

FORM 3
Details of Family
(For availing Leave Travel Concession & Medical Facilities)

Name of the Govt. official (Emp. ID) : _____
Designation : _____
Date of Birth : _____
Date of appointment : _____
Residence Address : _____
Details of family members as on : _____

Sl. No.	Name of family member	Date of Birth	Relationship with the employee	Marital status (Married, Unmarried, Divorced, Separated or abandoned from husband, Widow or widower)	Occupation	Dependency Criteria (Dependent/ Not Dependent)	Initials of the Head of Office

2. In case the father or mother or both of the official concerned are drawing pension from central govt. /state govt. / corporate sector, the amount of such pension may also be indicated.
3. In case where spouse of the official is employed in central govt. /state govt./PSU/autonomous bodies copy of ID card and pay slip of spouse may also be enclosed to ascertain eligibility status for CGHS facility.
4. In case where sibling(s) of the official is/are employed in central govt. /state govt./PSU/autonomous bodies, a certificate shall be produced from his/her/their office(s) mentioning facilities availed of by him/her/them for S.No. to
5. Certified that the above family members (other than spouse) at S.No. to are wholly dependent on me as their income from all sources does not exceed Rs. 9000/-p.m.+ DA thereon and are residing (S.No. to) with me.

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office any addition, alteration or deletion therein. I also undertake that I have read the Criteria for Dependency (enclosed as Annexure-A) for inclusion of family members for availing LTC and medical facilities.

Signature of the employee

Place : _____
Date : _____

CRITERIA FOR DEPENDENCY

1. On the day of appointment/joining on a regular post, the govt. employee shall furnish details of his/her dependent family members for availing medical and LTC facilities. If the employee has no family, details shall be furnished as soon as he/she acquires a family.
2. **Definition of Family for the purpose of availing Leave Travel Concession (LTC):**
 - a. Spouse of the govt. employee. However, if an employee has two legally wedded wives and the second marriage is solemnized with the specific permission of the Government, the second wife shall also be included in the definition of "Family".
 - b. Two surviving unmarried children including stepchildren wholly dependent on the govt. employee irrespective of whether they are residing with the govt. employee or not. The said provision stands inapplicable in respect of:
 - i. Those employees who already have more than two children prior to 20.10.1997.
 - ii. Where the second child birth results in multiple birth.
 - iii. Children born within one year from 20.10.1997.
 - c. Married daughters, who have been divorced, abandoned or separated from their husbands and widowed daughters residing with the govt. employee and are wholly dependent on the govt. employee.
 - d. Parents/stepparents wholly dependent on the govt. employee irrespective of whether they are residing with the govt. employee or not.
 - e. unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the govt. employee provided their parents are either not alive or are themselves wholly dependent on the govt. employee. However, children of divorced, abandoned, separated from their husbands or widowed sisters are **not included** in the term "Family".
 - f. Income of family members from all sources does not exceed Rs. 9000/- per month + DA thereon.
3. **Definition of Family for the purpose of availing Medical facilities:**
 - a. Husband/Wife (first wife only).
 - b. Either dependent parents or dependent parents-in-law subject to the conditions of dependence and residence being satisfied.
 - c. First wife of adoptive father.
 - d. Children including legally adopted children, step children and children taken as wards subject to following conditions:

Sl. No.	Member of Family	Condition
1.	Son	Till he starts earning or attains the age of 25 years, whichever may be earlier
2.	Daughter	Till she starts earning or gets married, irrespective of age limit, whichever may be earlier
3.	Son suffering from permanent disability of any kind	Irrespective of age limit. Disabilities may kindly be seen in MoHFW O.M. issued vide No.4-24/96-C&P/CGHS(P)/EHS dated 07.05.2018.
4.	Dependent divorced / abandoned or separated from their husband / widowed daughters and dependent unmarried / divorced abandoned or separated from their husband / widowed sisters	Irrespective of age limit.
5.	Dependent Minor brother(s)	Up to the age of becoming a major.
6.	Dependent minor children of widowed/ separated daughters	Up to the age of becoming a major.

- e. **Condition for dependency:** Income of family members must be less than Rs. 9000/- + DA per month and are normally residing with the govt. employee.
- f. **Documentary evidence in support of residency:** Copy of ration card/ election ID/ Passport/ ID card issued by college or school or university (in case of minor brother(s) & sister(s))/ Bank Passbook etc.
4. In case where spouse of the govt. employee is employed in central govt. or any organisation having all such facilities as provided by Central Govt., a joint declaration is to be submitted mentioning who will avail the benefits and for whom. Declaration should be duly accepted and certificate for the same shall be issued by their respective department.
5. For inclusion of family member in Form-3 (Details of Family) & ascertaining the dependency for availment of LTC and medical facilities documentary proofs such as marriage certificate (in case of spouse), matriculation certificate/ birth certificate (in case of newly born child), income certificate issued by revenue dept. and latest 3 year Income Tax Return (for dependency of parents) or Letter of Intimation u/s 143(1) of Income Tax Act by Income Tax authorities must be furnished by the govt. employee.