



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी/Neelakudi, तिरुवारूर/Thiruvavur - 610 005

☎ : 04366-277256 / Email : establishment@cutn.ac.in

No. CUTN-4(5)/2012-Estt-Vol V / 1365

Dated: 21 .01.2021

CIRCULAR

All regular employees (both Teaching and Non-Teaching) of this University, who have already furnished the Proforma for “*Declaration of Home Town and Members of Family*” are required to furnish the revised format “*Declaration of Home Town and Members of Family*” (enclosed) as per latest GOI norms on or before 29.01.2021.

The same may be submitted on priority for settlement of various claims including LTC Special Cash Package etc.

This issues with the approval of Competent Authority.

(Dr. S. Bhuvaneshwari)
Registrar

Encl:

Revised format - Declaration of Home Town and Members of Family

To

All regular employees (by e-mail)

Copy to:

1. Statutory Officers
2. Joint Registrar (Estt.)
3. System Analyst – For uploading the revised proforma in website and remove the earlier proforma in the said connection
4. PS to VC

डा. एस. भुवनेश्वरी / Dr. S. Bhuvaneshwari
कुलसचिव / Registrar
तमिलनाडु केन्द्रीय विश्वविद्यालय
Central University of Tamil Nadu
तिरुवारूर / Thiruvavur - 610 005.



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी /Neelakudi, तिरुवारूर/Thiruvapur- 610 005

Ph: 04366-277256/ Email: establishment@cutn.ac.in

DECLARATION OF HOME TOWN AND MEMBERS OF FAMILY

(For the purpose of Medical Reimbursement, Children Education Allowance, Leave Travel Concession etc.)

1. Name of the Employee : _____
(in Block Letters)
2. Designation : _____
3. Date of Birth as per service book : _____
4. Date of Appointment : _____
5. Home Town : _____

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. No.	Name of the Dependent Family Members	Date of Birth	Relationship with the Employee	Married/ Unmarried/ Widow or Divorcee	Employed or not or student	Initial of the Head of Office	Remarks
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 if applicable 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:

1. The Income of dependent family members (Other than spouse) do not exceed Rs.9000/- pm plus the amount of dearness relief if applicable on basic pension of Rs.9000/- pm per person from all sources including pension/salary/business/ service etc.
2. In the event of any change in the above filled particulars, the same shall be intimated to the office at the earliest.
3. 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.
4. Having gone through the definition of Family Members for the purpose of Leave Travel Concession, Medical Benefits and Children Education Allowance as per extant orders of Government of India, I do hereby declare that the Family Members declared by me as above are true to the best of my knowledge and belief. If any misrepresentation is found by the University, I shall be liable to Disciplinary Action.
5. I do hereby undertake to keep the above particulars up to date by notifying to the Audit Officer/Head of the Office any addition or alternation.

Signature of the Employee with date

Copy to:-

1. Service Book
2. Finance Section
3. Personal File.

Countersigned by
Deputy Registrar
(Establishment)

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 stepparents (stepfather and stepmother) wholly dependent on the Government servant, whether residing with the Government Servant or not;
- 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, if annual income of dependent is more than Rs.9000/- pm per person from all sources including pension/salary/business/ service etc.