

**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: - 1<sup>st</sup> January to 31<sup>st</sup> 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.

<b>Sr. No.</b>	<b>NAME</b>	<b>AGE</b>	<b>RELATION</b>	<b>INCOME</b>	<b>ADDRESS</b>

**Date :**

**(Signature of Employee with designation)**