

DETAILS OF FAMILY
{See Rule 4 (1) CS(MA) Rules 1944}
{For use in MUHCS}

1. **Name of Govt. Servant** : _____
2. **Designation** : _____
3. **Employee No. (as generate by IFMIS)** : _____
4. **Date of Birth** : _____
5. **Date of appointment** : _____
6. **Details of the family members as on** : _____
7. **Phone No.** : _____

Sl. No.	Names of the family members	Date of Birth	Relationship with the Govt. Servant	Document submitted	Remarks of the Controlling Officer
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

I certify that the above declaration made by me is fully updated and correct.

Date _____ **Signature of the Govt. Servant**

DECLARATION OF THE CONTROLLING AUTHORITY

After careful checking of the documents submitted by the Government Servant. I satisfy myself that the above _____ (*number of the members*) persons are truly the Family Members of Pi/Pu _____ for the purpose of CS(MA) Rules, 1944.

Date _____ **Signature of the Controlling Officer**
(with seal)

See over leaf for eligibility conditions for Family Members for the purpose of CS(MA) Rules, 1944 and documents to be submitted in support of the declaration.

For inclusion in the Family Members for the purpose of CS(MA) Rules, 1944, the following supporting documents* should be submitted.

Sl. No.	Relationship with the Govt. Servant	Documents to be enclosed along with the declaration
1.	Spouse	Attested copy of Certificate of Marriage issued by concerned Registrar of Marriage or EPIC/AADHAAR of the Govt. Servant of his/her spouse that shows their relationship.
2.	Parents	Attested copy of EPIC/AADHAAR of the Govt. Servant or of the parents that shows the relationship between the parents and Govt. Servant.
3.	Parents-in-law (For Female Govt. Servants only)	Attested copy of EPIC/AADHAAR that shows their relationship with the husband of Govt. Servant supported by the option exercised by the Govt. Servant that she chose her parents-in-law over her natural parents to be included in the family members .
4.	Children below 25 years of age	Attested copy of Birth Certificate.
5.	Minor Brother below 18 years of age.	Attested copy of Birth Certificate.
6.	Dependent unmarried Daughter/Sister above 25 years of age.	Attested copy : 1) ID Cards showing the relationship directly of indirectly. 2) Non-marriage Certificate/Testimonial issued by concerned Registrar of Marriages. 3) Income Certificate to show the dependency.
7.	Dependent Divorced or Widowed Daughter /Sister	Attested copy : 1) ID Cards showing the relationship directly of indirectly. 2) Divorced/Widowed Certificate/Testimonial issued by concerned Registrar of Marriages. 3) Income Certificate to show the dependency.
8.	Adopted children	Attested copy of Legal adoption Certificate from Magistrate.
9.	Disabled Son	Attested copy of Permanent Disability Certificate issued by Social Welfare Department.

Notes :

- ID Card can be any of the following documents that are accepted by the Government as proof of identity :*
 - EPIC*
 - AADHAAR*
 - Driving License*
 - PAN Card, etc.*

But this does not include ID Cards issued by individual Department/Institutions for use within their organisations.
- To show relationships indirectly within Govt. Servant, one may have to submit 2 or more I.D Cards.*
- In case of submission of doubtful documents, the Controlling Authority shall have the power to insist the original for comparison with the documents submitted.*