



नागालैण्ड विश्वविद्यालय
NAGALAND UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament No.35 of 1989)

वेबसाइट/Website: www.nagalanduniversity.ac.in

DECLARATION OF HOME TOWN AND MEMBERS OF FAMILY

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 : _____

Sl. No.	Name of the Members of the Family	Date of Birth	Relationship with the Employee	Married/Unmarried/widow or Divorcee	Employed or not or student	Monthly income from all sources	Remarks
1							
2							
3							
4							
5							
6							
7							

Having gone through the definition of Family Members for the purpose of Leave Travel Concession indicated on the reverse of this form, I hereby declare that the Family Members Declared by me as above are true to the best of my knowledge and if any misrepresentation is found by the University, I shall be liable to Disciplinary Action.

Authenticated by

(Local Administration)
Signature with seal.

Signature of Employee
with date

N.B. Definition of the Family Members for the purpose of L.T.C. given on the reverse.

Copy to:-

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

Countersigned by
Deputy Registrar/Asst. Registrar
Establishment Section.

DEFINITION OF FAMILY

FAMILY INCLUDES: -

1. Spouse residing with the Employee (Need not be dependent). Only one wife is included in the term Family.
2. Legitimate children and stepchildren, residing with and wholly dependent. Children include major sons, legally adopted children, and widowed daughters, residing with and wholly dependent.
3. Married daughter, if any divorced, abandoned, or separated from her Husband and residing with and financially dependent on the Parent.
4. Parents, stepmother, unmarried sisters, and minor brothers residing with and wholly dependent (Major Brothers are not included).
5. Widowed sisters residing with and wholly dependent (provided their Father is either not alive or is himself wholly dependent on the Employee).

EXPLANATION:

In the case of Wife/Husband, the necessary condition is 'residing with' the person need not be dependent on the Employee. Other Members of the Family should satisfy both conditions- 'residing with' and wholly dependent'

CHILDREN:

Studying in Educational Institution away from their Parents at the time of Transfer but joining their Parents at the time of vacation are treated as Members of Family subject to other conditions for Drawal of Travelling Allowances.

WARDS:

Children taken as Wards by the Government Servant under the 'Guardians and Wards Act, of 1890' will be treated as Government Servants' children if the Government Servant treats the Ward the same status as that of Natural Children.

SPOUSES INCLUDING:

Any Family Member whose Income from all sources does not exceed the amount of minimum family pension prescribed by the Central Govt (i.e. Rs.9000/-p.m.) and Dearness Relief thereon is deemed to be wholly dependent on the Govt servant.