



सत्यमेव जयते
भारत सरकार

GOVERNMENT OF INDIA

प्रधानमुख्यआयकरआयुक्तकार्यालय, पश्चिमबंगालऔरसिक्किम
O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM
मुख्यालय (कार्मिकएवंस्थापना), कोल/HEADQUARTERS (PERSONNEL & ESTABLISHMENT), KOL
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Circular No: 252

F.No.: PCCIT/WB&S/Pers/18/EB&BSC/2025-26

Date: 15.10.2025

Constitution of “Employee Welfare & Bereavement Support Cell”

1. Background

Consolidated instructions on Scheme for Compassionate Appointment under Central Government were issued vide Department of Personnel and Training (DOPT) O.M. No. 14014/02/2012-Estt.(D) dated 16.01.2013. Subsequently a Master Circular was also issued consolidating all instructions on compassionate appointments under Central Government vide F.No. 14014/1/2022-Estt.(D) dated 02.08.2022.

1.1 As per Point No. 13 of the of the above Master Circular, it has been stipulated that a Welfare Officer or a senior officer in each Ministry/Department/Office may be deputed to visit the family of a deceased Government Servant and inform them of the terminal benefits due to them. This is to be undertaken preferably within 30 days of the employee's demise. Additionally, if the officer assesses that the family of the deceased Government Servant is indigent, they should also be informed about the Scheme for Compassionate Appointment.

1.2 In accordance with the above scheme mandate, it has been considered necessary to establish a structured and dedicated institutional mechanism to ensure timely and empathetic support to bereaved families of government servants who die while in service, as a welfare initiative of the Pr. CCIT, West Bengal & Sikkim Region.

1.3 The period following the demise of an employee is emotionally overwhelming for the bereaved family. Establishing a dedicated Cell would demonstrate institutional empathy and strengthen the Department's commitment to employee welfare and dignity in service.

1.4 The proposal is also in line with the Government of India's commitment for proactive governance, employee welfare, and timely redressal of family needs during exigencies, as envisaged under various administrative reform initiatives.

1.5 Accordingly, a dedicated 'Employee Welfare & Bereavement Support Cell' is hereby constituted in the o/o the Pr. CCIT, W.B. & Sikkim, with immediate effect.

2. Functioning of the Cell:

2.1 The Cell will function under the administrative control of the Personnel & Establishment Division of the o/o the Pr. CCIT, W.B. & Sikkim, which also supervises welfare division, with the following key objectives:

- i. To arrange timely visits by the Welfare Officer/Senior Officer to the bereaved family of the Government Servant, who dies while in service, within the 30-day time frame.
- ii. To ensure prompt dissemination of information on terminal benefits and entitlements.
- iii. To assess and document the socio-economic condition of the family.
- iv. To inform eligible families about the Compassionate Appointment Scheme.
- v. To assist the family member of the deceased Government Servant in applying for appointment on compassionate ground and in filling of the prescribed Application Form for the purpose.
- vi. To advise the applicant about the requirements and formalities to be completed.
- vii. To inform the applicant about the posts to which he or she can apply.

- viii. To serve as a single point of contact for families of deceased government employees for any information related to the process of compassionate appointment.
- ix. To coordinate with Personnel & Establishment Section to get apprised about the likely number of vacancies and inform the same to the applicants along with a copy of point based merit system.
- x. To maintain records, including the documented report(s), on the socio-economic condition of the family, which can be used during the assessment of applications for appointment on compassionate appointment.
- xi. To coordinate with the offices of HODs of West Bengal & Sikkim region to be apprised of demise of any employee, along with basic details such as name, address, designation, posting, date of death, and next of kin (if available) so as to initiate timely outreach.
- xii. To coordinate with Head Office of the deceased employee to be apprised about the details of terminal benefits due to the family, and the progress on the disbursement of the same, for the purpose of informing the family.
- xiii. To coordinate with the departmental selection committee for compassionate appointment with regard to the timely completion of the process leading to the recommendation of the committee.

2.2 The cell would circulate a standard format to all units for reporting purpose and would frame a Standard Operating Procedure for working towards fulfilment of its objectives.

2.3 For stations outside Kolkata & Hoogly region, office of the jurisdictional PCsIT would be requested for arranging a family visit by the AO/DDO, in coordination with the cell.

3. The Administrative Structure of the 'Employee Welfare & Bereavement Support Cell' is as under:

Designation	Role
JCIT (Personnel & Establishment), Kolkata	To provide overall policy oversight and to review implementation of all activities of the cell and its progress at periodic intervals.
ITO (Personnel)	Responsible for day-to-day functioning and coordination. To carry out home visits, prepare assessment reports, and facilitate handholding of family members.
ITO (Pension), Kolkata	Responsible for providing inputs to the cell on matters of terminal benefits and coordinating early disbursement of these benefits to the bereaved families. The responsibilities can be expanded as per requirement for effective functioning of the cell.
ITO (Admin & TPS -1), Kolkata	Responsible for providing inputs on service related matters to the cell which are needed for effective functioning. The responsibilities can be expanded as per requirement for effective functioning of the cell.

The cell would be provided with 04 officials from the cadre of ITI/TA/OS/MTS to maintain case files, puts up reports and other assigned tasks.

4. Infrastructure and Logistics:

The Cell shall operate from the Welfare Section of the o/o Pr. CCIT, W.B. & Sikkim and shall be provided with necessary infrastructure such as a dedicated workspace, telephone line, internet-enabled computer and printer. A designated email ID shall also be created for centralized communication with the Cell. Once created, the same would be circulated for communication to all.

5. While the primary mandate of the Cell shall be to assist families of deceased employees, who die while in service, in accessing terminal benefits and facilitating compassionate appointments, it is recognized that delays in appointment due to

limited vacancies and waitlisting often result in prolonged financial and emotional hardship for the families.

6. In this regard, the Cell would also explore collaborations with staff associations, retired employee forums, and NGOs to organize voluntary, charitable training and skilling programs for eligible family members of deceased employees. The objective of these efforts would be to equip such family members with relevant skills for self-employment or employability in the broader economy as a welfare measure.

7. The scope and extent of this initiative would be reviewed based on feedback as and when required.

8. This is issued with the prior approval of the Principal Chief Commissioner of Income Tax, West Bengal & Sikkim and shall come into effect immediately.

9. The circular may be given wide publicity.

Sd-

(A.K. Singh)

CIT (Admin & TPS)

O/o Pr. CCIT, West Bengal & Sikkim

Copy to:

1. The DGIT (Inv), CCsIT, Pr. DIT (Inv), Pr. CsIT, CsIT, DsIT & ADGs in West Bengal & Sikkim region
2. ITO (HQ) (Pers., Estt. & Welfare), Kolkata
3. The IRSA/ITGOA/ITEF
4. The ITSEWA
5. File

Akhil

(Akhil Kumar)

Jt. CIT (Personnel & Establishment)

O/o Pr. CCIT, West Bengal & Sikkim