

MINISTRY OF DEFENCE
D(LAB)

SUBJECT : COMPASSIONATE APPOINTMENT TO DEPENDENTS OF
DECEASED DEFENCE CIVILIANS, IMPLEMENTATION
OF THE REPORT OF SUB-COMMITTEE.

As per the decision taken during the 65th Steering Committee of Ministry of Defence Departmental Council (JCM) meeting held on 05.01.92, Service HQrs were directed to constitute a Committee to go into causes of accumulated backlog of applications for compassionate appointment and to suggest remedial measures so as to provide more compassionate appointments to the dependents of deceased Government servants by streamlining the existing method for selection.

2. The Sub-Committee has made the following five recommendations:-

- (a) Ministry of Defence should accord approval for one time special dispensation for appointment of the 1728 waitlisted applicants against unutilised vacancies for physically handicapped and ex-servicemen
- (b) A uniform procedure be followed for selecting candidates for compassionate appointment by way of forming a screening committee at the level of Branches/ Directorates which would consider a case three times and adopt the selection criteria laid down in DOP&T instruction No.14014/6/86-Estt(D) dated 30.06.87. The Committee has also suggested a format for the purpose. An individual would have to apply only once at the unit level. The screening body would meet thrice a year and its decision would be intimated to all the applicants.
- (c) The details of the applicants to whom compassionate appointment could not be offered after screening thrice by the respective Branch/Dtes, will be forwarded to the AG's Branch who would act as a nodal agency to consider such applications against unutilised vacancies reserved for this purpose, physically handicapped and ex-serviceman. A Committee headed

by ADG. Org. with members drawn from all controlling Branches/Dtes will consider the applications in terms of DOP&T OM No.12(5)/90/CS-II, dated 22.09.92.

Candidates so approved by the Committee will be given appointment by the Dte under whose control the vacancy has been identified.

- (d) Wards of the deceased Government servant would be given preference, if the death of the Govt. servant has occurred during the last 5 years. Other applicants would be given next preference, which as per the existing instructions, requires the approval of the Ministry.
- (e) The requirements of age and educational qualification etc. should be satisfied in all cases subject to the condition laid down in the DOP&T instructions.

3. As regards the first recommendation of the Sub-Committee on one time special dispensation, the matter has been examined by the Ministry in consultation with the Deptt. of Personnel & Training, Estt.(D) Section and there is no objection to the proposal as a one time relaxation to make compassionate appointments against unutilised vacancies reserved for ex-serviceman and physically handicapped, provided it does not effect the requirement for carry forward of unutilised vacancies admissible, in the case of physically handicapped persons.

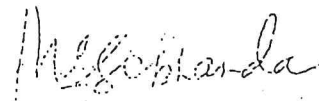
4. Regarding the second recommendation on following a uniform procedure for selecting candidate for compassionate appointments all the user organisations are requested to form a Board of Officers to consider the applications for employment assistance. A format consisting of various attributes to be considered for selecting applicants alongwith the weightage for these attributes is enclosed. It is requested that weightage fixed above may be strictly followed for selecting applicants for employment assistance on compassionate grounds keeping in view of the instructions issued by the DOP&T from time to time. It is also requested that all applications may be acknowledged immediately on receipt and decision of the Board of Officers be communicated.

to the applicants after every screening.

5. As regards the third recommendation of the Committee, the Service HQrs/Inter Service Organisations should form different nodal agencies for considering those cases which could not be offered compassionate appointment after screening thrice. These applicants would be considered against unutilised vacancies reserved for physically handicapped and ex-servicemen in terms of DOP&T OM No.12(5)/90/CS.II, dt. 22.9.92.

6. With reference to para 2(d) above, attention of Service HQrs/Inter Services Organisations is invited to this Ministry's OM No.F. A/12612/4/86/D(Est.I/Sp.II) , dt. 7th Nov., 1986 which stipulates that cases which are more than 5 years old and where there is an earning member in the family may continue to be submitted to the Ministry.

7. As far as the fifth recommendation of the Committee regarding age and educational requirements is concerned, it is requested that the DOP&T instructions issued from time to time may be strictly adhered to while selecting applicants for compassionate employment.


(M.S. SOKHANDA)
JOINT SECRETARY(E)

1. Adjutant General/Army HQrs
2. Chief of Personnel/Naval HQrs
3. Air Officer Administration/Air HQrs

M of D I.D. No.271/93/D(Lab), dt.2.11.93

Copy to: CAO, DGNCC, DGAFMS,
DPR, DGDE, D(QA), D(R&D)
D(Fy-II).

FACTORS TO BE TAKEN INTO ACCOUNT WHILE CONSIDERING THE RELATIVE MERIT

No. Name of candidate	Date of death/	Date of retirement on	Date of death/	Age of	Candidate
	deceased	medical grounds	deceased		

(1) (2) (3) (4) (5) (6)

(17)

Family
Pension

	(3)	(8)	(9)	(10)	(11)	(12)
	Total Marks (20)	Terminal Benefits (in thousand)	Moveable/ Immoveable property	No. of minor sons and unmarried daughters.	Other dependents including the applicant.	Left over service of the Govt. servant
	upto 10 - 10	Nil	10	1	5	0-5 years - 2
501-600	11-20	upto 20,000-8	2	10	10	5-10 years - 4
601-700	21-30	20001-40000-6	3	15	15	10-15 years - 6
701-800	31-40	40001-80000-4	4	20	20	15-20 years - 8
801-900	41-50	80001-100000-2	5	20	20	Over 20 years - 10
911-1000	51-60	above one lakh.	5	20	20	
above 1000	61-70		4	20	20	
	71-80		3	20	20	
	81-90		2	20	20	
	91-100		1	20	20	
	1 lakh and - Nil.			20	20	
	above.			20	20	

Whether any member(s) of the family is employed? If yes, Remarks give details thereof.

(14)

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Ministry of Defence
D(Lab)

Subject : Scheme for Compassionate appointment - Relative Merit Points and Revised Procedure for selection.

Reference DOP&T OM No 14014/6/94-Estt(D) dated 9-10-98 and subsequent modifications thereto with regard to the Scheme for Compassionate appointment.

2. DOP&T have prescribed a formal procedure and time limit to be adopted for compassionate appointment as brought in Para 12 and amendment thereto of the Scheme under reference. The proforma given as Annexure to above reference provides adequate information regarding the overall circumstances of the family, to make a recommendation/decision regarding compassionate employment of the applicant. The procedure involved and the criteria to be adopted for ascertaining the economic status of the family of the Government servant and the eligibility of the candidate concerned has also been clearly brought out.

3. While considering cases for compassionate appointment, merits of the cases were conveniently decided by allotting points to the applicants based on various attributes as indicated in the Annexure to the MOD ID No 271/93/D(Lab) dated 02 Nov 1993. After implementation of the 6th Pay Commission's recommendation, the points allotted to various aspects like family pension, terminal benefits etc have become redundant. Thereupon, the suggestions/opinion received from various Headquarters in response to MOD ID No 824/D(Lab)/99 dated 12-7-99 have been considered and the competent authority has decided that the revised points based on a hundred point scale as indicated below be attributed to various parameters for a comparatively balanced and objective assessment of requests of really deserving candidates for compassionate appointment.

(a) Family Pension - (Basic excluding DA & allowances)

(i)	Upto Rs 1300	-	20
(ii)	1301 - 1500	-	18
(iii)	1501 - 1700	-	16
(iv)	1701 - 1900	-	14
(v)	1901 - 2100	-	12
(vi)	2101 - 2300	-	10
(vii)	2301 - 2500	-	8
(viii)	Above Rs 2500	-	6

(b) Terminal Benefits

(i)	Upto Rs 100000	-	10
(ii)	100001 - 120000	-	9
(iii)	120001 - 140000	-	8
(iv)	140001 - 160000	-	7
(v)	160001 - 180000	-	6
(vi)	180001 - 200000	-	5
(vii)	200001 - 220000	-	4
(viii)	220001 - 240000	-	3
(ix)	240001 - 260000	-	2
(x)	260001 - 300000	-	1
(xi)	Above Rs 300000	-	Nil

(c) Monthly income, of earning member(s) and income from Property.
(This does not include the monthly family pension/pension due to the death/MBO/missing of govt. servant, but any other pensions, income of all the family members (including earning members living separately) should be accounted)

(i)	No. income	-	5
(ii)	Rs 1000 or less	-	4
(iii)	Rs 1001 to 2000	-	3
(iv)	Rs 2001 to 3000	-	2
(v)	Rs 3001 to 4000	-	1
(vi)	Rs 4001 and above	-	Nil

(d) Movable/Immovable Property (Latest Market Value in Rs.)

(i)	Nil	-	10
(ii)	Upto 50000	-	8
(iii)	50001 - 100000	-	6
(iv)	100001 - 200000	-	3
(v)	200001 and above	-	1

(e) No. of dependents

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

(f) No. of unmarried daughters

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

(g) No. of Minor children

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

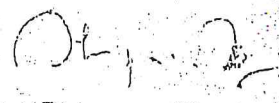
(h) Left over service.

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

4. The weightage fixed above is to be strictly followed for assessing comparative merit keeping in view the instructions issued by the DOP&T from time to time. Further, all applications may be acknowledged immediately on receipt and decision of the Board of Officers (BOO) be communicated to the applicants after every sitting. The system of WAITING LISTS have already been discarded (Ref. DOP&T OM F.No.14014/23/99-Est.(D) dated 3-12-1999). The candidates are required to apply only once and the application if not recommended in the first BCO for want of vacancy, is to be considered afresh alongwith the fresh applicants by the BOO on three occasions consecutively and ensure that the final decision is communicated to the applicant by a detailed speaking order.

5. Moreover, it has been decided that the Committee (BOC) for considering a request for appointment on compassionate grounds should take into account the position regarding availability of vacancy for such appointment and it should recommend appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year, that too within the ceiling of 5% meant for the purpose. This would ensure grant of compassionate appointment within a year.

6. These guidelines being meant for various HQrs/Subordinate Offices/IS Organisations of the Ministry of Defence, be brought to the notice of all concerned for information and strict compliance, so as to ensure appropriate action in all cases of compassionate appointment including cases coming up before the CAT/Courts.



(Shingara Singh)
Deputy Secretary/D(Lab)
☎ : 3012660

To

Army HQrs/AG Branch/MP4 (Civ) (a)
Naval HQrs/CP Dte
Air HQrs/PC-5

Copy to :-

- D(Air-III)
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- D(O-II)
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- D(HAL)
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CAQ(Coord & Welfare)

OS Dte/OS 6C (i),
EME Civ (ii),
DGDE,
DGAFMS(Coord),
DGOA,
DGNOC,
GS Br./Inf.6(Pers),
GS Br./SD-6B,
GS/MT-7,
QMG/ST-12,
DGMS-3B,
Sigs. 4(c),
OFB Calcutta,
E-in-C's Branch/EIC(4)
Coast Guard HQrs
DDGMF/MF Dte
Dir(RVS)/RV Dte, RK Puram.
ADG RTG/RTG 5 (OR) (A)
CGDA, New Delhi
CDA HQrs, New Delhi

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F.No.19(3/2009/D(Lab)
Government of India
Ministry of Defence

New Delhi, the 22nd January, 2010,

Subject : Scheme for Compassionate appointment – Relative Merit Points and Revised Procedure for selection.

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The undersigned is directed to refer to the Ministry of Defence ID Note No. 19(4)/324-99/1998-D(Lab) dated 9.3.2001 on the above mentioned subject and to say that the existing 100 point scale for assessing the merit of the candidate for grant of appointment on compassionate ground in the various HQrs of the Ministry of Defence have been reviewed in the light of 6th Central Pay Commission (CPC) recommendations in respect of enhanced pension, gratuity and other terminal benefits accepted by the Government and also increase in the value of movable and immovable property including the suggestions given by the various HQrs offices of Indian National Defence Workers Federation etc. After the implementation of the 6th Central Pay Commission recommendations, the point allotted to various aspects i.e. family pension and terminal benefits etc have become redundant. Accordingly suggestions/opinion of the various HQrs of subordinate offices in the Ministry of Defence were called for, for deciding the revised points. After considering the suggestions/opinion received from various HQrs and Federation, it has been decided by the Competent Authority that the revised point based on a 100 point scale as indicated below be adopted in place of 100 point scale circulated vide ID Note dated 9.3.2001 referred to above for assessing the merit of the candidate for grant of appointments on compassionate grounds in the HQrs of Ministry of Defence.

(i) FAMILY PENSION (in Rupees)

Upto 3500	- 20
3501 - 4500	- 18
4501 - 5500	- 16
5501 - 6500	- 14
6501 - 7500	- 12
7501 - 8500	- 10
8501 - 9500	- 08
9501 and above	- 06

(ii) TERMINAL BENEFITS (in Rupees)

Upto 4,00,000	- 10
400001 - 475000	- 09
475001 - 550000	- 08
550001 - 625000	- 07
625001 - 700000	- 06
700001 - 775000	- 05
775001 - 850000	- 04
850001 - 925000	- 03
925001 - 1000000	- 02
1000001 and above	- 01

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(iii) Monthly Income, of earning member(s) and income from Property.

No. income	-	05
Rs.3500 or less	-	04
Rs.3501 - 4500	-	03
Rs.4501 - 5500	-	02
Rs.5501 - 6500	-	01
Rs.6501 above	-	nil

(iv) Movable/Immovable Property (Latest Market Value in Rs.)

Nil	-	10
Upto 2,00,000	-	08
Rs.200001 - 400000	-	06
Rs.400001 - 700000	-	03
Rs.700001 & above	-	01

2. The weightage fixed above is to be strictly followed for assessing comparative merit keeping in view the instructions issued by the DoP&T/MoD, as amended from time to time.

3. These guidelines being meant for various HQrs/Subordinate Offices/IS Organisations of the Ministry of Defence, be brought to the notice of all concerned for information and compliance so as to ensure appropriate action in all cases of compassionate appointment including cases coming up before the Hon'ble CAT/Courts.


(Angana Rani) 27/11/2016

Under Secretary to the Govt of India.

1. Army HQrs/AG Coord (a)/MP 4 (Civ) (a), 2. Naval HQrs/CP Dte/CP(NG), 3. Air HQrs/PC-5, 4. D(Air-III), 5. D(B&C), 6. DPR/PRX, 7. D(R&D), 8. D(Fy.II), 9. D(N-II), 10. D(AG), 11. D(Works.II), 12. D(O-II), 13. D(Med), 14. D(Mov), 15. D(GS-VI), 16. D(GS.II), 17. D(QS), 18. D(QA), 19. PO(Def), 20. D(Q&C), 21. D(Estt.I/Gp.II), 22. CAO(R-1)

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- (i) OS Dte/OS 8C (ii), (ii) EME Civ (2), (iii) DGDE, /Asst. DG(Adm), (iv) DAD(Coord)
- (v) DGAFMS/DG 1C, (vi) DGQA (Adm/7A) (vii) DGAQA/ADM II (viii) DGNCC(Pers 'C')
- (ix) GS Br./SD-7 (Adm Civ) (x) GS/MT-7, (xi) QMG/ST-12, (xii) Sigs. 4(c), (xiii) E-in-C's Branch/EIC(4) (xiv) Coast Guard HQrs/Dte of Pers (xv) Dy CGDA(Proj), CGDA, (xvi)DRDO/ DOP-9, (xvii) O/o Secy, BRDB, (xviii) HQ IDS/ DOP

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F.No.19(3/2009/D(Lab)
Government of India
Ministry of Defence

New Delhi, the 14th May, 2010,

Subject : Scheme for Compassionate appointment – Relative Merit Points and Revised Procedure for selection.

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The undersigned is directed to refer to the revised 100 Point Scale circulated vide OM of even number dated 22.1.2010 on the above subject. Some of the concerned authorities have pointed out that the point/marks allotted in the above OM dated 22.1.2010 count upto 45 instead of 100. The matter has been re-examined. It is clarified that the marks allotted for number of dependents, number of unmarried daughters, number of minor children and left over service as circulated vide ID Note No. 19(4)/824-99/1998-D(Lab) dated 9.3.2001 remain unchanged and the same have to be taken into account while assessing the merit of the candidate for grant of appointment on compassionate ground. The points/marks allotted for (a) number of dependents (b) number of unmarried daughters (c) number of minor children; and (d) left over service in the ID Note dated 9.3.2001 are given below:-

a)	<u>No. of dependents</u>		
	(i) 3 and above	-	15
	(ii) 2	-	10
	(iii) 1	-	5
b)	<u>No. of unmarried daughters</u>		
	(i) 3 and above	-	15
	(ii) 2	-	10
	(iii) 1	-	5
	(iv) None	-	0
c)	<u>No. of Minor children</u>		
	(i) 3 and above	-	15
	(ii) 2	-	10
	(iii) 1	-	5
	(iv) None	-	0
d)	<u>Left over service</u>		
	(i) 0 – 5 years	-	2
	(ii) Over 5 & upto 10 years	-	4
	(iii) Over 10 & upto 15 years	-	6
	(iv) Over 15 & upto 20 years	-	8
	(v) Over 20 years	-	10

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2. In view of the above, all concerned may also be advised to strictly follow the weightage fixed above and circulated vide OM of even number dated 22.1.2010 keeping in view the instructions issued by the DoP&T/MoD, as amended from time to time for assessing comparative merits keeping in view the instructions.


(Anjana Rana)

Under Secretary to the Govt of India.

1. Army HQrs/AG Coord (a)/MP. 4 (Civ) (a), 2. Naval HQrs/CP. Dte/CP(NG), 3. Air HQrs/ PC-5, 4. D(Air-III), 5. D(B&C), 6. DPR/PRX, 7. D(R&D), 8. D(Fy.II), 9. D(N-II), 10. D(AG), 11. D(Works.II), 12. D(O-II), 13. D(Med), 14. D(Mov), 15. D(GS-VI), 6. D(GS.II), 17. D(QS), 18. D(QA), 19. PO(Def), 20. D(Q&C), 21. D(Estt.I/Gp.II), 22. CAO(R-1)

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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.

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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

- (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.



(S S S SARMA)

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

Distribution:-

- | | |
|------------------------------|-------------------------|
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| 3. Naval HQ/DCP/CG(NG) | 4. Air HQ/PC-5 |
| 5. Coast Guard HQ/DOP(Coord) | 6. E-in-C's Br./E1C(4) |
| 7. CAO(R-1) | 8. DGDE/Dy DG (Adm) |
| 9. DGNCC (Pers 'C') | 10. DRDO/DOP-9 |
| 11. CGDA/Dy CGDA (Proj) | 12. MoD/D(Est.I/Gp.II) |
| 13. HQ IDS/Dte of Pers | 14. DDP(Coord) |
| 15. DPR/PRX | 16. D(Mov) |
| 17. D(Estt./NG), DDP | 18. D(GS.II) |
| 19. D(QS) | 20. D(QA) |
| 21. PO(Def) | 22. DGAFMS/DG-1C |

MoD I.D. No.19(2)/2017-D(Lab), dated 09.01.2018

Copy to:-

1. D(N-II)
2. D(AG)
3. D(Works-II)
4. D(Med)
5. D(R&D)
6. D(Air-III)
7. D(O-II)
8. D(GS-VI)
9. D(Q&C)
10. OS-8C(ii)
11. MT-7
12. ST-12
13. Sigs 4(c)
14. DGAQA/Adm.II
15. SD-7 (Adm Civ)
16. DGQA (Adm/7A)
17. MoD(Fin)/DAD(Coord)
18. Arty-10
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.