

FAMILY DECLARATION (FORMAT) **Unit/Divn. :**
(TO BE FILLED IN BLOCK LETTERS & BLUE BALL POINT PEN)

- | | |
|-------------------------------------|------------------------------|
| 1. Name of the employee in full : | 5. Father's/Husband's name : |
| 2. Designation & place of posting : | 6. Caste : |
| 3. Employee Number : | 7. Marital Status : |
| 4. Basic Pay/Level/Bill Unit No. : | 8. Address with Mobile No. : |

Details of family members as on :

SL. No.	Name in Block Letter	Relationship with employee	Date of Birth (DD/MM/YYYY) (Attested copy to be enclosed)	AADHAR No. (If available), Attested copy to be enclosed.	Marital status (Date of marriage and Spouse's name, in case of married daughter to be mentioned)	Educational Qualification (Attested copy to be enclosed)	Occupation/ Source of income (Attested copy to be enclosed)	Remarks or any other certificates like disabled, caste etc.
1								
2								
3								
4								
5								

Declaration by employee:

1. I hereby declare that I do not have any other family members except mentioned above.
2. I hereby undertake to keep the above particulars up to date by notifying to my office for any addition/alteration with documentary evidences.
3. SL No.....is/are fully dependent on me and resides with me.
4. SL No..... is/are not eligible for Pass/Medical or both as on date.
5. Date of birth and name of dependents are verified from documentary evidence which is kept with family declaration of dated.....
6. My father is alive or My father is not alive (Put \checkmark mark in the box whichever is applicable)
7. Photographs of my family members are pasted below:

Photograph of SL No.1	Photograph of SL No.2	Photograph of SL No.3	Photograph of SL No.4	Photograph of SL No.5

Witness: With Name, Desig. & Employee No.:

- 1.
- 2.

Signature of employee with date

Countersigned by Unit In-charge with date & Stamp

❖ **Soft copy of this form in PDF Format is available at Welfare Section under Sr.DPO/Sealdah & on website www.er.indianrailways.gov.in**

1. Certificate(s) of age showing the date of birth of the family members, shall be as per below list:
 - i) The Birth certificates should be from the Birth and Death Registrar.
 - ii) Matriculation Certificate.
 - iii) Certificate from Head of a recognised School or Central/State Board of Education.
 - iv) School Leaving Certificate.
 - v) If no formal Schooling Certificate or Birth Certificate in connection with date of birth is available then an Affidavit may be obtain for record.
2. Any photocopy shall be duly attested by Gazetted Officer with date & stamp.
3. These documents should be submitted on yearly basis.
4. Only latest passport size photograph shall be submitted.
5. All important declarations shall be supported by valid documents.
6. This declaration may be used in future reference & hence all care shall be taken while submission of declaration.
7. At the time of transfer of staff from Unit, an attested copy of family declaration shall be a part of the sparing letter.
8. The Unit In-charges shall ensure proper submission, countercheck & proper maintenance.
