



कार्यालय आयकर आयुक्त (ऑडिट), आयकर भवन, तीसरी मंजील, सेक्टर-17 ई, चण्डीगढ़
O/o the Commissioner of Income Tax (Audit), Aayakar Bhawan, 3rd Floor, Sector-17E, Chandigarh
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F. No: PCIT/Audit/CHD/ Comp.Grounds /2026-27/ 30

Dated:22.04.2026

To

The Joint Commissioner of Income-tax(OSD)(HQ)(Admn), o/o
The Pr. Chief Commissioner of Income Tax,
North West Region, Aayakar Bhawan,
Chandigarh

Sir,

Sub.- Submission of Minutes of meeting of the Screening Committee for Appointment on Compassionate Grounds-Reg.

Kindly refer to the subject cited above.

In this regard, I am directed to submit the final Minutes of the Meeting held on 16.4.2026 recommending the names of the 13 candidates for different posts for RV 2026. The Committee has scrutinized all the 37 applications received in this office for the appointment on the basis of compassionate ground.

Therefore, the minutes of meetings dated 16.04.2026 along with 13 files of recommended candidates are being forwarded to your good office for kind information and further necessary action. The names & files of following recommended 13 files are enclosed:

1	Ms. Shikha Arora D/o Late Sh. Suresh Kumar, LDC/TA	24.11.1997	TA
2	Sh. Sanjay Kumar S/o Late Des Raj, NS	14.08.1989	TA
3	Sh. Navneet Sharma S/o Late Sh. Suresh Kumar, NS	01.01.1994	TA
4	Sh. Pardeep S/o Late Sh. Vijai Singh, TA	29.12.1996	TA
5	Sh. Surjeet Singh S/o Late Kishan Chand, NS	13.07.1991	SG-II
6	Sh. Raman S/o Late Jagdish, Casual Worker	07.03.2002	MTS
7	Sh. Gautam S/o Late Mukhram, MTS	16.06.1998	MTS
8	Sh. Sanjeev S/o Late Balwinder Kaur, MTS	13.12.1991	MTS
9	Sh. Bhupinder Pal Singh S/o Late Ravinder Singh, LDC	01.09.1986	MTS
10	Sh. Ashish Kumar S/o Late Vijay Kumar, NS	03.08.2000	MTS
11	Sh. Ajay Singh S/o Late Vakil Singh, NS	03.05.1991	MTS
12	Sh. Harjot Singh S/o Late Ajmer Singh, NS	08.11.1995	MTS
13	Sh. Amit Sharma S/o Late Pawan Kumar, NS	25.11.1995	MTS

Yours faithfully,

(Davinder Pal Singh)

Income Tax officer (IAP)-1 (Audit)
Chandigarh

Encl.: As above.

Copy submitted to the Income Tax Officer (HQ) O/o Pr. Commissioner of Income Tax (Audit), Chandigarh along with Master file of compassionate appointment and 24 files of remaining candidates for record and future correspondence/action.

(Davinder Pal Singh)

Income Tax officer (IAP)-1 (Audit)
Chandigarh

No- 25

17/04/2026

**Minutes of the meeting of the Screening Committee for
Appointment on Compassionate Grounds**

In continuation of earlier meetings dated 13.03.2026 & 19.03.2026, a final meeting of the Screening Committee for Appointment on Compassionate Grounds was held on 16.04.2026 in the chamber of Pr. Commissioner of Income Tax (Audit) -cum- Chairman, Aayakar Bhawan, Chandigarh. The following members attended the meeting:

Sr. No.	Name of the Officer	Designation
1	Sh. Rajeev Ranka, Pr.CIT (Audit), Chandigarh	Chairman
2	Smt. Moatenla, Addl. CIT, Range-1, Chandigarh	Member
3	Smt. Geetanjali Sagar, Addl. CIT, International Taxation, Chandigarh	Member
4	Sh. Yogendra Mittal, DCIT, NADT, RC, Chandigarh	Secretary

2. The Committee had received total 37 applications, which were scrutinized at length. The Committee has followed the instructions on Scheme for "*Compassionate Appointment under Central Government*" issued by Ministry of Personnel, Public Grievance and Pensions (DOPT) *Vide O.M. No. 14014/1/2022-Estt. (D) dated 02.08.2022.* The Committee issued letters to all the 37 applicants to furnish the requisite information/documents. A brief detail of the submissions made are narrated hereunder:

- Submissions in response to the letters were made by 32 applicants.

- 10 applications are not considered eligible due to different reasons, which are enumerated in detail.

3. The following 10 applications are found ineligible due to various specific reasons:

3.1 Withdrawal of application/ death of the applicant:

The files of the following 2 Applicants were examined by the Committee and are being closed as per the reasons mentioned against their names: -

S.No	Name	Remarks	Date of letters sent to the candidates
1.	Sh. Mehardeep S/o Late Desh Raj, Notice Server	The applicant has expired on 31.10.2022. His brother Sh. Sanjay Kumar S/o Late Sh. Desh Raj, NS has applied for the appointment on compassionate ground. As a result, the Committee has approved to close the file of Sh. Mehardeep S/o Late Desh Raj. Further, the application of his brother Sh. Sanjay Kumar, is being considered separately.	14.01.2026
2.	Sh. Ritik Raj S/o Late Manorama Raj, AO	The applicant has withdrawn his application and given No Objection Certificate in favour of his brother i.e. Sh. Tushar Raj Virk for the claim. As the application has been withdrawn by the applicant, the Committee has approved to close his file. Further, the application of his brother Sh. Tushar Raj Virk is considered separately.	14.01.2026

3.2. Non submission of documents

The following 5 Applications are kept under abeyance by the Committee as no reply has been furnished by any applicant. In these 5 cases, despite following the procedure, none of the following candidates responded with the requisite documents: -

S.No	Name	Remarks	Date of letters sent to the candidates
1.	Sh. Varun Sharma S/o Late Mohan Lal, ITI	No reply received from the applicant. Further, the application was kept under abeyance by the previous Committee for R.Y. 2022, 2023 and R.Y. 2024 as per reasons mentioned in minutes dated 28.08.2023, 15.04.2024 and 03.04.2025. Since the applicant is not responding the Committee recommends closure of file after affording final opportunity for R.Y. 2026.	14.01.2026
2.	Sh. Paramjeet Singh S/o Late Prem Chand, NS	No reply received from the applicant. Further, the application was kept under abeyance by the previous Committee R.Y. 2024 as per reasons mentioned in minutes 03.04.2025. Since the applicant is not responding the Committee recommends closure of file after affording final opportunity for R.Y. 2026.	14.01.2026
3.	Sh. Rajdeep Deb S/o Late Sh. Gautam Deb	No reply received from the applicant. Last year the applicant filed reply and application was duly considered and	14.01.2026

		allotted 15 marks and carry forward due to lack of vacancies.	
4.	Ms. Loveleen Kaur D/o Late Sh. Manjit Singh, SG	The application was received on 26.11.2025. She was contacted through Patiala office and sent letter through mail. She stated that she is in Canada with her son. Since no reply documents furnished the case may be carry forward for next year. No reply received from the applicant.	14.01.2026
5.	Sh. Yuvraj Kumar S/o Late Sh. Meen Bahadur, TA	The applicant filed his application in respective office on 01.12.2025 which was received in this office on 24.02.2026. Therefore, the letter was issued on 13.03.2026 which returned undelivered. The applicant was telephonically informed and asked to furnish the reply. However, no reply received from the applicant.	13.03.2026

The Committee has decided that these cases may be considered in the subsequent recruitment year subject to submission of the requisite documents and fulfilment of requisite conditions.

3.3. Dispute/objections raised by relatives

In this case, the applicant's brother Sh. Jagbir Singh S/o Late Sh. Ram Phal had given NOC earlier in favour of his brother Sh. Dharmender S/o Late Sh. Ram Phal, but vide letter dated 20.02.2026, has withdrawn the NOC. Since there is a dispute among the family members this case is not being considered and carried forward for subsequent R.Y. subject to settlement of dispute among the family members.

1.	Sh. Dharmender S/o Late Sh. Ram Phal, Mali	NOC was received by the family members vide letter dated 23.01.2026. However, his brother Sh. Jagbir Singh S/o Late Sh. Ram Phal, has withdrawn the NOC vide his letter dated 20.02.2026 which is received in this office on 20.03.2026 from O/o the Pr. CCIT, Chandigarh vide letter dated 19.03.2026. Therefore, the application of Sh. Dharmender is not considered due to objection filed and withdrawal of NOC by his brother Sh. Jagbir Singh and the same is being carried forward for next RYs	14.01.2026
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3.4. Lack of educational qualification:

One applicant's educational qualification is under-matric. As a result, she could not be considered for any post as per the prevalent guidelines:

S.No	Name	Remarks
1.	Smt. Swarnjeet Kaur Sister of Late Sh. Gurpreet Singh, MTS	Illiterate, education qualification inadequate for any post.

The Committee has concurred that if the applicant is able to pass the matric exam in the future, her case may be considered in the forthcoming recruitment years by the Committee. Therefore, her application is being carried forward to the subsequent recruitment years, to be decided upon once the applicant has satisfactorily fulfilled the required educational qualifications.

3.5. Application received on or after 01.01.2026

The Committee has decided that since the vacancies to be filled pertain to RY 2025, the applications received in the respective Income Tax offices on or before

31.12.2025 are to be considered eligible for the vacancies of RY 2025. The application received on or after the 1.1.2026 will be carried forward and considered eligible for the RY 2026. The applicant i.e. Smt. Vishesh, widow of Late Sh. Kiran Kumar, Inspector is not considered eligible for the vacancies reported for RY 2025 as the application was received in January 2026. So the application of Smt. Vishesh is carried forward and will be considered for RY 2026.

S.No	Name	Application received on
1.	Smt. Vishesh W/o Late Sh. Kiran Kumar, ITI	30.01.2026

The Committee has concurred that this case is to be to be carried forward for the subsequent recruitment year.

4. Consequently, out of the 37 cases, the following 27 applicants were shortlisted, and their applications were scrutinized in detail by the Committee. Each applicant has been awarded marks as per the criteria laid down by the CBDT in its O.M. F.No. 14014/1/2022-Estt. (D) dated 02.08.2022 & O.M. F.No. A-12012/03/2021-Ad.VII dated 15.04.2021 and the proforma attached therein.

Keeping in view the educational qualifications, the marks awarded to each applicant and the recommendations of the Committee are as follows:

S.No	Pr. CCIT File No./ UAR N	Name of applicant/ Name of the deceased Govt. Servant & post held	D.O.B Of applicant	D.O.D of the employee	QUALIFICATIONS	TOTAL OUT OF 100	Recommended/ Not-Recommended	Post	Remarks
1	187	Ms. Shikha Arora D/o Late Sh. Suresh Kumar, LDC/TA	24.11.1997	31.12.2023	Graduation	36	Recommended	TA	Subject to passing of skill test

2	120	Sh. Sanjay Kumar S/o Late Des Raj, NS	14.08.1989	22.11.2017	Graduation	32	Recommended	TA	Subject to passing of skill test
3	184	Sh. Navneet Sharma S/o Late Sh. Suresh Kumar, NS	01.01.1994	14.10.2024	Post-Graduation	32	Recommended	TA	Subject to passing of skill test
4	188	Sh. Pardeep S/o Late Sh. Vijai Singh, TA	29.12.1996	14.10.2024	Graduation	29	Recommended	TA	Subject to passing of skill test
5	170	Sh. Anurag Bajaj S/o Late Sh. Naresh Bajaj, TA	10.05.2001	29.06.2012	Graduation	27	Not-Recommended	NA	Non availability of vacancy
6	189	Sh. Vijay Kumar S/o Late Sh. Shitla Parshad, NS	17.08.1988	02.09.2025	Graduation	23	Not-Recommended	NA	Non availability of vacancy
7	183	Sh. Sagar Chauhan S/o Late Sh. Mangat Ram, AO	31.07.1998	22.03.2025	Graduation	13	Not-Recommended	NA	Non availability of vacancy
8	127	Sh. Tushar Raj Virk S/o Late Manorama Raj, AO	07.01.1994	07.06.2020	Graduation	01	Not-Recommended	NA	Non availability of vacancy
9	155	Sh. Surjeet Singh S/o Late Kishan Chand, NS	13.07.1991	03.04.2022	12th	32	Recommended	SG-II	Subject to passing of skill test
10	176	Sh. Raman S/o Late Jagdish, Casual Worker	07.03.2002	01.09.2022	10 th	53	Recommended	MTS	-NA-
11	143	Sh. Gautam S/o Late Mukhram, MTS	16.06.1998	05.01.2023	10 th	49	Recommended	MTS	-NA-
12	153	Sh. Sanjeev S/o Late Balwinder Kaur, MTS	13.12.1991	18.02.2021	10 th	44	Recommended	MTS	-NA-
13	116	Sh. Bhupinder Pal Singh S/o Late Ravinder Singh, LDC	01.09.1986	23.07.2018	10 th	44	Recommended	MTS	-NA-
14	175	Sh. Ashish Kumar S/o Late Vijay Kumar, NS	03.08.2000	04.08.2023	10 th	40	Recommended	MTS	-NA-
15	114	Sh. Ajay Singh S/o Late Wakil Singh, NS	03.05.1991	28.01.2019	10 th	37	Recommended	MTS	-NA-
16	164	Sh. Harjot Singh S/o Late Ajmer Singh, NS	08.11.1995	28.06.2022	10 th	33	Recommended	MTS	-NA-
17*	137	Sh. Amit Sharma S/o Late Pawan Kumar, NS	25.11.1995	26.02.2021	12th	31	Recommended	MTS	-NA-

18*	181	Sh. Mohit Yadav S/o Late Sh. Radhey Sham, OS	08.05.2006	27.06. 2024	12 th	31	Not Recommended	-NA-	Non availability of vacancy
19	156	Sh. Ramesh Kumar S/o Sh. Ram Kishan, NS	01.05.1984	23.06. 2022	10 th	28	Not Recommended	-NA-	Non availability of vacancy
20	168	Sh. Sagar Singh S/o Late Lakhmi Chand, AO	28.11.1997	04.12. 2023	12 th	26	Not Recommended	-NA-	Non availability of vacancy
21	160	Sh. Suraj S/o Late Budhai Ram, NS	07.09.1995	26.04. 2021	10 th	26	Not Recommended	-NA-	Non availability of vacancy
22	167	Sh. Suraj Kumar S/o Late Mohan Lal, Chowkidar	17.08.1990	07.11. 2023	10 th	21	Not Recommended	-NA-	Non availability of vacancy
23	182	Sh. Karan Dherwal S/o Late Sh. Raj Kumar, ITI	18.09.2005	24.12. 2024	12 th	20	Not Recommended	-NA-	Non availability of vacancy
24	134	Sh. Anmol Singh S/o Late Sh. Randeep Singh, ITO	02.11.2007	17.05. 2021	12 th	20	Not Recommended	-NA-	Non availability of vacancy
25	24	Sh. Vinod Kumar S/o Late Bhana Singh, LDC	04.06.1976	23.02. 2000	10 TH	16	Not Recommended	-NA-	Non availability of vacancy
26	172	Sh. Mayank S/o Late Anju, ITO	23.02.2005	19.05. 2021	12 th	13	Not Recommended	-NA-	Non availability of vacancy
27	162	Ms. Khushi Palyal D/o Late Davinder Singh, ITO	01.09.2004	26.05. 2022	12 th	08	Not Recommended	-NA-	Non availability of vacancy

*It is pertinent to mention here that after filling the 7 vacancies out of total 8 vacancies under MTS cadre, there are two applicants having same marks i.e. 31, (Sr. No. 17 & 18) available before the Committee. These following two applicants have been awarded with the same marks i.e. 31 marks i.e. Sh. Amit Sharma s/s Late Sh. Pawan Kumar (Sr. No. 17) and Sh. Mohit Yadav s/o Late Sh. Radey sham (Sr. No. 18). However, only one vacancy is available

for the post of MTS after filling 7 vacancies with the applicants having higher marks. Therefore, the Committee has decided to recommend the dependent applicant governed by the earlier date of death of the erstwhile employee. Therefore, Sh. Amit Sharma S/o Late Sh. Pawan Kumar, NS has been considered for the appointment for the post of MTS at Sr. No. 17 of the above table.

Sr. No.	Name of the applicants	Date of Death	Date of application
1.	Amit Sharma S/o Late Sh. Pawan Kumar, NS	26.02.2021	10.06.2021
2.	Mohit Yadav S/o Late Sh. Radey Sham, OS	27.06.2024	25.07.2024

4.1 The original documents of the recommended applicants are required to be verified. Further, as per para 14 of the OM dated 02.08.2022, an undertaking from the person appointed under the scheme, should be obtained in writing that he/she will maintain properly other family members who are dependent on the govt. servant and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith and this need to be incorporated in their offer of appointment on compassionate ground.

4.2 The detailed marking as per the 100-Point-Formula for each candidate is enclosed herewith at Annexure 'A'.

5. The O/o Pr. CCIT, NWR, Chandigarh, vide its letter no. 1125 dated 13.11.2025 had communicated a total of 13 vacancies (TA - 04, SG-II - 01 & MTS - 08) for the recruitment year 2025. The same is as under:

Cadre	Vacancies reserved	Backlog vacancies	Total vacancies
Tax Assistant	04	NIL	04
Stenographer-II	01	NIL	01
MTS	08	NIL	08
Grand Total	13	NIL	13

5.1 Therefore, vacancy wise analysis of the above recommendations is as under:

Cadre	Total Vacancies for R.Y. 2024	Applicants recommended against vacancies for R.Y. 2024	Vacancies to be carried forward to the subsequent RYs.
Tax Assistant	04	04	00
Stenographer-II	01	01	00
MTS	08	08	00
Grand Total	13	13	00

6. Sub-clause (b*) of clause 7 of scheme for compassionate appointment vide DOPT O.M. dated 16.01.2013 provides that a person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz. SC/ST/OBC/General depending upon the category to which he/ she belongs. The vacancies provided by the O/o Pr. CCIT, NWR are cadre wise and there is no mention of reservation categories. Thus, the recommendations have been made based on total vacancies and without considering the reservation roster. The Committee recommends that the mandate as per sub clause (b*) of clause 7 of the Scheme for compassionate appointment vide DOPT

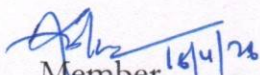
OM dated 16.01.2013 should be taken into consideration at the time of appointment of the applicants on compassionate ground.

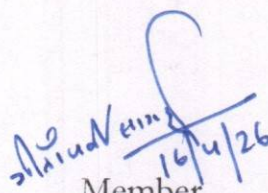
7. The details of movable and immovable properties and its latest market value have been provided by the applicants on affidavit and the same is placed on record.

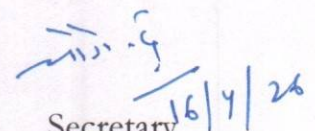
8. As per the prevalent recruitment rules of CBDT vide F.No. HRD/CM/121/08/2014-15/Dy. No. 1605/2015-Ad.VII dated 18.12.2015 for Tax Assistant and F.No. A-12018/1/2010-Ad. VII dated 13.09.2010 for Stenographer-II :

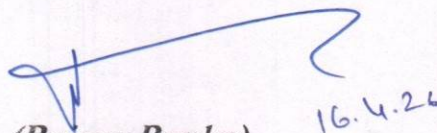
- a) For the post of Tax Assistants Data Entry Speed Test (DEST) at 8,000 (eight thousand) Key Depression per hour on Computer is essential
- b) For the post of Stenographer-II, dictation for 10 minutes at 80 words per minute on Transcription for 50 Minutes in English & 65 Minutes in Hindi (on computer) is essential.

9. The applicants recommended for the post of Tax Assistant & Stenographer-II may be required to clear the requisite skill tests in due course of time as per rules applicable.


Member 16/4/26


Member 16/4/26


Secretary 16/4/26


(Rajeev Ranka) 16.4.26

Pr. Commissioner of Income Tax (Audit)
-Cum- Chairman Screening Committee
for Appointment on Compassionate Grounds
Chandigarh.