

APEPDCL

Memo No. CGM(HRD)/GM(HRD)/AS (IR)/Compassionate/D.No. 2217 /05 dt.25.11.05

Sub: IR - Providing of employment to the Dependent of deceased – Revised Instructions and Proforma – Communicated – Reg.

Ref: T.O.O. Ms. No.98 Dt.20.7.2000

The APTRANSCO vide T.O.O. Ms. No.98 Dt.20.7.2000 delegated Powers to CMDs of DISCOMS to provide Employment to the Dependent of Deceased Board Employees.

2. The SEs of Operations Circles are submitting their proposals for providing employment to the Sons/Daughters/Spouse of the deceased Board employees.

3. The following instructions are to be followed scrupulously before sending the proposals to the Corporate Office.

- The SEs of Operation Circles should invariably send the applications/proposals of the dependent of deceased in a separate individual cover duly superscribing the cover “Lr.No..... ‘Dependents application(s)’ and sent through “Regd.Post” only and no application shall be accepted either in person or in ordinary post/courier.
- The revised checklist (enclosed) should also be attached to the application
- The time lines proposed are as follows:

Origin office processing	To be submitted within.... if representation recd. in Divn.office	To be submitted within.... if representation recd. in Circle office	Time schedule if a deceased employee of Corp.Office or on deputation
Division Office	15 days	--	--
Circle Office	7 days	15 days	--
Corp.Office	15 days	15 days	15 days/30days

4. The SEs are further informed that the applications in complete shape are to be put along with the following information

(i) vacancy position, (ii) waiting list (and after the SEs should appoint the candidates as per seniority as and when vacancies arise) (iii) to recover the dues from the terminal benefits of the deceased employees at the time of appointment. The other conditions of appointment are as stipulated from time to time are to be adhered to.

5. The applications pending as on date are returned herewith and all the SEs/Operation circles are requested to send in the complete shape duly and also by filling the revised format.

G. SAI PRASAD
CHAIRMAN AND MANAGING

DIRECTOR

To

All Superintending Engineers/Opn./APEPDCL

Copy to :

All Directors/ APEPDCL/Visakhapatnam

All CGMs/APEPDCL/Visakhapatnam

Committee Members/APEPDCL/Visakhapatnam

Personnel Officer (IR)/APEPDCL/Visakhapatnam

F.B.O.

Sd/-

PERSONNEL OFFICER

CHECK - LIST

Sl.No	Particulars	
1	Name of the deceased	:
2.	Circle/Office in which the deceased was working prior to his death	:
3.	Date of birth of the deceased	:
4.	Employee ID of deceased	:
5.	Date of death	:
6.	Name of the applicant	:
7.	Address of the applicant	:
8.	Relationship with deceased	:
9.	Date of applying	:
10.	If application submitted within one year of death	:
11.	Date of birth of the applicant & age on the date of death of deceased	:
12.	In age within 16-34 for OCs and 16-39 for SC/ST/B.Cs (for JLMs 18-25)	:
13.	If minor, is the age more than or equal to 16 years at the time of death.	:
14.	Post to which the candidate has applied for	:
15.	Educational qualifications of the applicant	:
16.	Whether eligible for the post for applied for	:
17.	If not eligible , what is the post for which the candidate is eligible for	:
18.	Whether the candidate has stated regarding willingness to accept a lower post, than applied for.	:
19.	Caste of the applicant.	:
20.	Whether any loans are outstanding against the deceased employee	:
21.	Whether the applicant married or now	:

CHECK – LIST (contd)

22.	If the applicant is married daughter whether she is the only legal heir to the deceased and dependent on him (vide E.O.O.(CGM-HRD) Ms.No.13 dt.7.4.04			:
23	Who are the family members of the deceased			:
Sl.No	Name of the family member	Relationship to the deceased	Age in years	Present occupation (give details of office/ firm with full address for verification)
24	If the applicant's younger brother or sister of the deceased, whether the deceased remained unmarried			
25	Whether other family members have given consent to the same(certificcate to be given)			
26	If not whom has the spouse/mother of the deceased preferred			
27	Whether any of the family members are working in the Government or private service			
28	Whether clear vacancies including lower categories exist as per Memo No.DP/ DM-II/2080-G1/92-1 DT.31.7.92			
29	Whether death certificate enclosed			
30	Whether legal heir certificate enclosed or not			
31	Genuineness of educational certificate			
33.	Was the deceased under suspension at the time of death			
34.	Circle where employment preferred.			