

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)



No.MANUU/ER-I(B)/F.110./2016-17/965

28<sup>th</sup> September, 2016

**CIRCULAR**

All the Teaching staff members are requested to submit the latest details of their dependents family members in the enclosed format to the ER-I Section on or before 07.10.2016.

This may please be treated as "Urgent".

**Deputy Registrar  
(ER-I Section)**

**Copy to:**

1. Vice - Chancellor's Office
2. Registrar's Office
3. All the Deans of the Schools
4. All the Heads of the Departments / Centers / Directorates
5. All the Principal's of CTE's / Model Schools
6. The Director, CIT with a request to upload on the University website
7. Concerned file



**DETAILS OF DEPENDENT FAMILY MEMBERS**

1. Name of the Employee :
2. Designation :
3. Department :
4. I.D. No :
5. Date of Birth :
6. Date of Appointment :
7. Date of Retirement :
8. Details of the members of my family as on .....

S#	Name of the Member of the Family	Date of Birth	Relationship with the Government Servant	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 Audit Officer/Head of Office any addition or alteration.

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 brothers /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 ₹ 3500/- per month or the amount as prescribed by Govt. Of India from time to time.