



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

Imphal, Manipur, Ph. (0385) 2058566 / 2445812

E-mail:- director@nitmanipur.ac.in , Website : www.nitmanipur.ac.in

An Autonomous Institute under MHRD, Govt. of India.

FAMILY DEPENDENCY DECLARATION FORM

Date:

Details of Family

[For the purpose of Medical Reimbursement, Children Education Allowance, Leave Travel Concession etc.]
Rule 54(12) of CCS (Pension) Rules, 1972

Name of the Staff :

Staff No. :

Designation & Department :

Date of Birth :

Marital Status :

Date of Joining :

DETAILS OF DEPENDENT "FAMILY" MEMBERS

(Definition of dependent family members behind the form as per Govt. norms)

❖ **ALL FIELDS ARE MANDATORY**

❖ Aadhaar Card copy is mandatory and copy of Birth Certificate in case of new born should be compulsorily attached.

Sl.	Name of the Dependent Family Members	Relationship	Date of Birth	Age as on date	Occupation	Marital Status (Married/Unmarried // Widowed)
1						
2						
3						
4						
5						
6						
7						

I. **When both husband and wife are employed:**

a) **Is spouse of the employee a Government Servant? YES/NO** (Strike off Which is not applicable)

If Yes, then name of the Organization _____

(If yes, please attach latest Identity Card of Place of Work of Spouse)

b) **If spouse of the employee availing medical facilities from local bodies/private organizations? YES/NO** (May choose either the medical facilities under the Central Government rules or facilities provided by the organization in which the spouse is employed)

II. **Is Income of dependent family members (other than spouse) more than Rs. 9000/-pm plus the amount of dearness relief on basic pension of Rs. 9000/-pm? YES/NO** (Strike off Which is not applicable)

(If yes, please attach Income Certificate of dependent family member)

UNDERTAKING:

- The Income of dependent family members (Other than spouse) do not exceed Rs. 9000/- pm plus the amount of dearness relief on basic pension of Rs. 9000/- pm per person from all sources including pension/salary/business/ service etc.
- In the event of any change in the above filled particulars, the same shall be intimated to the office at the earliest.
- The particulars of dependent family members of my family as given are correct. If any statement is found to be false, I shall be liable for disciplinary action.
- I hereby undertake to keep the above particulars up to date by notifying to the Head of the Office for any addition or revision.

No. of Enclosures:

Signature of the Employee

INSTRUCTIONS

Definition of Dependent Family member is as follows:

- (i) The Government servant's wife or husband, as the case may be, and two surviving unmarried children or step children wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not; (Unmarried son till he starts earning or till he attains the age of 25 whichever is earlier, Daughter till she starts earning or gets married whichever is earlier)
- (ii) Married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the Government servant;
- (iii) Parents and/or step mother residing with and wholly dependent on the Government servant;
- (iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.
- (v) A female employee has a choice to include either her parents or her parents-in-laws, option exercised can be changed only once during her service in case of medical reimbursement.

NOTE

- (A) **In-case spouse is working in Government service, JOINT DECLARATION FORM has to be submitted every Financial year (for Children Education Allowance & Medical Reimbursement) and once in a Calendar Year (for LTC)**
 - (B) **Dependent ANNUAL INCOME CERTIFICATE has to be submitted every financial year.**
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