




No. MANUU/ER-II/EF.113/2016-17/826

Date: 15.09.2016

## CIRCULAR

All the Non Teaching Staff are requested to submit the latest details of their dependent family members in the enclosed format to the ER-II Section on or before 22.09.2016 without fail.

  
Assistant Registrar  
(ER-II Section)

Copy to:

1. Vice-chancellor's Office
2. Registrar's Office
3. All the Deans of School
4. All Heads of the Departments/Sections/Centers with a request to circulate amongst their staff
5. The Director, CIT with a request to upload on the University website.
6. Concerned File

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)



(Accredited "A" Grade by NAAC)  
Establishment & Recruitment Section-II

Details of Dependent Family Members

1. Name of the employee :
2. Designation :
3. ID No. :
4. Date of Birth :
5. Date of Appointment :
6. Details of the members of my family as on .....

| S.No. | Name of the Member of the Family | Date of Birth | Relationship with the employee | Remarks |
|-------|----------------------------------|---------------|--------------------------------|---------|
| 1.    |                                  |               |                                |         |
| 2.    |                                  |               |                                |         |
| 3.    |                                  |               |                                |         |
| 4.    |                                  |               |                                |         |
| 5.    |                                  |               |                                |         |
| 6.    |                                  |               |                                |         |
| 7.    |                                  |               |                                |         |
| 8.    |                                  |               |                                |         |
| 9.    |                                  |               |                                |         |
| 10.   |                                  |               |                                |         |

I hereby undertake to keep the above particular up to date by notifying to the ER-II section of any addition or deletion.

Place:

Date:

(Signature of the Employee)

**\*Note:** Family for this purpose means (a) Wife, in the case of male Govt. Servant (b) Husband, in case of female Govt. Servant (c) Major Sons/Married Daughters (in case of special circumstances such as separated/ divorced/ abandoned from husband) including widow daughters wholly dependent on Govt. Servant and should reside with Govt. Servant (d) Minor brother/sisters and parents wholly dependent on Govt. Servant and should reside with Govt. Servant and whose monthly income from all other sources including pension does not exceed Rs. 3,500/- per month or the amount as prescribed by Govt. of India from time to time.