

**HALL MANAGEMENT CENTRE**  
**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**  
**KHARAGPUR - 721302**

Application form for special increment under **Small Family Scheme**

*(Application to be submitted duly filled in and signed along with the medical treatment card, which will be returned after verification)*

1. Name of the applicant : \_\_\_\_\_
- a) Designation : \_\_\_\_\_
- b) Hall : \_\_\_\_\_
- c) Date of Birth / Age : \_\_\_\_\_

2. Name of the Employee's wife / husband : \_\_\_\_\_

3. Name / Relation of / to the person who undergone sterilisation operation: \_\_\_\_\_

4. Date of Operation : \_\_\_\_\_  
 Name and address of the Hospital / Institution where the employee / spouse undergone such operation \_\_\_\_\_

*(Certificate in original along with an attested copy thereof obtained from the Hospital / Institution must be produced.)*

5. Number of living Children \_\_\_\_\_

Name	Age	Relationship
1.		
2.		

6. Whether the employee or spouse sterilised earlier. If so give details \_\_\_\_\_

I declare that my wife / husband is not employed / is employed and that she / he has not been granted with such special increment sanctioned by his / her employer.

Date :

Signature of Warden

\_\_\_\_\_  
 (SIGNATURE OF THE APPLICANT)

**STERILISATION CERTIFICATE**

I, Dr. \_\_\_\_\_ hereby certify

that I have conducted Vasectomy / Tubectomy operation on Sri / Smt. \_\_\_\_\_

\_\_\_\_\_ husband / wife of Sri / Smt. \_\_\_\_\_

\_\_\_\_\_ employed as \_\_\_\_\_

in \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_

2. A sperm count was undertaken on \_\_\_\_\_

and on the basis there of it is certified that the Vasectomy Operation has been completely successful.

( Para 2 in the case of Vasectomy Operations only )

\* Delete words where not applicable.

Signature \_\_\_\_\_

**UNDERTAKING TO BE GIVEN BY ALL GOVERNMENT EMPLOYEES**

I / My spouse have / has undergone Vasectomy / Tubectomy Operation

at \_\_\_\_\_ on \_\_\_\_\_

necessary sterilisation certificate issued by \_\_\_\_\_

is enclosed. In case I / My spouse have to take resort to recanalisation for any reason whatsoever

I undertake to report this fact forthwith to the Government.

2. I also certify that my wife Smt. \_\_\_\_\_

\_\_\_\_\_ is not pregnant on this date.

( Para 2 for male Government employees only )

Signature \_\_\_\_\_