



झारखण्ड केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF JHARKHAND

FAMILY DEPENDENCY DECLARATION FORM

Date:

DETAILS OF FAMILY

[For the purpose of Medical Reimbursement]

Name of the Employee :  
Employee ID 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

❖ Aadhar 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	Relationship	Date of Birth	Age as on date	Occupation	Marital Status (Married/Unmarried//Widowed)
1						
2						
3						
4						
5						
6						

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 and nothing has been concealed. If any information is found wrong/false at any stage, I shall be held liable for the same and I shall also be liable for disciplinary action, as per rule.
- 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

Counter Signed by Authorized Signatory of the University

## **INSTRUCTIONS**

### **Declaration of Family Members for Reimbursement of Medical Bills**

**(1) Reimbursement of Medical Bills:-**

It may be noted that the income limit for dependency of the family members (other than spouse) is Rs. 9,000/- plus the amount of Dearness Relief admissible on Rs. 9,000/- on the date of consideration of the claim of medical reimbursement. Father/Mother/Father-in-law/Mother-in-law residing with either the government servant or the rest of the family members in a station other than the employee's headquarters are eligible for medical reimbursement, as per rules.

**(2) 'Family' means employee's :-**

- (i) Husband/Wife including more than one wife and also judicially separated wife.
- (ii) Parents and Stepmother  
A female employee has a choice to include either her parents **or** her parents-in-law; option exercised can be changed only once during service.  
In case of adoption, only the adoptive and not the real parents. If the adoptive father has more than one wife, the first wife only.
- (iii) Children including legally adopted children, step children and children taken as wards subject to the following condition:-
  - (a) Un-married Son : Till he starts earning or attains the age of 25 years, which is earlier.
  - (b) Daughter : Till she starts earning or gets married, whichever is earlier, irrespective of age limit.
  - (c) Son suffering from permanent disability of any kind (Physical or Mental) : No age limit
- (iv) Widowed daughters and dependent divorced/ separated daughters – irrespective of age limit
- (v) Sisters including unmarried/divorced/abandoned or separated from husband/ widowed sisters – irrespective of age limit
- (vi) Permanently disabled dependent brother – No age limit.

**(3) When both husband and wife are employed:-**

- (i) The spouse employed in a State Government, Defence/ Railways or Corporation/ Bodies financed partly/ wholly by the Central/ State Government, Local bodies and private organizations, which provides medical services, may choose either the facilities under the Central Government rules or facilities provided by the organization in which the spouse is employed.
- (ii) Where both are Central Government servants, either of them may prefer claim for self and eligible members of their family, according to his/her status.
- (iii) In both the types of cases, a joint declaration is required to be furnished as to who will be preferring the claim. In the absence of joint declaration in the case coming under (ii), the concession is to be availed of by the wife and family members according to the status of the husband. Declaration may be changed as oftentimes as the circumstances like promotion, transfer, resignation etc. requires.
- (iv) If judicially separated, pending decision on guardianship, reimbursement for children may be allowed to either spouse.
- (v) If the spouse is in receipt of fixed medical allowance, the Government servant can avail medical facilities under Medical Attendance Rules for himself and members of family residing with him except for the spouse.

When both husband and wife are employed, either of them may prefer claim for self and eligible members of their family, according to his/her status.

**Signature of the Employee**

### **NOTE**

- (A) Incase spouse is working in Government service, JOINT DECLARATION FORM has to be submitted every Financial year.**
  - (B) Dependent ANNUAL INCOME CERTIFICATE has to be submitted every financial year.**
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