

Government of Tripura
General Administration (Personnel & Training) Department
No:F. 1(1)-GA(P&T)/18 Dated, Agartala, the 2nd March, 2019

NOTIFICATION

Subject: Scheme for Compassionate Appointment/ Benefit for Government Employees of Tripura.

In supersession of all earlier instructions issued in connection with Die-in-harness Scheme, it is decided to revise the Die-in-harness Scheme along with general guidelines for the purpose of extending Die-in-harness benefits either by a Compassionate appointment in Government services in Group-C or Group-D category of post only or admissible financial assistance as the case may be to the eligible survivors or dependents of the Government employee who dies in harness or missing or permanent invalidation while in Government duty.

The revised Die-in-harness Scheme shall be termed as "**Scheme for Compassionate Appointment / Benefit for Government Employees of Tripura**". The date of effect of the scheme is **21st November 2018** as the decision was taken in the meeting of the Council of Ministers on **21.11.2018**.

The Scheme along with related guideline is narrated hereunder:-

1. **Objective**:-

The objective of the Scheme is to extend benefits either by an appointment in the Government service on compassionate ground or admissible financial assistance to an eligible dependant member of the family of a Government servant dying in harness or in case of permanent physical invalidity while on Government duty or missing, thereby leaving his family in penury and without any means of livelihood. The scheme is meant to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

2. **Definitions and explanations**:-

2.1. "**Government servant**" for the purpose of these instructions means a Government servant appointed on regular basis and not on working on daily wage

or casual or apprentice or ad-hoc or contract or reemployment basis or extension basis.

2.2. **"Affected Government Servant"** means

- i. Government servant dying-in-harness, or
- ii. Government servant attained permanent invalidity while on Government duty, or
- iii. Missing.

2.3. **"Date of Occurrence"** means

- i. the date of death of the Government servant in case of die-in-harness, or
- ii. the date when the State Government Medical Board has recommended and certified the permanent invalidity of the Government servant while on duty, or
- iii. after a lapse of two years from the date of FIR to the Police Station about the missing of the Government servant.

2.4. **"Family members"** means the details of members listed in record of Ordinary Residents (ROR) or Ration Cards of the affected Government servant as on date of occurrence.

In case of any confusion as to whether anybody is part of the affected family or not, the report of the concerned Sub-Divisional Magistrate based on field verification as well as relevant documents' verification shall be treated as final. In such cases information as mentioned in the Service Book about family members and LTC claim may be taken into consideration.

2.5. **"Earning family member(s)"** for the purpose having benefits under the Scheme means a Government servant working under State or Central Government, Public Sector Undertakings/ Corporations under the State Government shall be treated as earning member of the respective family.

Exemptions:- DRWs, Permanent Labourers, Casual Labourers, Contingent employee, Anganwadi Workers, Anganwadi Helpers, Social Pension holders, family pension holders, government pension holders, Special Police Officers along with employees under different flagship programme like Sarva Siksha Aviyon, National

Health Mission, MGNREGA, etc. including other contract service shall not be treated as earning members for the purpose.

2.6. "Dependent family members(s)" shall cover the following:-

- (i) Wife or husband, as the case may be;
- (ii) Legitimate children,
- (iii) Legitimate step children,
- (iv) Adopted children,
- (v) Dependent daughter-in-law,
- (vi) Dependent parents;
- (vii) Dependent unmarried brother(s),
- (viii) Dependent unmarried sister(s),
- (ix) Dependent widowed daughter(s) and
- (x) Dependent legally divorcee daughter(s).

Provided that a married son or daughter-in-law or widowed daughter, if he or she lives or used to live separately from other members of the family on or before the date of occurrence shall not be considered as family member and at the same time he or she shall not be treated as earning member of the family of the government employee for the purpose of providing benefits under the Scheme only. Married daughter (s) under any circumstances shall not come under the purview of this Scheme.

2.7. "Competent Authority" means the respective Administrative Department shall function as Competent authority towards sanctioning and extending the admissible compassionate appointment scheme benefit to the family of the Government servant who died or missing or permanent invalidity while in service, in pursuance of the guidelines stated in the scheme and as revised by the Government from time to time.

2.8. **Administrative Department**:- The Department in which the concerned Govt. Servant was working at the time of death or attain permanent invalidity while on duty or missing.

2.9. "Missing Government Servant" shall be considered only after a lapse of a minimum period of 2(two) years from the date from which the Government servant has been missing or remaining absent from duty without authorization or intimation.

Provided that :

- i. an FIR to this effect has been lodged in the Police Station,
- ii. the missing person is not traceable, and
- iii. the competent authority feels that the case is genuine.

Exemption: This benefit will not be applicable to the case of a Government servant:-

- i. who had less than 5(five) years to retire on the date from which he has been missing, or
- ii. who is suspected to have committed fraud or suspected to have joined any terrorist organization or suspected to have gone abroad or hiding from law.

2.10. "Permanent invalidity of Government Servants" means the Government servant is suffering from permanent invalidity while on duty, causing incapacitation to perform Government duties.

Provide that the State Government Medical Board has recommended and certified the permanent invalidity and the competent authority has full satisfaction on such permanent invalidation.

2.11. Nodal Department:-

- i. The General Administration (Personnel & Training) Department, Government of Tripura shall act as Nodal Department for the purpose of conveying Government decisions and instructions regarding the scheme.
- ii. Finance Department, Government of Tripura will function as "Nodal Department" for sponsoring name to a suitable department for providing appointment under the **Scheme for Compassionate Appointment/ Benefit for Government Employees of Tripura**. While giving compassionate appointment under the Scheme it should be clearly mentioned by the respective administrative department whether post of appropriate category

is available in the Department or not. If there is no vacancy in the Department even after one year then the Finance Department will sponsor the name to any suitable department where vacancies of appropriate category exists. Moreover, Finance Department concurrence/ sponsoring will be obtained in each case before issuing appointment.

2.12. **Seniority** :- A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that **English calendar year**, irrespective of the date of joining of the candidate on compassionate ground.

2.13. "**Eligibility**" shall be determined as on the date of occurrence of the deceased/ missing/ permanently invalidity of the Government employee.

- a. The family is indigent and deserves immediate assistance for relief from financial destitution; and
- b. Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

3. **Nature of Support**:-

3.1. Government appointment or financial assistance of ₹1.00 lakh (Rupees one lakh) or ₹ 10.00 lakh (Rupees ten lakh) only, as the case may be, depending upon the category to which the **affected Government Servant** belongs to.

3.2. **Support Category-1**:

If the age of the affected Government Servant is equal to or more than 50 years on the date of occurrence, then the family will be paid Special Pension amounting to difference between last drawn salary and pension in addition to the normal pension till the affected employee would have attained 60 years of age, provided that there is no earning member in the family. After attaining 60 years of age, only normal pension will be paid.

3.3. Support Category-2:

If there is an earning member in the family of the affected Government Servant, then the next of kin will be paid a lump sum ex-gratia of ₹ 1.00 lakh (Rupees one lakh) only.

3.4. Support Category-3:

If the age of the affected Government Servant is less than 50 years on the date of occurrence and there is dependent family member eligible for getting Government job as per eligibility criteria mentioned in this Memorandum and there is no earning member in the family, in such case suitable Government employment (**Group-C & Group-D**) post only shall be admissible subject to fulfilling other required qualifications as per Recruitment Rules of the respective post. Such employment will be subject to availability of direct recruitment vacancy in the parent Department and maximum 15% of total available vacancy as on First April of the concerned Financial Year in the parent Department may be utilized for this purpose.

3.5. Support Category-4:

If the occurrence date of the affected Government Servant is before attaining the age of 50 years and there is neither earning member in the family nor any dependent eligible member for Government employment, in such case one time financial assistance of ₹ 10.00 lakh (Rupees ten lakh) only shall be given to the next of kin.

3.6. Explanation:-

- i. If the candidate belongs to support category-(3) does not get employment in the parent Department of the affected Government Servant within one year from the date of occurrence due to non-availability of vacancy in that Department, then the candidate may be considered for posting in other Departments with the concurrence of the Finance Department.
- ii. Eligibility to be determined as on date of occurrence of the affected Government Servant.
- iii. One family will be eligible to get only one benefit out of **Support Category - 1 to 4** mentioned above.

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3.7. Benefits admissible in different categories are tabulated as hereunder:-

Category	Benefit admissible	Remarks
Support-I Occurrence date on or after attaining the age of 50 years.	Special pension amounting to difference between last drawn salary and pension in addition to the normal pension till the affected Government Servant would have attained 60 years of age.	i. There is no earning member in the family. ii. In case of there is minor survivors, then one suitable local guardian may be declared by the Administrative Department concerned in consultation with the deceased government servant's family.
Support-II Occurrence date at any point of time during the entire Service.	₹1.00 Lakh (Rupees One Lakh) only	There is an earning member in the family.
Support-III Occurrence date prior to attaining the age of 50 years.	Government job against any suitable posts (Group-C or Group-D) as per qualification of the applicant concerned.	1) Applicant should be eligible for government job as on the date of occurrence. 2) No earning member in the family.
Support-IV Occurrence date prior to attaining the age of 50 years.	₹ 10,00,000/- (Ten Lakh) only	1) No earning member in the family. 2) Eligible dependent(s) for government job not available.

4. To whom applicable:- The Scheme shall be applicable to the dependent family member(s) of following categories of employees who dies while in service including unnatural death or family of missing Government employee or family of the Government servants who become permanently invalid while on duty, causing incapacitation to perform government duties -

- (i) A Government servant serving under the State Government;
- (ii) Teaching and non-teaching employees of Privately Managed Government Aided Schools;
- (iii) Home Guards/ Woman Guards/ Border Wing Home Guards.

5. Posts to which such appointments can be made:-

Group-D & Group-C posts against the direct recruitment quota up to a maximum of 15% of total available vacancies falling under direct recruitment quota in the same department as on 1st April of the concerned financial year.

6. Appointment on compassionate ground shall be made only on Fixed Pay basis and that too only if regular vacancies meant for that purpose are available. In this regard Memorandum No. 20(3)/GA(P&T)/96 Dated 15.12.2011 issued by the GA (P&T) Deptt. shall be followed.

A person selected for appointment on compassionate grounds shall be adjusted in the recruitment roster against the appropriate category viz SC/ST/UR depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST he will be adjusted against ST point and if he belongs to General category he will be adjusted against the UR vacancy point.

7. Age limit :-

Minimum age limit is 18 (eighteen) years and upper age limit is 40 (forty) years as on the date of occurrence. Upper age limit is relaxable by 5(five) years in case of SC/ST/PH candidates.

Provided that age limit is relaxable subject to following conditions:-

- i. Minimum Age is relaxable by 1(one) year i.e. age of an applicant on the date of occurrence shall not be less than 17(seventeen) years but actual employment shall be provided on attaining the age of 18(eighteen) years of age.
- ii. Upper age limit is also relaxable by 1(one) year i.e. for candidates of un-reserved category, age should not be more than 41(forty one) years and candidates of SC/ST/PH category should not be more than 46(forty six) years to get the benefit of Government job under the Scheme.
- iii. No age limit is prescribed for having the benefits of financial assistance under the Scheme.
- iv. There will be no other relaxation in any provisions of Recruitment Rules of any particular post for the purpose of providing compassionate employment under the Scheme.

12

8. **Exemptions**

Compassionate appointments are exempted from observance of the following requirements:-

- a. Recruitment procedure i.e. without the agency of the Staff Selection Commission/Board or the State Employment Exchange.
- b. The ban orders on filling up of posts issued by the Department of Finance.

9. **Time limit for considering applications for compassionate appointment:**

For Government appointment and admissible financial assistance, requests to be submitted within one year from the date of occurrence of the deceased government servant or missing or permanent invalidation while on government duty.

Provided that for admissible financial assistance, time period for application can be extended by 1(one) year on valid grounds.

10. **Widow or widower appointed on compassionate grounds getting remarried:**

A widow or widower appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

11. **Procedure of Application and time frame for disposal:**

- i. The eligible candidate shall submit application for job under Compassionate appointment/ benefit as per prescribed [**Annexure-I(Part-A)**] within time schedule to the Drawing and Disbursing Officer (DDO) from where the deceased Government Servant last drew his salary etc.
- ii. Thereafter, the DDO shall forward the application to the concerned Sub-Divisional Magistrate, i.e. the SDM of permanent address of the affected Government Servant, for enquiry and ascertain the eligibility under intimation to the Head of Department.
- iii. The concerned SDM in turn shall submit the report of enquiry in **Annexure-I (Part-B)** along with other relevant documents including **Part-A** to the concerned Head of Department (Administrative Department) of the affected Government Servant under intimation to the concerned DDO.

Example:-

- a. Suppose one Teacher, whose permanent address is at Agartala (Sadar Sub-Division) and posted at Kanchanpur. He/ she died/ missing/ attend permanent invalidation while in Government job, in that case Inspector of Schools, Kanchanpur/ Headmaster (in case the affected Government Servant posted at High or Higher Secondary School) shall forward the application for Benefit for this scheme to the SDM, Sadar for enquiry. SDM, Sadar shall submit the report of the enquiry to the Director Elementary Education/ Secondary Education.
 - b. Suppose one LDC of Panchayat Department is posted in the Office of the BDO, Dukli and whose permanent Address is Shantirbazar, South Tripura. He/ she died/ missing/ attend permanent invalidation while in Government job, in that case BDO, Dukli shall forward the application for Benefit under this scheme to the SDM, Shantirbazar. In turn, SDM, Shantirbazar shall submit the report of enquiry to the Director, Panchayat.
 - c. Suppose one Constable, whose permanent address is Dharmanagar and posted in the Amtali Police Station. He/ she died/ missing/ attend permanent invalidation while in Government job, in that case DDO of the O/o the SP, West Tripura shall forward the application for Benefit under this scheme to the SDM, Dharmanagar. In turn, SDM, Shantirbazar shall submit the report of enquiry to the DGP, Tripura.
- iv. The concerned Administrative Department shall process alongwith its recommendation for nature of support in **Annexure-I(Part-C)**.
 - v. Head of Department/ Secretary of the Department concerned where the employee was working on the date of occurrence may recommend suitable post (either Group-C or Group-D) as per available vacancies in the Department in consultation with the Finance Department.
 - vi. Financial Assistance, as applicable, as per the appropriate support category may be provided to the affected Government Servant's family.

12. General Awareness:

It is the duty and responsibility of every Government Servant serving under the State Government/ Teaching and non-teaching employees of Privately Managed Government Aided Schools/Home Guards/ Woman Guards/ Boarder Wing Home Guards to brief/enlighten his/ her family about this Scheme in details:

13. Responsibility of the concerned Administrative Department:

- i. The respective administrative department shall have to dispose of the cases of compassionate appointment or benefit where the application is completed in all respects within 6 (six) months from the date of receipt of the claim/application submitted by the applicant.
- ii. It is also responsibility of the administrative department to inform the family, the outcome of the application, in writing with reason after disposal of the case, if rejected.

14. Conditions of compassionate appointment:

- i. A person who is given compassionate appointment to any post against Compassionate Appointment Scheme is duty-bound to maintain family members of the deceased Government servant. He/she has to give an undertaking/declaration in writing as per prescribed Format .
- ii. Persons employed under Compassionate Appointment scheme shall be posted anywhere in the State as per requirement of the service in which the person is being appointed.

15. Request for change in post or person :

When a person has been appointed on compassionate grounds to a particular post,

- (a) any request for change of post will not be entertained,
- (b) an appointment made on compassionate grounds cannot be transferred to any other person.

16. Departments(s) where Compassionate appointment in respect of the employees of various cadres under the Government of Tripura can be made:-

For Cadre services application will be processed by the nodal Cadre Manager

Department list of which is given below:-

Sl.No.	Name of Administrative Department	Name of Cadre Service
1.	GA (P&T) Department	Tripura Secretariat Service
		Tripura Police Service
		Tripura Civil Service
		Tripura Forest Service
		Tripura Govt. Stenographer Service
2.	Fisheries Department	Tripura Fisheries Service
3.	Audit Directorate	Tripura Audit & Accounts Service
4.	Power Department	Tripura Power Engineering Service
5.	Health Directorate	Tripura Health Service
		Tripura Dental Service
		Tripura Ayurved Service
		Tripura Homoeopathic Service
6.	Agri. & Farmers Welfare Directorate.	Tripura Higher Agriculture Service
		Tripura Agriculture Field Service
7.	Public Works Department	Tripura Engineering Service
8.	Animal Resource Development Department	Tripura Dairy Service
		Tripura Veterinary Cadre Service
9.	Transport Department	Drivers Service

These departments will process the case directly to the Finance Department.

In turn, Finance Department will sponsor the name to any suitable Department, where 15% vacancies of appropriate category for this scheme is available.

17. General :

- i. Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- ii. It is not the intention to restrict employment of a family member of the deceased or permanently invalid Group 'D' Government servant to an erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.

12

- iii. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.
- iv. Compassionate appointment should not be denied or delayed merely on the ground that there is reorganization in the Department/ Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.

18. Powers to Relax:

Where the State Government is of the opinion that if it is felt necessary or expedient to do so, it may, by order, for reasons to be recorded in writing relax any of the provisions of this scheme.

19. Repeal:

The existing orders/ instructions issued from time to time in connection with the Die-in-harness scheme or benefit to the family of missing Government employee or permanent invalidation, while in Government job hereby stand repealed w.e.f. 21st November 2018.

All Departments/ Heads of Departments are, therefore advised to follow the above instructions rigidly.

This will take with immediate effect.

By order of Governor,
[Animesh Das]
Deputy Secretary
Government of Tripura

ANNEXURE-I

FORM FOR SEEKING COMPASSIONATE APPOINTMENT/ BENEFIT

PART - A

(To be filled by the Applicant)

I.	(a)	Name of the affected Government Servant (deceased/missing/retired on Medical Ground).	:-	
	(b)	Designation of the affected Government Servant	:-	
	(c)	Date of Birth of the affected Government Servant	:-	
	(d)	Date of occurrence	:-	
	(e)	Age of the affected Government employee on the date of occurrence	:-	
	(f)	Total length of Service Rendered.	:-	
	(g)	Whether permanent or temporary	:-	
	(h)	Whether belonging to SC/ST/OBC/PH	:-	
II.		Category of benefit under the Compassionate Appointment Scheme applied for (<i>Please tick the appropriate category</i>)	Category-I	
			Category-II	
			Category-III	
			Category-IV	
III.	(a)	Name of the candidate applied for appointment under the scheme for compassionate appointment/ benefit	:-	
	IV.	(a)	His/her relationship with the affected Government Servant	:-
	(b)	Date of Birth of the applicant as on the date of occurrence	:-	
	(c)	Educational Qualifications	:-	
	(d)	Whether any other dependent family member has been appointed on compassionate Grounds	:-	
	V.	(a)	Whether there is any earning member in the family	:-
(b)		If yes, details, (Name, Post, Department etc.)		
VI.		Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately)	:-	

Sl. No.	Name(s)	Relationship with the affected Govt. Servant	Age	Address	Employed or not, if employed particulars of employment, Post & Department	Annual income
1						
2						
3						

Declaration / Undertaking

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.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant mentioned against 1(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.
3. I, Shri/SmtiS/o. D/o W/o.....
.....in consideration of my compassionate appointment under Compassionate Appointment/ Die-in-harness Scheme, do hereby undertake that I shall maintain properly the other family members who were dependent on the person/Government Servant and in case it is proved subsequently (at any time) that the said family members are being neglected or are not being properly maintained by me my appointment may be terminated.

To be signed in presence of a Gazetted Officer

Signature of the Candidate
Name.....
Address.....

I, Sri/Smt declare that signature of above persons have been put in my presence.

Signature.....
Name
Designation
Address of the Gazetted Officer

No objection given by the other family member(s) of the deceased Government servant.

We/I the undersigned do hereby state that we /I have no objection towards providing the compassionate appointment in favour of Sri/Smt..... who is a member of our family living together and shall take care of our family in order to relieve the family from financial destitution in absence of late..... who was an affected Government Servant as per the definition of the Scheme.

(To be signed in presence of a Gazetted Officer)

Sl.No.	Name of the member(s)	Relationship with the candidate.	Full signature.

Date:-

Place:

Shri/Smt/Kum_____ is known to me and the facts mentioned by him/ her are correct.

Date:

Signature of Gazetted Officer

Name.....

Address.....

PART - B

(TO BE FILLED IN BY OFFICE OF SDM)

Sub :- Field inquiry report in respect of Sri/Smt.....S/O, D/O, W/O
deceased government employee namely Late..... for the
purpose providing benefits under Compassionate Appointment Scheme.

1.	Name of the affected Government Servant and Name of the office where the affected Government Servant was working on the date of occurrence.	
2.	Date of occurrence	
3.	Total number of family members(survivors)	
4.	If there is any Earning Member in the family of the affected Government Servant	
5.	Name of applicant applied for Government job	
6.	Relation of applicant with the affected Government Servant	
7.	Date of birth and age as on the date of occurrence	
8.	Educational qualification of the candidate on the date of occurrence	
9.	Nationality of the applicant	
10.	Govt. service holder family member, if any with name, designation, salary etc.	
11.	Any member of family in Public/Private Service/Self employed(with details)	
12.	Landed property owned by the applicant with details	
13.	Annual Family Income from all sources	
14.	Whether the applicant was living with the others members of the affected Government Servant prior to the date of occurrence.	

The information given above for providing admissible benefits under
Compassionate Appointment/ Benefit Scheme under the Government of Tripura has been
verified through and found that

.....
.....

Name.....

Signature and Seal of the SDM concerned
with date

11/11/11

PART-C

(TO BE FILLED IN BY OFFICE IN WHICH THE EMPLOYEE CONCERNED WAS IN SERVICE
ON THE DATE OF OCURENCE)

I:	(a)	Name of the candidate for Appointment	:-	
	(b)	His/ Her relationship with the affected Government servant.	:-	
	(c)	Age (date of birth), educational qualifications and experience, if any.	:-	
	(d)	Post (Group C or D) in which employment is proposed	:-	
	(e)	Whether there is vacancy in that post within the ceiling of 15% of total available vacancies prescribed under the scheme of compassionate appointment.	:-	
	(f)	Whether the relevant Recruitment Rules provide for direct recruitment.	:-	
	(g)	Whether the candidate fulfils the requirements of the Recruitment Rules for the post	:-	
	(h)	Mention any relaxations are being given to the applicant	:-	
*II.		Whether the facts mentioned in Part-A & Part-B have been verified by the office and if so, indicate the records.	:-	
III.		Personal recommendation of the Head of the Department/Office	:-	
IV.		Applicant finally recommended for Category-I/ Category-II/ Category-III/ Category-IV admissible under the Scheme (as per categories cited under Nature of Support of the Scheme	:-	

The information given above for providing admissible benefits under Compassionate Appointment/ Benefit Scheme under the Government of Tripura has been verified with the Service Book, LTC Claim, Ration Card, report of the concerned SDM and other documents and found that

Sri/Smt. may be considered for admissible benefits of Compassionate Appointment/ Benefit Scheme for Eligibility Criteria as described under the Scheme.

Name.....
Signature and Seal of the Director/DGP/PCCF
(Head of Department)
Department concerned.

Counter signed by the Secretary of the Department.