

FORM 3  
[See rule 54 (12)]  
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(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 Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government. servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government. servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office 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.

Note 4. - Wife and husband shall include judicially separated wife and husband.

**ANNEXURE-‘C’**

Details of dependent family members whose name are noted on under Rule 54(12) of CCS(Pension) Rule'81' i.e. not shown in Form-1 comes as family member in term of Rule-4(d) of CCS(LTC) Rules'88'.

Name of the Govt. servant :-

Designation & A/C NO. :-

Date of appointment :-

Details of the members of my family as on:-

Sl. No. of family	Name of the members	Date of Birth	Relationship with the officer	Initial remarks of the Head of office	Occupation
1.					
2.					
3.					
4.					
5.					
6.					

I hereby undertake to keep the above particulars up to date by notifying to the Audit Officer /Head of the office may addition or alteration.

I also hereby undertake that the family members whose names are mentioned above are wholly dependent upon me and income of each member from all sources Rs, 3500/-per month.

Place: -

Date: -

Signature of Govt. Servant

Note: - Family for the purpose of LTC means (Excluding the name of family members shown in Form-3).

- i) Unmarried children or step children of age 25 years and above and wholly dependent on the Govt. Servant.
- ii) Married daughters who have been divorced, abundant or separated from their husbands and are residing with the Govt. Servant and are wholly dependent on the Govt. Servant.
- iii) Parents and/ or step mother residing with and wholly dependent on the Govt. Servant.
- iv) Unmarried minor brothers as well as unmarried, divorced, abandoned separated from their husbands or widowed sister residing with and wholly dependent on the Govt. Servant, provided their parents and either not alive or one themselves wholly dependent on the Govt. Servant.