

HALL MANAGEMENT CENTRE
IIT KHARAGPUR

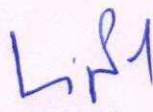
Date : 23rd August, 2017

Sub : Declaration of Medical Record Book for updating

This is to inform to all regular hall employees working under Hall Management Centre that enclosed **format** regarding declaration of **Medical Record Book** including self may be filled-up and submit the same to their concerned Managers/Supervisors **immediately** for updating the same.

Managers/Supervisors are requested to collect the same from all regular hall staff members of their hall(s) and submit the same in the Office of Hall Management Centre **on or before 31.08.2017**.

Encl. : as stated


(Prof. S. K. Pal)
Chairman

To
All Managers/Supervisors - **for taking necessary action.**

Copy to :

1. Warden of all halls of the residence
2. Assistant Warden of all halls of residence
3. HMC website.

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DECLARATION OF DEPENDANTS FORM

Name of the Employee: _____ E Code: _____

Designation: _____ Hall _____ Aadhaar Card No. _____

SL No.	Names of the Members(s) of the Family	Date of Birth*	Relationship with the Employee	Occupation	Monthly Income, if any	Aadhaar Card No.	Remarks/Supporting Documents If any (Aadhaar Card / Medical / date of Birth certificate)
1							
2							
3							
4							
5							
6							
7							
8							

*** Proof of date of birth is mandatory for all dependants.**

I do hereby declare that the following particulars are true & correct and any change in the status including addition / alteration/ omission shall be intimated at the earliest through a fresh declaration. It is further certified that all the family members mentioned here-in above are fully dependent on me. The income of my parents/children does not exceed Rs. 3,500 per month plus the amount of Dearness Relief or basic pension as on the date of consideration from all sources. In the case employed wife or husband I elect medical facility/ LTC from self/other source.

NOTE: Photo copy of medical record book front page of the family members should be enclosed with this format.

Date:

Forwarded.....

(Warden / Assistant Warden)

Signature of the Employee

To

The Chairman

Hall Management Centre, IIT Kharagpur