



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६

(शिक्षा मंत्रालय के अधीन समविश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology,
Longowal, Dist. Sangrur, Punjab – 148106
(Deemed to be University under Ministry of Education)

Ref. No. SLIET/Admn./A2/2025-26/ 5010-14

Dated: 25/04/26

CIRCULAR

All the employees of the Institute are requested to submit the details of their dependent family members in the prescribed proforma attached with this circular. The said information required to be submitted in the Administration Section within 10 days from the issuance of this circular.

hmm
25/2/26
Dy. Registrar (Admn.)

Copy to the following for kind information:-

1. Director
2. Registrar
3. All Deans/HODs/Section In-Charges/Faculty In-Charges-for circulation in their Department/Section.
4. File Copy.
5. *ACSS, for uploading in website.*

Dy. Registrar (Admn.)

FORM 3
[See rule 54 (12)]
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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

Signature of Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.

ANNEXURE –‘C’

Details of dependent family members whose name are noted on under Rule 54(12) of CCS(Pension) Rule ‘81’ i.e. not shown in Form-1 comes as family member in term of Rule-4(d) of CCS(LTC) Rule ‘88’

Name of the Govt. servant: -

Designation & A/C NO. :-

Date of appointment: -

Details of the members of my family as on:-

Sl. No.	Name of the members of family	Date of Birth	Relationship with the officer	Initial remarks of the Head of office	Occupation
1.					
2.					
3.					
4.					
5.					
6.					

I hereby undertake to keep the above particulars up to date by notifying to the Audit Officer/Head of the Office may addition or alteration.

I also hereby undertake that the family members whose names are mentioned above are wholly dependent upon me and income of each member from all sources does not exceed the amount of minimum family pension prescribed in Central Government (i.e. Rs, 9000/-per month) and Dearness Relief thereon.

Place; -

Date:-

Signature of Govt. Servant

Note:- Family for the purpose of LTC means (Excluding the name of family members shown in Form-3).

- i) Unmarried children of step children of age 25 years and above and wholly dependent on the Govt. Servant.
- ii) Married daughters who have been divorced, abundant or separated from their husbands and are residing with the Govt. Servant and are wholly dependent on the Govt. Servant.
- iii) Parents and/ or step mother residing with and wholly dependent on the Govt. Servant.
- iv) Unmarried minor brothers as well as unmarried, divorced, abandoned separated from their husbands or widowed sister residing with and wholly dependent on the Govt. Servant provided their parents and either not alive or one themselves wholly dependent on the Govt. Servant.