



Andhra Pradesh Central Power Distribution Corporation Limited  
VIDYUTH NILAYAM

Corporate Office, Beside Govt. Polytechnic College, ITI Road, Vijayawada

O/o Chairman and Managing Director  
APCPDCL:: Vijayawada

**Circular.Memo.No.CMD/DIR(Fin&HR)/GM(HR)(FAC)/DGM-III/PO-Ser/Asst/Dt:..09.24.**

**Sub:-** Estt. – APCPDCL – VJA – Compassionate Appointments – Submission of job proposals for providing compassionate appointments to the dependents of deceased employees and dependents of employees Retired on Medical Invalidation – Certain instructions Issued – CHECK-LIST for submission of job proposals – Communicated – Reg.

**Ref:** Circular.Memo.No.CMD/CGM(HRD)/JS(HRD)/DGM-III/PO-(Med-II)/  
D.No.216/17, Dt.11.01.2017.

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In the reference cited, certain instructions were issued and check-list for processing Compassionate Appointments was communicated.

2. After careful consideration, it is hereby decided to modify the Check-list by including certain items to the check-list already communicated vide reference cited. In this regard, a copy of revised Check-List is herewith enclosed.

3. All the Superintending Engineers/ APCPDCL are hereby directed to submit the job proposals for providing Compassionate Appointments to the dependent of deceased employees and the dependents of employees Retired on Medical Invalidation along with recommendations and necessary documents as mentioned in the revised Check-list without fail.

**Encl:** Revised Check-list.

**RAVI PATTANSHETTI, I.A.S**  
**CHAIRMAN AND MANAGING DIRECTOR**

To  
All the Superintending Engineer/APCPDCL/  
All the Executive Engineer/APCPDCL/

**Copy to:-**

The Peshi to the Chairman & Managing Director, APCPDCL, Vijayawada.

The Peshi to the Director (Finance), APCPDCL, Vijayawada.

All Chief General Managers/Corporate Office/ Vijayawada for similar action in  
respect of their wings.

All General Managers/ Corporate Office/ Vijayawada.

The General Manager (IT)/ Corporate Office/ Vijayawada – It is requested to  
upload circular memo in the APCPDCL website.

The Senior Accounts Officers/Operation Circle/ APCPDCL

The Personnel Officers/Operation Circle/ APCPDCL

The stock file.

The Revised Check-list of the job proposal in respect of Dependent of deceased employee or Dependent of employees retired on Medical Invalidation are as follows:		
<u>CHECK – LIST</u>		
<b>Sl.No.</b>	<b>Particulars</b>	
1	Name of the deceased/ employee retired on Medical Invalidation	
2	Designation of the deceased/ employee retire on Medical Invalidation	
3	Circle/ Office in which the employee was working prior to his death/ retirement on Medical Invalidation	
4	Date of Birth of the deceased/ employee retired on Medical Invalidation	
5	Employee ID of deceased/ employee retired on Medical Invalidation	
6	Date of Death/ Date of retirement on Medical Invalidation	
7	Type of Death	
8	In case if Man Missing of employee, whether FIR filed. FIR No.&date.	
9	Whether Man Missing report of Police concerned accepted by the Court. Copy of court order shall be enclosed.	
10	Name of the Applicant.	
11	Address of the applicant along with phone number.	
12	Relationship with deceased/ employee retired on Medical Invalidation.	
13	Date of application	
14	Whether application submitted within one year from date of death/ Retired on Medical Invalidation	

	Yes/ No.	
15	Date of Birth of the applicant	
16	AGE of the applicant as on the date of death of deceased/ employee retired on Medical Invalidation. (Years/ Months/ Days)	
17	If minor, is the age more than or equal to 16 years at the time of death of employee/ employee retired on Medical Invalidation.	
18	Post to which the candidate has applied for	
19	Educational qualifications of the applicant	
20	Whether eligible for the post applied for. If eligible, mention the rule position.	
21	If not eligible, what is the post for which the candidate is eligible for	
22	<b>Whether</b> the candidate has submitted Specific willingness to accept a lower post, then applied for	
23	Caste of the applicant	
24	Whether any loans are outstanding against the deceased employee/ employee retired on Medical Invalidation.	
25	If any Loans are pending against the deceased employee, the applicant has to submit the undertaking affidavit stating that he/ she will clear the outstanding loan amounts.	
26	Marital status of the applicant no	
27	If applicant is Married. Notarized Affidavits of the applicant as well as Spouse of the applicant stating that the Spouse is not working in any Govt./ Private sectors and not an earning Member in the family, shall be submitted.	
28	If the applicant is married daughter whether she is the only legal heir to the deceased and	

	dependent on him vide T.O.O. [CGM (HRD&TRG) Ms.No.301, Dt.23.03.2004. Married daughter's husband as well as the applicant has to submit the Notarized Affidavits stating that he/she is not an earning member and dependent on deceased employee.			
29	Who are the family members of the deceased/ employee retired on Medical Invalidation ( <b>Family Members Certificates</b> issued by Tahildar shall be enclosed)			
Sl.No.	Name of the Family Member Sarvasree/ Smt.	Relationship	Age in years	Present occupation
i.				
ii.				
iii.				
iv				
30	Whether other family members have given consent/ No objection to provide Compassionate appointment to the applicant.			
31	If not whom has the spouse/ mother of the deceased preferred			
32	If the applicant is the brother or sister of the deceased employee, whether the deceased employee remained unmarried.			
33	If having two wives, whether the employee has taken permission of the Board for contracting second marriage. SR copy shall be enclosed.			
34	If the Widowed daughter is claiming the benefit of employment as a dependent of a deceased employee, whether certificate from the RDO that she has not inherited any property through her husband and the she is society dependent on her parents is produced.			
35	Whether any of the dependent is already employed, If so, whether such dependent is living			

	separately and not supporting the family. [In the No Earning Members Certificate, the Tahsildar has to certify the fact of such family member separated from family)	
36	Whether any of the family members are working in the Government or Private Sector ( <b>No Earning Members Certificate</b> issued by Tahsildar shall be enclosed)	
37	Whether clear vacancies including lower categories or existing.	
38	Copy of latest INCOME TAX Returns of the applicant. If not filed, obtain undertaking from the applicant for not filing the IT return.	
39	Copy/ies of latest INCOME TAX Returns of the other family members. If not filed, obtain undertaking from the applicant for not filing the IT return.	
40	Copy of PROPERTY RETURN submitted by the deceased employee/ employee Retired on Medical Invalidation.	
41	Whether the individual is having left over service of 5 years before attaining the age of superannuation ( <b>for medical invalidation cases.</b> )	
42	Whether a copy of Retirement orders issued to the employee under Medical Invalidation is enclosed.	
43	Whether the disease from which the employee is suffering is covered in the list of diseases mentioned in S.O.O. (CGM-HRD) Ms.No.167, Dt.12.12.2008 for claiming compassionate appointment to the dependents. ( <b>for medical invalidation cases.</b> ) Mention the name of the disease mentioned in the Medical Board Certificate.	
44	Whether the Medical Board Certificate one specialist in the disease/ illness with which the	

	employee is suffering and seeking Medical Invalidation and in case of a lady employee seeking a medical invalidation, one lady civil surgeon should be signed as per para-16(i)(a) of the G.O.Ms.No.661, Dt.23.10.2008. The details of the Doctors who have signed on the Medical Certificate shall be mentioned in the filled in check-list.	
45	Whether the vacancy available under the condition of compassionate appointment on medical invalidation limited to 5% of Direct Recruitment vacancies in a unit of appointment. <b>(for medical invalidation case)</b>	
46	Whether Death Certificate enclosed or not	
47	Whether Legal Heir Certificate enclosed or not	
48	Genuineness of Educational Certificate	
49	Was the deceased under suspension at the time of death/retired on Medical Invalidation	
50	Circle where employment preferred.	

To be signed by in-charge of Unit/division and counter signed  
by SE/Operation