



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
भविष्य निधि भवन / Bhavishya Nidhi Bhawan
14, भीकाजी कामा प्लेस, नई दिल्ली 110066
Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in



No. HRM-V/IV/11(07)/2015/CA Policy Matter/Vol.I

Dated:

To,

All Zonal ACCs (HQ)/ACCs (In-Charge),
All Regional Provident Fund Commissioner (In-Charge).

29 JUN 2018

Sub: Proposal for Compassionate Appointment in EPFO – Reg.

Sir,

Please refer to your representation dated 22.02.2018 on the above cited subject.

2. This office has received application from the family of the deceased employees through Zonal/Regional Offices for compassionate appointment. To bring about uniformity and transparency in assessing the suitability of such appointment on compassionate ground, it has been decided to adopt the system of allocation of points to various attributes/parameters based on 100 point scale as devised by the Ministry of Communication and Information Technology, Department of Posts vide Circular No. 37-36/2004-SBP-1/C dated 21.01.2010 and point gradation as updated by the Ministry of Defence Circular No. 19(2)/2017-D (Lab) dated 09.01.2018 (two sets of Circulars are attached herewith).

3. Keeping in view the administrative requirement in processing such applications for appointment on compassionate ground the following proforma has been made which are enclosed herewith.

Sl.No.	Proforma	Title
1.	Part A	Proforma regarding employment of dependents of employees who died while in service/retired on invalid pension (To be filled by candidate/applicant for appointment).
2.	Part B	Proforma to be filled by the RPFC of the Region.
3.	Part C	Relative Merit Points Assessment on a 100 point scale for Compassionate Appointment.

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4. The table of reference for allocations of points to various attributes based on the 100 point scales is also attached herewith, which may be used for the assessment in Part C proforma.

5. Henceforth, all the field offices may forward applications for appointment on compassionate ground in the above format in Part A, B & C with specific recommendations.

(This issues with the approval of the Central P.F. Commissioner).

Yours faithfully,



(Uma Mandal)
Additional Central P.F. Commissioner (HRM)

REGISTERED

No.37-36/2004-SPB-1/C.
 Government of India
 Ministry of Communications & IT
Department of Posts
 SPB-1/C. Section

Dak Bhawan, Parliament Street,
 New Delhi-110001.

No. 37-36/2004-SPB-1/C

Dated: 20-01-2010

To,

All Heads of Postal Circles,
 All Directors/Dy. Directors of Accounts (P)
 Director, Postal Staff College, India, Ghaziabad,
 All Directors of Postal Training Centres

Sub: Scheme for Compassionate Appointment-Relative Merit Points and
 Procedure for selection.

Madam / Sir,

The objective of the Scheme for Compassionate Appointment is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood. It is to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

2. Keeping, in view the objective of the Scheme, the existing instructions relating to Compassionate Appointment have time and again been reviewed/modified /simplified so that the system finally derived at shall be more transparent, efficient and uniform in nature.

3. The efficacy of the Scheme is based on its transparency. It is this aspect, which is foremost and hence while considering a request for appointment on compassionate grounds by a Committee, a balanced and objective assessment of the financial condition of the family has to be made taking into consideration its assets and liabilities and all other relevant factors such as the presence of earning member, size of the family, ages of the children and the essential needs of the family etc. This is done to assess the degree of indigence among all the applicants considered for compassionate appointment within the prescribed ceiling of 5% of the direct recruitment vacancies.

4. The existing position has been reviewed in this Department and it has been decided by the competent authority that to achieve the objective of the scheme of the Compassionate Appointment and to ensure complete transparency, merits of the cases can be conveniently decided by allocating points to the applicants, based on various attributes indicated in the references of DOP&T from time to time. Accordingly the Department has worked out a system of allocation of points to various attributes based on a hundred point-scale as indicated in the tables below: -

.....2/-

(a) FAMILY PENSION (BASIC EXCLUDING DA&ALLOWANCES)

SL no.	Points	Proposed slab for Deptt. of Posts
1	20	Upto 5000
2	18	5001-8,000
3	16	8001-11000
4	14	11001-14000
5	12	14001-17000
6	10	17001-20000
7	8	20001-23000
8	6	Above 23000

(b) Terminal benefits (DCRG, GPF, CGEGIS, LEAVE ENCASHMENT & PENSION COMMUTATION)

SL no.	Points	Proposed slab for Deptt. of Posts
1	10	Upto 1,40,000
2	9	140,001-168000
3	8	168001-196000
4	7	196001-224000
5	6	224001-252000
6	5	252001-280000
7	4	280001-308000
8	3	308001-336000
9	2	336001-364000
10	1	364001-420000
11	0	420001 & above

(c) MONTHLY INCOME OF EARNING MEMBERS AND INCOME FROM PROPERTY

SL no.	Points	Proposed slab for Deptt. of Posts
1	5	No income
2	4	2500 or less
3	3	2501-3500
4	2	3501-4500
5	1	4501-5500
6	0	5501 & above

(d) Moveable / Immovable Property

SL no.	Points	Proposed slab for Deptt. of Posts
1	10	Nil
2	8	Upto 1,50,000
3	6	150,001 - 300,000
4	3	300,001 - 600,000
5	1	600,001 - 10,00,000
6	0	above 10,00,000

(e) No. of dependents **Points**

(i) 3 and above	15
(ii) 2	10
(iii) 1	5

(f) No. of unmarried daughters:- **Points**

(i) 3 and above	15
(ii) 2	10
(iii) 1	5
(iv) None	0

(g) No. of Minor children **Points**

(i) 3 and above	15
(ii) 2	10
(iii) 1	5
(iv) None	0

(h) Left over service **Points**

(i) Over 20 years	10
(ii) Over 15 & upto 20 years	8
(iii) Over 10 & upto 15 years	6
(iv) Over 5 & upto 10 years	4
(v) 0 - 5 years	2

.....4/-

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IN ADDITION TO THE ABOVE, CASES WHERE THE WIFE OF THE DECEASED OFFICIAL HAS APPLIED FOR COMPASSIONATE APPOINTMENT FOR HERSELF, SHE SHALL GET 15 ADDITIONAL POINTS AS GRACE POINTS. THIS WILL BE IN LINE WITH THE GENERAL PRINCIPLE THAT THE WIDOW NEEDS TO BE GIVEN PREFERENCE FOR COMPASSIONATE APPOINTMENT.

The above system of weightage not only awards objectivity to the entire method but also ensures complete transparency and uniformity in the selection process. The above method should be strictly followed with immediate effect, keeping in view the instructions issued by the Department of Personnel & Training from time to time.

This has the approval of Secretary (Posts)

B.P. Sridevi
(B.P. Sridevi)

Director (Staff)

Telephone No.23036656

Copy to:

1. Director(Estt.)/Dir. (Admn.)/Dir.(PA-I, II)/Dir.,CE (Civil Wing)/Dir.(Welfare, Sports & Legal)/ADG(PE)/ADG(Admn.)/ADG(PA-Admn.)/ADG(SGP)/ADG(SPN)/ADG(Pen)/ADG(DE)/ADG(Legal) for information and necessary action please if any.
2. S.O.(Admn.)/S.O.(PE-I)/S.O.(PE-II)/S.O.(SPB-1)/S.O.(SPB-II)/S.O.(SGP)/S.O.(SCT)/S.O.(Pen)/S.O.(CWP)/Legal Cell for information & necessary action if any.

Kallash Chand
(Kallash Chand)

Section Officer (SPB-1/C.)

Telephone No.23036708

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Ministry of Defence
D(Lab)

Sub:- Scheme for compassionate appointment – Relative merit points and revised procedure for selection.

The undersigned is directed to say that the Department of Personnel & Training under the Ministry of Personnel, Public Grievances and Pensions is the nodal department for Government of India's Scheme for Compassionate Appointments. While considering requests for compassionate appointment, a balanced and objective assessment of financial condition of the families of the applicants has to be made taking into account the assets and liabilities and other relevant factors. The main object of the Scheme is to alleviate the family of the deceased government servant/member of the Armed Forces from indigence and help it get over the emergency. Accordingly, vide Ministry of Defence I.D. No.271/93/D(Lab) dated 2.11.93, Ministry of Defence had developed a 100-point weightage system containing various parameters/attributes to decide the most deserving cases amongst the large number of applicants. The weightage system was revised in 2001 vide Ministry of Defence ID No. 19(4)/824-99/1998-D(Lab) dated 9.3.2001. Consequent upon implementation of the 6th CPC Report, parameters of all these attributes were further revised in 2010 vide MoD note No.19(3)/2009/D(Lab) dated 22.1.2010 and 14.5.2010. Presently, the attributes on 100-point scale are – Quantum of Family Pension (20 points); Terminal Benefits (10 points); Monthly income of family from other sources (05 points); Movable/immovable property held by the family (10 points); No. of dependents (15 points), No. of unmarried daughters (15 points); No. of minor children (15 points) and Left over service (10 points). As per the practice, compassionate appointment is given to the highest score earner.

2. Now, consequent upon implementation of the 7th CPC pay structure, the financial parameters are required to be revised again. Certain organisations/ formations under Ministry of Defence have been requesting for revision of relative merit points and procedure for selecting the most indigent applicant(s) for compassionate appointment after death/medically boarding-out of the Government servant/member of the Armed Forces on whose income the family was wholly dependent.

3. As per 7th CPC structure, the minimum pension stands revised from ₹ 3,500 p.m. (as per 6th CPC) to ₹ 9,000 p.m. which approximately comes out to be 2.57 times the old pension. The Govt. of India have also approved this factor of 2.57 for working out revised pay, based on which DCRG, Family Pension and Leave encashment are calculated. Accordingly, the monetary parameters/attributes such as Family Pension, Terminal Benefits, Monthly income of earning member(s) and income from property and latest market value of the Movable/Immovable property have been revised by the multiplying the fitment factor of 2.57 or so, for arriving at the present-day weightage points. However, other non-monetary parameters/attributes viz. No. of Dependents, No. of Unmarried Daughters, No. of Minor Children and Leftover Service have been kept unchanged.

Contd...

4. Accordingly, with the approval of the competent authority, various parameters on the 100-point scale of weightage system stand revised as under with immediate effect:-

(a) Basic Family Pension / Monthly Amount received under National Pension System **(20 points)**

Upto ₹ 9,000	20
₹ 09,001 – 11,500	18
₹ 11,501 – 14,000	16
₹ 14,001 – 16,500	14
₹ 16,501 – 19,000	12
₹ 19,001 – 21,500	10
₹ 21,501 – 24,000	08
₹ 24,001 – 26,500	06
₹ 26,501 – 29,000	04
₹ 29,001 – 31,500	02
₹ 31,501 and above	00

(b) Lump sum amount received by the family on death of Govt. servant (i.e. DCR Gratuity, GPF/PPF A/c balance, Leave Encashment, CGEGIS, LIC/PLI etc.) / Lump sum Amount received under NPS etc. **(10 points)**

Upto ₹ 10,00,000	10
₹ 10,00,001 – 11,87,500	09
₹ 11,87,501 – 13,75,000	08
₹ 13,75,001 – 15,62,500	07
₹ 15,62,501 – 17,50,000	06
₹ 17,50,001 – 19,37,500	05
₹ 19,37,501 – 21,25,000	04
₹ 21,25,001 – 23,12,500	03
₹ 23,12,501 – 25,00,000	02
₹ 25,00,001 – 26,87,500	01
₹ 26,87,501 and above	00

(c) Annual income from movable/immovable property as well as Annual income earned by other member(s) of the family **(05 points)**

Nil	05
₹ 1 – 1,05,000	04
₹ 1,05,001 – 1,35,000	03
₹ 1,35,001 – 1,65,000	02
₹ 1,65,001 – 1,95,000	01
₹ 1,95,001 and above	00

Contd...

-3-

- (d) Movable/Immovable property of the family (Latest Market Value) including Fixed Deposit/Bank balance etc. but excluding the lump sum amount received as mentioned in (b) above (10 points)

Nil	10
Upto ₹ 5,00,000	08
₹ 05,00,001 – 10,00,000	06
₹ 10,00,001 – 15,00,000	04
₹ 15,00,001 – 20,00,000	02
₹ 20,00,001 and above	00

- (e) No. of dependents (15 points)

1	5
2	10
3 and above	15

- (f) No. of unmarried daughters (15 points)

None	0
1	5
2	10
3 and above	15

- (g) No. of minor children (15 points)

None	0
1	5
2	10
3 and above	15

- (h) Left over service (10 points)

Upto 5 years	2
Over 5 years & upto 10 years	4
Over 10 years & upto 15 years	6
Over 15 years & upto 20 years	8
Over 20 years	10

(Total 100 points)

5. The revised guidelines will take place with immediate effect. However, cases already considered by the Boards of Officers constituted for considering requests for compassionate appointment as per the previous guidelines need not be re-opened.

6. However, for considering belated requests for compassionate appointment where the death/disablement of Govt. servant/member of Armed Forces took place long ago, weightage points towards 'Terminal Benefits' may be awarded in the following manner:-

Contd...

- (a) For cases where death of the deceased Govt. servant occurred prior to 9.3.2001, parameters of 'Terminal Benefits' given in MoD ID note dated 2.11.1993 will be applicable;
- (b) For cases where death of the deceased Govt. servant occurred on or after 9.3.2001 till 21.1.2010, parameters of 'Terminal Benefits' given in MoD ID note dated 9.3.2001 will be applicable; and
- (c) For cases where death of the deceased Govt. servant occurred on or after 22.1.2010 till 31.12.2015, parameters of 'Terminal Benefits' given in MoD ID note dated 22.1.2010 will be applicable.

7. All the concerned are advised to strictly follow these weightage points and guidelines keeping in view the instructions issued by the DoP&T/MoD, from time to time for assessing comparative merit of the applicants for compassionate appointment.

[Signature]
19 Jan 18

(S S S SARMA)

Director (Estt. & CP), Govt. of India

Distribution:-

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MoD I.D. No.19(2)/2017-D(Lab), dated 05.01.2018

Copy to:-

- | | | | |
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| 19. DG EME/EME Civ-2 | 20. DG Inf/Inf-6 (Pers) | | |
| 21. Ordnance Factory Board, 10-A Shaheed Khudiram Bose Road, Kolkata-01. | | | |
| 22. Directorate General Border Roads, Seema Sadak Bhawan, Delhi Cantt., Ring Road, Naraina, New Delhi-10. | | | |

pl. upload in the MoD website.

[Signature]
US(IT)

[Signature]
15 Jan 18

ASO(SB)

[Signature]
Ph. A. Shinde

[Signature]
15 Jan 18
Dir (E&CP)

**PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF EMPLOYEES WHO DIED WHILE IN SERVICE /
RETIRED ON INVALID PENSION**

PART - A

(To be filled by Candidate / Applicant for Appointment)

I	Particulars of Deceased Employee / Employee retired on medical grounds	
a	Name of EPF Employee	
b	Designation of Employee	
c	Office in which posted at the time of death / retirement on medical grounds	
d	Date of Birth of the Employee (DD/MM/YYYY)	
e	Date of Death / Retirement on medical grounds (DD/MM/YYYY)	
f	Total Length of Service rendered (Y-M-D)	
g	Length of Service Remaining on Date of Death / Retirement on Medical Grounds (Y-M-D)	
h	Whether permanent or temporary (on date of death / retirement on medical grounds)	
i	Category to which employee belonged (UR/SC/ST/OBC)	
II	Particulars of Applicant / Candidate for Compassionate Appointment	
a	Name of the Applicant / Candidate	
b	His / Her relationship with Employee	
c	Date of birth of the Applicant / Candidate (DD/MM/YYYY)	
d	Educational Qualification	

e	Whether any other dependant family member has been appointed on compassionate ground? If yes, then details to be provided	
III Particulars of Total Assets and Financial Position		
	Monthly Income	(Rs.)
a	Family Pension Amount (Basic excluding DA & Allowances)	
b	Monthly Income of Earning Members	
c	Monthly Income from Property	
	Total Monthly Income of Family	
	Terminal Benefits of Employee	(Rs.)
d	D.C.R. Gratuity	
e	S.P.F. Balance	
f	C.G.E. Insurance amount	
g	Encashment of Leave	
h	Life Insurance Policies	
	Total Terminal Benefits Received	
	Properties with Family members	(Rs.)
i	Total Value of Moveable and Immoveable Properties	
j	Any other assets	
	Total Value of Property	

IV Brief Particulars of Liabilities, if any (Rs.)						
a						
b						
c						
d						
Total Liabilities						
V Particulars of all Dependant Family Members of Employee (Including Applicant)						
No.	Name	Relationship with Employee	Date of Birth / Age	Whether living together	Address	Marital Status
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
VI DECLARATION / UNDERTAKING						
<p>1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.</p> <p>2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Employee mentioned against I (a) of Part - A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.</p>						
Date:			Signature of the Candidate / Applicant:			
			Name in Block Letters:			
			Address:			

Shri./Smt./Kum _____ is known to me and the facts mentioned by him / her are correct to the best of my knowledge.

Date:

Signature of Permanent Employee:
Name in Block Letters:

Address:

I have verified that the facts mentioned above by the candidate are correct to the best of my knowledge.

Date:

Signature of Permanent Employee:
Name in Block Letters:

Address:

PROFORMA TO BE FILLED BY THE REGIONAL PF COMMISSIONER

Part - B

1	DETAILS OF THE APPLICANT/CANDIDATE:	
(a)	Name of the Applicant / Candidate	
(b)	His / Her relationship with the deceased Employee	
(c)	Date of birth of the Applicant / Candidate (DD/MM/YYYY)	
(d)	Educational Qualification and experience, if any	
(e)	Date of Application for Compassionate Appointment	
(f)	If applied after 1 year of death, reasons for delay	
2	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment in the Region	
3	Whether application is in prescribed proforma duly complete in all respects and particulars/facts duly verified by RPFC, In-charge of the Region	
4	Whether the information in each column is complete in all respects giving all details, if not specify the deficiencies	
5	Whether suitability for appointment has been judged by RPFC through an interview and furnished the interview report to Head Office	
6	Whether report of Enforcement Officer/Welfare Officer has been furnished	
7	Whether financial status of the family of the deceased is furnished	
8	Whether details of all family members of the deceased employee and marital status furnished	
9	Whether supporting documents duly verified relating to the following information has been submitted by Regional Office	
(a)	Copy of Birth Certificate of candidate and Death Certificate of employee	

(b)	Copy of Educational Qualification viz Certificate/Degree along with Mark-sheet (since Matriculate onwards) of candidate	
(c)	Undertaking submitted by the applicant in the prescribed proforma that he will take care of all family members	
(d)	NOC by the other family members in favour of applicant	
10	Whether applicant fulfill the basic eligibility criteria as per rules	
11	Whether relaxation proposed? If so, whether the same is forwarded under the rules and name of Competent Authority to relax?	
12	Whether any option is given for posting to other Regions	
13	If widow has not applied then reason thereof	
14	Whether the following information in prescribed format is furnished by Regional Office for assessing the suitability of the applicant for compassionate appointment:	
(a)	Total amount of terminal benefits (DCRG, CPF, CGEGIS, Leave Encashment and Pension Commutation) paid to the family of deceased official	
(b)	Monthly income of earning members and income from property	
(c)	Value of property (movable & immovable)	
(d)	No. of dependents	
(e)	No. of unmarried daughters	
(f)	Left over service at the time of death	
(g)	Whether widow has applied (Yes/No)	
(h)	Family pension (basic excluding DA plus Allowances)	
(i)	Earning members in the family	
(j)	Liability of family	
(k)	Remarks about current financial condition of family	
15	Date of Recommendation by RPFC, In-charge of the Region	

(Signature of RPFC)

**RELATIVE MERIT POINTS ASSESSMENT ON A 100 POINT SCALE FOR COMPASSIONATE
APPOINTMENT**

PART - C

Sl. No.	PARAMETER	POINTS ALLOTTED TO THE PARAMETER	POINTS SCORED BY THE CANDIDATE
1	Family Pension/ Monthly amount received under National Pension Scheme	20	
2	Terminal Benefits (DCRG, SPF, GIS, Leave encashment, pension commutation)	10	
3	Annual income of earning members and income from property	05	
4	Moveable/ Immoveable property of family (including Fixed Deposit, Bank balance, etc but excluding the terminal benefits amount received	10	
5	Number of dependents	15	
6	Number of unmarried daughters	15	
7	Number of minor children	15	
8	Left over service of the deceased employee	10	
9	TOTAL	100	

(Regional PF Commissioner)

Table of Reference for the allocation of points to various attributes based on the hundred point-scales

[Based on Ministry of Communication and IT, Department of Post Circular No: 37-36/2004-SPB-1/C dated 20-01-2010 and point gradation updated as per Ministry of Defence Circular No: MoD I.D. No 19(2)/2017-D(Lab) dated 09-01-2018]

1. Family Pension/ Monthly amount received under National Pension Scheme:

(Point Allocated: 20)

Sl. No	Range of Benefits	Points to be allotted
1	Upto Rs. 9000	20
2	Rs. 9001 – 11,500	18
3	Rs. 11,501 - 14, 000	16
4	Rs. 14,001 – 16, 500	14
5	Rs. 16, 501 –19, 000	12
6	Rs. 19001 – 21500	10
7	Rs. 21501 – 24000	08
8	Rs. 24001 – 26500	06
9	Rs. 26501 – 29000	04
10	Rs. 29001 – 31500	02
11	Rs. 31501 and above	00

2. Terminal Benefits (DCRG, SPF, GIS, Leave encashment, pension commutation)

(Point Allocated: 10)

Sl. No	Range of Benefits	Points to be allotted
1	Upto Rs 10,00,000	10
2	Rs. 10,00,001 to 11,87,500	09
3	Rs. 13,75,001 to 15,62,500	08
4	Rs. 15,62,501 to 17,50,000	06
5	Rs. 17,50,001 to 19,37,500	05
6	Rs. 19,37,501 to 21,25,000	04
7	Rs. 21,25,001 to 23,12,500	03
8	Rs. 23,12,501 to 25,00,000	02
9	Rs. 25,00,001 to 26,87,500	01
10	Rs. 26,87,501 and above	00

3. Annual income of earning members and income from property:**(Points Allotted: 05)**

Sl No	Annual Income (in Rs.)	Points to be allotted
1	NIL	05
2	1 to 105000	04
3	105001 to 135000	03
4	135001 to 165000	02
5	135001 to 195000	01
6	1950001 and above	00

4. Moveable/ Immoveable property of family (including Fixed Deposit, Bank balance, etc but excluding the terminal benefits amount received**(Points allotted: 10)**

Sl No	Annual Income (in Rs.)	Points to be allotted
1	NIL	10
2	Upto 5,00,000	08
3	5,00,000 to 10,00,000	06
4	10,00,001 to 15,00,000	04
5	15,00,001 to 20,00,000	02
6	20,00,001 and above	00

5. Number of Dependents:**(Points Allotted: 15)**

Sl No	No. of dependents	Points to be allotted
1	01	05
2	02	10
3	03 and above	15

6. Number of Unmarried Daughters:**(Points Allocated: 15)**

Sl No	Number of Unmarried Daughters	Points to be allotted
1	None	00
2	01	05
3	02	10
4	03 and above	15

7. Number of Minor Children:**(Points Allocated: 15)**

Sl No	Number of Minor Children	Points to be allotted
1	None	00
2	01	05
3	02	10
4	03 and above	15

8. Number of Years of Leftover Service of the Deceased Employee:**(Points Allotted: 10)**

Sl No	Years of Leftover Service of the deceased employee	Points to be allotted
1	Upto 05 years	02
2	Over 05 years upto 10 years	04
3	Over 10 years and upto 15 years	06
4	Over 15 years and upto 20 years	08
5	Over 20 years	10