

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
ESTABLISHMENT SECTION

No.NITS/Estt/Misc/3/17/23/-37540-70

Date: 04/03/2025

Sub: Requesting to provide the family Declaration list of all the permanent employees in your department/Section within 31.03.2025.

Sir/Madam,

With reference to the subject cited above, all the permanent employees of your department/Section are hereby requested to submit the family declaration form along with a copy of Aadhaar card of all the family members within 31.03.2025. Those employees who have already submitted the details earlier are also requested to submit it again for administrative purpose to Docket Section.

In this regard it has been requested to kindly circulate the form among all the permanent employees.



REGISTRAR

To,

- 1) All Deans/ Asso. Deans
- 2) All HoD's
- 3) All Faculty-In-Charge
- 4) All Officers
- 5) All Head of Sections/ Branches

Encl:

- Family Declaration form

Copy for information and action, where necessary to:

1. FIC, Website with a request to upload the above circular in the institute website
2. Guard File for record

FAMILY DECLARATION FORM
DETAILS OF FAMILY

Name of the Employee _____

Designation _____ Dept. _____

Date of Birth _____ Dt. Of Appointment _____

Details of members of family as on _____

Sr. No.	Name of family members	Date of Birth	Relationship with employee	Income from Pension/ other sources	Remarks

I hereby undertake to keep the above particulars up-to date by notifying to the Head of Office any addition /alteration.

Place: _____

Date: _____

(Signature of employee)

Declaration of Family Members

(Year: - 1st January to 31st December 20.....)

Certified that following members of my family declared wholly /mainly dependant on me in terms of rule 1 and 2 of section 4 of C.S. (M.A.) Rules and are residing with me.

Sr. No.	NAME	AGE	RELATION	INCOME	ADDRESS

Date :

(Signature of Employee with designation)