



Name of the employee : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Department/Centre/Office/Section : \_\_\_\_\_  
 Date of birth : \_\_\_\_\_

[illegible]

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Initial of the Registrar

Signature of the employee

**Note:** Criteria for consideration of dependency may be seen overleaf *(Please take back to back printing)*

## CRITERIA FOR DEPENDENCY

1. As soon as a University employee joins a regular post, he/she shall give particulars of his/her eligible dependent family members to be considered for medical and LTC facilities as per the provisions of relevant rules in this form to the Registrar. If the employee has no family, he/she shall furnish the particulars of dependent family member as and when he/she acquires a family.
2. "Family" of a University employee for the purpose of grant of concessions under Medical Attendance Rules and Leave Travel Concession Rules means –
  - (i) Husband or \*Wife.  
\*In case of medical concession more than one wife and also judicially separated wife are included in the definition of "Family". However, only one wife is included in the term of "Family" as per LTC Rules except if an employee has two legally wedded wives and the second marriage is solemnized with the specific permission of the Government. Condition of dependency is not applicable on the husband and wife for being considered as one unit for the purpose of the concessions irrespective of their income level;
  - (ii) Unmarried children including legally adopted children or stepchildren wholly dependent on the employee irrespective of whether they are residing with the employee or not (*Exception* – in terms of LTC Rules concession is restricted to only two surviving children or stepchildren, which shall not be applicable in respect of (a) those employees who already have more than two children prior to 20-10-1998 and (b) where second child birth results in twin/multiple births) subject to the following conditions: –  
  
Son is eligible till he starts earning, gets married or attains the age of 25 years, whichever is earlier (*Exception* – normally irrespective of any age-limit but without any age-limit in case of existence of any physical or mental disability as per LTC Rules).  
  
Daughter is eligible till she starts earning or gets married, whichever is earlier, irrespective of any age-limit;
  - (iii) Married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters and are wholly dependent on the employee irrespective of any age-limit (*Exception* – As per the LTC Rules concession will be admissible to those such daughters who are residing with the employee);
  - (iv) Parents and stepmother (*Exception* – both stepfather and stepmother as per LTC Rules) wholly dependent on the employee, irrespective of whether residing with the employee or not;  
  
In case of adoption, only the adoptive parents (not real parents) and where the adoptive father has more than one wife, only the first wife comes under the definition of "Family";  
  
In case of female employee, there is an option to include either her parents or parents-in-law in dependents' list subject to change in her option only once during service;
  - (v) Unmarried minor brothers and permanently disabled dependent brothers irrespective of age-limit as well as unmarried sisters, sisters who have been divorced, abandoned or separated from their husbands and widowed sisters and are wholly dependent on the employee, irrespective of age-limit, provided their parents are either not alive or their parents are themselves wholly dependent on the employee.
3. A member of the family (other than spouse) as defined above, whose income from all sources including pension, does not exceed the amount of minimum family pension (i.e. ₹ 9,000/- p.m.) and Dearness Relief thereon, shall be deemed to be wholly dependent on the employee.
4. The employee shall communicate to the Head of the Office any subsequent change in the size of his/her family, including the fact of marriage of his/her child as well as of any subsequent appearance of physical or mental disability in his/her child.
5. When the spouse is employed in other department/organization (Govt./Private) which provides medical, travel or children education facilities, may choose either the facilities under the Central Government rules or the facilities provided in the spouse's organization. Further, if the employee and the spouse both are Central Government servants or the servants of the organizations where all such facilities of Central Government are provided, may prefer claim for self and eligible members of their family according to their status. In all types of cases a joint declaration in the prescribed form is required to be furnished as to who will avail the benefits and for whom, which should be duly accepted and a certificate issued to this effect by the Competent Authority of the spouse's office.
6. For authentication of marital status, age or date of birth, surviving status or income status of spouse and other dependent members of the family, regarding determination of dependency/eligibility for LTC or Medical benefits, documentary proofs such as Certificate of Marriage, Certificate of Birth/Death, Income Certificate issued by the Circle Officer of the concerned Revenue Circle or latest IT Return or any other documents, if asked for by the office, shall be produced, if need so arises.

I have gone through the above points and hereby undertake to inform the Competent Authority as and when any change occurs in "Family" composition or dependency position of any member of my family. I also undertake to take note of the above criteria for inclusion of any name in details of my family towards availing LTC or Medical facilities.

Signature of the employee