

Himachal Pradesh
Public Works Department

NO.PWE-95-9(Employment) -ES-I-
From:-

6316-6417

Dated:- 27/8/2020

Engineer-in-Chief,
HP.PWD., Shimla-2.

To

The Engineer-in-Chief (Project),
The Chief Architect, HP.PWD Shimla/ Mandi.
All the Chief Engineers in HP.PWD.
All the Superintending Engineers in HP.PWD.
All the Executive Engineers in HP.PWD.
All the LAOs in HP.PWD.

Subject:-

Policy for providing "Compassionate Employment" and
delegation of Powers to department(s) for disposal of cases of
compassionate appointments.

I am directed to enclose herewith a copy of office memorandum
No.Fin F-(A)- (16)-1/2013 dated 06.08.2020 received from Principal Secretary (Finance) to
the Government of Himachal Pradesh on the subject cited above. The above amendment may
be brought to the notice of all concerned for information and strict compliance.

Encl:- As above.

(Lobzang Namgyal)
Registrar,
HP.PWD., Shimla-2.

Copy to the Executive Engineer (ICT Wing) HP.PWD Shimla-2

with direction to upload this letter a/w Govt.letters dt. 6.8.2020 on the official website of
HP.PWD.

All Branch Head in HP.PWD Head Quarter, HP.PWD Shimla -
2 for information & necessary action please.

All dealing assistant in ES-I Section for necessary action

Encl:- As above.

(Lobzang Namgyal)
Registrar,
HP.PWD., Shimla-2.

FR
8 upload in
27/8 dept. website

JOA (IT)

Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

No. Fin-F-(A)-(16)-1/2013 Dated Shimla - 2, the 06.08.2020

OFFICE MEMORANDUM

Subject:- Policy for providing 'Compassionate Employment' and delegation of Powers to department(s) for disposal of cases of compassionate appointments.

1. A "Revised Policy for providing 'Compassionate Employment' and also delegation of Powers to department(s) for disposal" was framed/circulated vide this Department's OFFICE MEMORANDUM of even number dated 07.03.2019. Generally, such an appointment is given against a post in lowest rung i. e. Clerk on Contract basis and as a Class-IV on daily wage basis depending upon the educational qualifications of the applicants & other pre-requisite(s) essentially required for that particular post in any of the Government Department. In the meantime, one more category has been introduced with the nomenclature of Junior Office Assistant (Information Technology) by the Government as a substitute to the post of Clerk. The Recruitment & Promotion Rules for the said post provide 100% its filling up through direct recruitment. Thus, it has become quite necessary that this post may be considered to be filled up on compassionate grounds as per the policy of the Government governing compassionate appointment. After due consideration at Government level, it has been decided, in partial modification of OFFICE MEMORANDUM ibid, that Para-5 (c) shall henceforth be substituted as below:-

- (i) For Class-III [Junior Office Assistant (IT)] post, the requisite typing test @ required speed prescribed for direct appointee(s) will be compulsory before anyone is given compassionate appointment, as per the requirement of Recruitment & Promotion Rules made for that post.
- (ii) The typing test may be conducted through the Government Industrial Training Institute(s) located at the State Headquarter or District Headquarter, for which only 03 (THREE) chances be permitted within a maximum time span of 12 months.
- (iii) The assessment in the Industrial Training Institute(s) may be done by Committee of three officers including a Senior Officer of the Industrial Training Institute(s) and the Head(s) of Office/Class-I officer of the Department, where appointment is to be made.
- (iv) After passing pre-typing test within the prescribed time limit and ensuring all pre-requisites necessitated for compassionate appointment, the Head(s) of Department(s) concerned may issue orders for his/her appointment to the post of Junior Office Assistant (IT) on contract basis;
- (v) On his/her joining as JOA (IT) in the said Department, compassionate appointee must immediately get her/himself enrolled with National Institute of Electronics and Information Technology (NIELIT) for acquiring "O" or "A" level Diploma.
- (vi) During his/her period of acquiring Diploma, the person will get emoluments equal to the minimum of the pay band plus grade pay as is applicable to Junior Office Assistant (IT) appointed through direct recruitment on contract basis in any of Government Department along-with annual increase to be accrued thereon;
- (vii) The maximum period for acquiring One Year Diploma in Information Technology from NIELIT be prescribed as "Two Years".
- (viii) During the period of such training, subject to a maximum of one year, the fee for such training will be reimbursed by the Government subject to successful completion of such course by the concerned appointee.

[Signature]
06/09/2019

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- (ix) If the compassionate appointee is not successful in getting the diploma in one year, he/she may continue the training related to diploma in IT but the same will be at her/his own cost and the State Government will not reimburse anything for this extended period of training.
- (x) If any compassionate appointee so enrolled with NIELIT does not acquire the necessary minimum qualification as described above within the maximum time limit of two years, he/she shall be offered compassionate employment to Class-IV post on daily wage basis in the respective department.

3. The above amendment may be brought to the notice of all concerned for information and strict compliance.

4. This Office Memorandum/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure."

- BY ORDER -

[PRABODH SAXENA, IAS],
Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

All the Administrative Secretaries to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. Fin-F-(A)-(16)-1/2013 Dated the

06.08.2020

1. The Secretary to Governor, H.P., Shimla -2.
2. The Divisional Commissioner(s), Shimla/Kangra/Mandi.
3. The Secretary, H. P. Vidhan Sabha, Shimla - 4.
4. All Heads of Departments in Himachal Pradesh.
5. The Secretary, H. P. Public Service Commission, Shimla -2.
6. The Secretary, H. P. Staff Selection Commission, Hamirpur.
7. The Registrar General, H. P. High Court, Shimla.
8. The Secretaries/Chairman/Managing Directors/Registrar of the Public Sector Undertakings/Autonomous Bodies and Boards/Corporations etc. in Himachal Pradesh.
9. 100 Spare Copies.

[RAJENDER SHARMA]

Deputy Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.