



# Tezpur University

## FORM-3

[See Rule 54(12) of CCS (Pension) Rules 1972]

### Details of Family

Name of the employee : \_\_\_\_\_

Designation : \_\_\_\_\_

Date of birth : \_\_\_\_\_

Details of the members of family as on \_\_\_\_\_

Sl. No.	Names of the members of family	Date of Birth	Relationship with the employee	Marital status	Remarks	Dated signature of Registrar
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of the employee

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

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

\* Family for this purpose means Family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972 (see overleaf) **(Please take back to back printing)**

## Notes regarding Details of Family

1. As soon as an employee enters the University service, he/she shall give details of his family in Form 3 to the Registrar. If the employee has no family, he/she shall furnish the details in Form 3 as soon as he/she acquires a family.
2. "Family" in relation to an employee means –
  - (i) Spouse (including a judicially separated wife or husband), where such separation not being granted on the ground of adultery and the person surviving was not held guilty of committing adultery;
  - (ii) Unmarried son who has not attained the age of 25 years and unmarried /widowed / divorced daughter, including such son and daughter adopted legally;
  - (iii) Dependent parents and;
  - (iv) Dependent disabled siblings (i.e., brother or sister) of an employee.
3. The employee shall communicate to the Registrar any subsequent change in the size of his/her family, including the fact of marriage of his/her child.
4. As and when the disability referred to in proviso to sub-rule (6) of Rule 54 manifests itself in a child which makes him/her unable to earn his/her living, the fact should be brought to the notice of the Registrar duly supported by a Medical Certificate from a Medical Officer, not below the rank of a Civil Surgeon. This may be indicated in Form 3 by the Registrar. As and when the claim for family pension arises, the legal guardian of the child should make an application supported by a fresh medical certificate from a Medical Officer, not below the rank of Civil Surgeon, that the child still suffers from the disability.
5. A member of the family shall be deemed to be earning his or her livelihood if his or her income from other sources is equal to or more than the minimum family pension (₹ 9,000/- as per 7<sup>th</sup> CPC) and the dearness relief admissible thereon.
6. The original Form submitted by the employee is to be retained. All additions/alterations are to be recorded in this Form under the signature of the Registrar in Col 7. No new Form will substitute the original Form. However, the retiring employee should submit the details of family afresh along with Form 5.
7. The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given in this form.
8. The Registrar shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.