Annex – 1

**DETAILS OF FAMILY**

(To be updated every year)

(See Sect 4(1) of CS (MA) Rules 1944)

1. **Name of Govt. Servant** :
2. **Designation** :
3. **Date of Birth** :
4. **Date of appointment** :
5. **Details of family members as on** :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.****No** | **Names of the family members** | **Date of birth** | **Relationship with the Govt. Servant** | **Document submitted** | **Remarks of the Controlling Officer** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

I hereby 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 1994.

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** | **Document to be enclosed along with the declaration** |
| 1 | Spouse | Attested Copy of Certificate of Marriage issued by concerned Registrar of Marriage of FPIC/ADHAAR of the Govt. Servant or his/her spouse that shows their relationship. |
| 2 | Parents | Attested copy of EPIC/ID/ADHAAR of the Govt. Servant or of the parents that shows the relationship between the parents and the Govt. Servant  |
| 3 | Parents-in-law (for female Govt. Servants only) | Attested copy of FPIC/ID/ADHAAR that shows their relationship with the husband of Govt. Servant supported by the option exercised by the Government 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 of1. ID cards showing the relationship directly or indirectly,
2. Non-marriage Certificate/ Testimonial issued by concerned Registrar of Marriage
3. Income certificate to show the dependency
 |
| 7 | Dependent Divorced or Widowed Daughter/Sister | Attested copy of1. ID cards showing the relationship directly or indirectly,
2. Non-marriage Certificate/ Testimonial issued by concerned Registrar of Marriage

Income certificate to show the dependency |
| 8 | Adopted children | Attested copy of Legal adoption Certificate from Magistrate |
| 9 | Disable son | Attested copy of Permanent Disability Certificate issued by Social Welfare Department |

 *Note:*

1. *ID card can be any of the following documents that are accepted by the Government as proof of identity:*
2. *EPIC*
3. *ADHAAR*
4. *Driving License*
5. *PAN Card, etc.*

*But this does not include ID Cards issued by individual Departments/Institutions for use within their organizations.*

1. *To show relationships indirectly with the Govt. Servant, one may have to submit 2 or more ID cards.*
2. *In case of submission of doubtful documents, the Controlling Authority shall have the power to insist the original for comparison with the documents submitted*