



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

Indian Institute of Technology Bhubaneswar

कर्मचारी और पति/पत्नी दोनों के सेवा में होने की स्थिति में संयुक्त घोषणा

JOINT DECLARATION IN CASE OF WHERE EMPLOYEE AND SPOUSE BOTH ARE IN SERVICE

(DECLARATION BY THE EMPLOYEE OF IIT BHUBANESWAR & SPOUSE)

1. I _____ hereby declare that my spouse Shri/Smt. _____ is working in _____ as _____.

2. We jointly declare that we will avail the LTC/Medical/CEA facilities for our following family members from IIT BBS/ Spouse's office as indicated against their name:

क्रमांक SL	नाम (साफ अक्षरों में) Name (in Block Letter)	जन्म तिथि DOB	संबंध Relation	वैवाहिक स्थिति Marital Status	पेशा और सभी स्रोतों से प्राप्त औसत मासिक आय Occupation and Avg. monthly income source from all sources	संस्थान द्वारा उपलब्ध कराई जाने वाली सुविधाएं। कृपया लागू विकल्प चुनेकाट दें।/ Facilities to be availed from the Institute. Please select (v)/strike through as applicable	Facilities to be availed from IIT BBS or spouse's office (please specify)
1.			स्वयं /Self		NA	LTC ____ Medical ____	
2.			पत्नी/पति Spouse			LTC ____ Medical ____	
3 बच्चे /Children							
a.						LTC ____ Medical ____ CEA ____	
b.						LTC ____ Medical ____ CEA ____	
4. माता-पिता/ Parents							
a.						LTC ____ Medical ____	
b.						LTC ____ Medical ____	
5. सास - ससुर/ Parents in Law (in lieu of parents for Medical Facilities only)							
a.						Medical ____	
b.						Medical ____	
6. भाइयों और बहनों / Brothers & Sisters							
a.						LTC ____ Medical ____	
b.						LTC ____ Medical ____	

3. We further declare that the income from all source of each family member mentioned above (other than spouse) does not exceed Rs 9000/- plus amount of DA /DR thereon per month.

4. Having gone through the Definitions of Family mentioned overleaf, We hereby submit that the family members declared by us as above are true to the best of our knowledge; and if any false/misrepresentation is found by the Institute, we shall be liable to disciplinary actions.

5. In the event of any change in status of any of the above mentioned family member(s), which affects their eligibility, we shall inform the concerned Establishment Section, IIT Bhubaneswar, immediately about the same.

Photograph	Photograph	Photograph	Photograph	Photograph	Photograph
First Name					

6. Definition of family:

Relation	Special Remarks for availing LTC Benefit	Special Remarks for availing Medical Benefit
Spouse:	If employed, joint declaration as per format to be submitted in lieu of this Declaration Form.	
Son & Daughter:	a) Two surviving unmarried children whether they are residing with the employee or not. b) Married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters residing with the employee.	a) Unmarried Son till he starts earning or attains age of 25 years, whichever is earlier. b) Son suffering from Permanent Disability irrespective of age limit. c) Daughter till she starts earning or gets married whichever is earlier. d) Widowed daughters and divorced/ separated daughters Irrespective of age limit.
Brother:	Unmarried minor brothers.	a) Minor brother(s)- Up to the age of becoming a major. b) Permanent disabled brother - Irrespective of age limit.
Sister:	Unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the employee.	Sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sisters – irrespective of age limit.
Parents:	Irrespective of whether they are residing with the employee or not.	Either Parents or Parents in Law but not both. Option exercised can be changed only once during entire service period.
Parents in Law:	Not eligible	

7. Definition of Dependency:

A member of the family is treated as dependent only if his/her income from all sources is less than 9000/- with admissible DA/DR per month on the date of consideration of claim. The condition of dependency both in the case of husband or wife of the employee has been dispensed with.

8. Eligibility for availing CEA:

- Two eldest surviving children with no min age. Admissible 03 classes before class 01st to 12th class and initial 02 yrs of Diploma/ certificate course Polytechnic/ITI/Engineering College after 10th (if not granted in 11th & 12th)
- Upper age limit for Divyang children- 22 yrs and others -20 yrs or 12th class which ever earlier.
- In case both the spouses are Govt. servants, only one of them can avail reimbursement.

Signature of IIT BBS Employee

Designation:

Employee Code:

Date:

Signature of Spouse

Designation:

Employee Code:

Date:

Enclosure: Copy of valid identity proof documents such as Voter Id, Aadhar, Passport, Matriculation certificate and Disability certificate (if applicable) etc., issued by the Govt. clearly establishing the family relationship with employee and Income Proof, as applicable, are to be submitted.

- Note:**
- In case of any interpretation / clarification w.r.t. above definition & eligibility relevant rules of GoI may be referred.
 - This completed form is to be submitted to concerned Establishment section of IIT BBS after acceptance of above joint declaration by the spouse's office.

(Counter signature of the Head of the Office of Spouse)		(For Establishment –I /Establishment-II IIT BBS)	
	(Dated Signature with seal) Name: _____ Designation _____ Date _____	Verified by	Accepted by
		Signature	Signature
		Name _____	Name _____
Designation _____	AR/DR (Estt) _____		
Date _____	Date _____		

Approval process flow:

Applicant & Spouse $\implies$ Spouse's Office $\implies$ Establishment Section