

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. NITUK/Estt./2014/00/001/A-435

Date: 19.01.2015

CIRCULAR

Every employee in regular employment of this Institute is required to give declaration about his / her family members, dependents and also fill up nomination forms at the time of joining. The declaration about family details can be modified as and when time demands.

In order to regulate various claims of entitlement of employees pertaining to medical reimbursement, Leave travel concession, NPS etc., the correct information about the dependent is must, which shall be incorporated and maintained in Service Record. As per Civil Services Rules (adopted by the Institute) the family members and dependents are defined therein. Attention is invited to the fact that the employee can submit the claim for reimbursement of medical claim / LTC for his / her dependent who are **wholly** dependent on him / her.

A person described in the definition of family member other than spouse can be considered as dependent as per following rule.

"As per the rule provision, a person whose income from **all sources (which also includes interest / dividend earned, house rent earned, pension / family pension and any other source)** does not exceed the amount of minimum family pension prescribed in Central Government (i.e. Rs. 3500/- pm) and Dearness Relief thereon can only be deemed to be wholly dependent on the employee."

In view of the above rule provision, every employee should submit certificate along with his / her claim to regulate the admissibility, in the following format.

"I, hereby, declare that Mr/Ms __ (name(s)) ___ is / are my ___ (relation) ___ is / are wholly dependent on me and his / her income from all the sources is below Rs 7245 /- (Rs. 3500/- + 107% (current) DA) p.m. which is below the level of income prescribed to be eligible for dependent in the rule provision adopted by the Institute."

Besides employees who have not submitted family details or who have changes in their family details and dependents already submitted earlier, may submit the family details to update the service record.



Director

Copy to:-

1. All teaching & Non-teaching staff
2. Assistant Registrar (Admin), for necessary action.
3. PA to Director
4. Guard file – for record