments:**

As per the rules of GoAP, Appointing Authority is the Competent Authority to make compassionate appointments (Refer Cir. Memo No.60681/Ser.A/2003-1 dated 12.08.2003).

Regional Manager is the appointing authority for the posts of Conductor, Driver and Shramik. Executive Director of the Zone is the appointing authority for Junior Assistant cadre.

**g. Method of Selection for compassionate appointments:**

**(i) Filling of the vacancies against DR quota:**

The compassionate appointments shall be provided against Direct recruitment quota, subject to the availability of sanctioned vacancies in DR quota only.

If no sanctioned vacancies in DR quota are available, all such cases, along with relevant documents, shall be referred to the District Collector concerned who is the nodal authority to make compassionate appointments and for allotment of the candidates to any of the Departments at the District level.

If the eligible candidates are more than the existing vacancies available in a particular cadre, priority shall be given to the candidates on the basis of age i.e., in the descending order of the age of the candidates.

**(ii) Rule of Reservation:**

As per the rules of GoAP, while providing compassionate appointments, the Rule of Reservation shall be followed. (Refer Cir. Memo No.60681/Ser.A/2003-1 dated 12.08.2003)

Hence, all Appointing authorities are advised to provide compassionate appointments duly observing Rule of Reservation for SC,ST,BC etc., as per DR communal Roster.

**h. Condition to be incorporated in appointment order :**

In the appointment order on compassionate grounds issued to the dependants of the deceased Government employee, the following condition shall be incorporated.

**"An undertaking in writing should be given that he/she (the person appointed) will maintain properly the other family members who were dependant on the Government servant (deceased Government employee) and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, the appointment may be terminated forthwith."**

The appointment on compassionate grounds can be terminated on the ground of non compliance of any conditions stated in his/her offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non compliance of the conditions stipulated in the offer of appointment. It is not necessary

to follow the procedure prescribed in Andhra Pradesh Civil Services (Classification Control and Appeal) Rules/ Andhra Pradesh State and Subordinate Service Rules (General Rules) or any rules in force.

Head of the Department concerned is the authority competent to terminate the services of compassionate appointee for non compliance of the conditions in the offer of compassionate appointments.

Commissioner, PTD and Ex-officio VC&MD of APSRTC is the Head of the Department for Public Transport Department.

**i. Ex-gratia in lieu of compassionate appointment:**

As per the rules of GoAP, Ex-gratia amount shall be paid, only in the cases of death while in service, provided that there is no earning member in the family of the deceased Government employee and no suitable person is available for appointment.

The amount of Ex-gratia payable to the distressed family of the deceased employee is indicate below. (Refer G.O. Ms. No.114 of GAD(Ser.A) dated:21.08.2017)

Class-IV Employee	: 5 Lakhs
Non Gazetted Employee	: 8 Lakhs
Gazetted Employee	: 10 Lakhs

All the categories given in AP PTD State Service Rules, 2021 (Special Rules) are Gazetted cadres and the categories mentioned in AP PTD Subordinate Service Rules, 2021 (Special Rules) are non Gazetted cadres.

Accordingly, Appointing authorities may arrange to pay Ex-gratia amount in the applicable cases to the family members of the deceased PTD employees, as given above.

**j. Relaxation of Age and educational qualifications:**

Under any circumstances, no relaxation in respect of educational qualification or age shall be allowed for compassionate appointments. Any such proposal seeking relaxation of age, educational qualification etc., shall be forwarded to the administrative Department concerned (T,R&B Dept in case of PTD) for taking further action.

**k. Check list of documents to be obtained from the applicants seeking compassionate appointments:**

The following documents shall necessarily be submitted by the candidates seeking compassionate appointment, to the Regional Office concerned for scrutiny.

- i. Representation of the individual stating that he/she is willing for appointment in any of the post and the same should be a notarized affidavit.
- ii. Consent letter from the other family members (no objection) to provide employment to the applicant and the same should be a notarized affidavit
- iii. No earning member certificate issued by MRO/Tahasildar.
- iv. Copy of Family Members Certificate issued by MRO/Tahasildar.
- v. Declaration of family members stating that none of the family members are working in Government.
- vi. Copy of caste certificate
- vii. Original death certificate
- viii. Certification by the authorities that the employee succumbed to Covid-19.
- ix. Copy of Transfer certificate/educational certificates
- x. Community, nativity and date of birth certificate.

**l. Time Schedule for selections:**

The various steps involved in the task of providing compassionate appointments are given hereunder.

- i. Registration of applications
- ii. Scrutiny of registered applications along with necessary documents/ certificates/ affidavits/ undertakings submitted by the candidates.
- iii. Conducting selections by the Selection Committee.
- iv. Medical examination for the shortlisted candidates.
- v. Issue of appointment orders.
- vi. Training to the appointed candidates, if any,
- vii. Issue of posting orders.



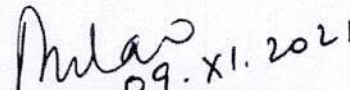
**Registration of applications:** Instructions were already issued to register the applications seeking compassionate appointment from all the dependant family members of the PTD employees succumbed to Covid-19.

Further to this, the following schedule is given for strict adherence by all the appointing authorities concerned for disposal of cases under Compassionate appointment scheme.

Task	Shall be completed by
<b>(1) Scrutiny of all applications:</b>	
At all RM's offices: Scrutiny of registered applications, collection of required documents/affidavits from the applicants;	20-11-2021
<b>(2) Conducting of selections at Zonal Level:</b>	
<b>For the post of Junior Assistant:</b> Selections shall be conducted to the post of Jr.Asst (P/F) by the Zonal Selection Committee at the respective Zonal Office;	23-11-2021
Short listing of the candidates for the post of Junior Assistant (P/F)	
<b>(3) Conducting of selections at Regional Level:</b>	
<b>For the posts of Conductor, Driver and Shramik:</b> Selections shall be conducted to the posts of conductor, driver and shramik by the Regional Selection Committee at the respective Regional Office for all the registered applicants of the Region (duly excluding the candidates shortlisted for the post of Junior Assistant (P/F))	25-11-2021
Short listing of the candidates for the post of Conductor, Driver and Shramik	
<b>(4) Directing the shortlisted candidates to Medical examination</b>	27-11-2021
<b>(5) Issue of Appointment orders</b>	30-11-2021
Executive Director: Zone shall issue the appointment orders to the selected candidates for the post of Junior Assistant (P/F).	
Regional Manager shall issue appointment orders to the selected candidates for the post of Conductor, Driver and Shramik.	
<b>(6) directing the selected candidates to training,</b>	
<b>(7) issue of posting orders</b>	

Encl:

1. G.O. Ms. No.687, GAD(Ser.A) dated:03.10.1977.
2. Circular Memo No.60681/Ser.A/2003-1 of GAD(Ser.A) dated:12.08.2003.

  
 Vice Chairman and Managing Director

**Copy to all Officers of the Corporation**

