

**Proforma for Register for monitoring of Compassionate appointment cases in
Divisional Office:-**

- i) UARN (Unique Application Registration Number)
- ii) Name of the employee
- iii) Date of Death / date of retirement on medical grounds/ date of police report in r/o missing government servant.
- iv) Date of first visit of IP/ASP for informing the family about the scheme of compassionate appointment.
- v) Date of second visit of IP/ASP for assisting the family in filling up the required application forms and submission of required documents.
- vi) Date of third visit of IP/ASP for collecting the filled-up application forms and documents/Date of application/Details related to refusal etc.
- vii) Date of submission of case to Division Office.
- viii) Date of sending the documents for verification.
- ix) Date of submission of verified documents.
- x) Date of submission of documents to the Circle Office.
- xi) Date of acceptance of documents by Circle Office.
- xii) Date of CRC and outcome.
- xiii) If recommended, date of allocation of division with name of the division.
- xiv) Final joining date.
- xv) If applicant is not recommended for appointment, details of second consideration / third consideration till appointment or rejection.

