



विश्वभारती

VISVA-BHARATI

NOTIFICATION

This is to notify for information of all concerned that the proformas for obtaining Medical Facilities, Leave Travel Concession (LTC) Facilities and Medical Card will be available now on the University Website under the tab 'Download Forms'.

The proformas may be downloaded as and when required. While downloading the forms each one must be printed on both sides of a single page.

Memo No. Est./File/Notification/2128/2024-25
Date: 30.01.2025

Handwritten signature 30/01/2025

Deputy Registrar (Establishment)

Visva-Bharati

उप कुलसचिव (संस्थापन)

विश्वभारती, शान्तिनिकेतन

Deputy Registrar (Establishment)

Visva-Bharati, Santiniketan

Copy forwarded for information & necessary action to:

1. All Principals/ Directors of Bhavanas/Vibhaga(s)
2. All Heads of Academic/Administrative Departments/Sections/Centres/Offices
3. Chief Medical Officer, P. M. Hospital, Visva-Bharati
4. Joint Registrar & C.S. to Upacharya, Visva-Bharati
5. Section Officer (E-II/E-III/File Section)
6. P.A. to Registrar, Visva-Bharati
7. University Web Master-To upload in the University Website



विश्वभारती
VISVA-BHARATI
SANTINIKETAN

STATEMENT INDICATING DETAILS OF FAMILY MEMBERS

[Required for obtaining medical facilities for employees of Visva-Bharati]

I hereby furnish the details of the members of my 'Family'* below to receive the Medical facilities from Visva-Bharati.

A.

Sl. No	Name and Address	Date of Birth	Relationship with the Employee	Marital Status (Married/Single/Widow/Widower etc**)	Remarks
01.					
02.					
03.					
04.					
05.					
06.					

B. Are your family* members wholly dependent: ☐ Yes ☐ No

C.

Name of earning members of the family (other than the applicant)	Employers/(Previous employer, in case of pensioners)	Designation	Total income p.m. (Basic pension to be written in case of pensioners)	Whether in receipt of			
				Medical Facilities	Fixed Medical Allowance	Medical reimbursement	Remarks

I declare that the above particulars are true to the best of my knowledge and belief in case of any change in the income status and/or dependency status, marriage, etc. I shall immediately inform the Registrar, Visva-Bharati about the change. In case of any information given above is found to be incorrect, proper action may be taken against me by Visva-Bharati.

Dated this ----- Day of ----- 2024 at ----- name of witness
certifying the above information.

1. -----
Name Signature Designation

2. -----
Name Signature Designation

Signature of the employee:

Designation:

Department:

I.D. No. :

Date:

Important Note: Any change of the statement (Addition, correction or deletion) should be intimated to the office of the Registrar immediately after occurrence.

(To be filled by the Head of the Department)

Statement given by ----- is true

Designation -----

Office -----

(Counter Signature of Head of Office)

Designation -----

Date -----

Registrar
Visva-Bharati

*The term 'Family' means employee's:

- i. Husband/Wife including more than one wife and also judicially separated wife.
- ii. Parents including Step-mother
In case of adoption, only the adoptive and not the real parents.
If the adoptive father has more than one wife the first wife only.

A female employee has a choice to include either her parents or her parents in-law. Option exercised can be changed only once during service.

- iii. Children including legally adopted children, stepchildren and children taken as wards subject to the following conditions:
 - a. Unmarried Son: Till he starts earning, or attains the age of 25 years, whichever is earlier.
 - b. Daughter: Till she starts earning or gets married, whichever is earlier, irrespective of age limit.
 - c. Son suffering from permanent disability of any kind (Physical or Mental) : No age limit.
- iv. Widowed daughters and dependent divorced/Separated daughters. - irrespective of age limit.
- v. Sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sisters. - irrespective of age limit.
- vi. Minor brothers
- vii. Permanently disabled dependent brothers. - No. age-limit.

The income limit for dependency of the family members (other than spouse) is Rs.9000 p.m. plus the amount of Dearness Relief admissible on Rs.9000 on the date of consideration of the claim- Section 4, Order 2(b).

** Marital status means whether single (Unmarried), Married, Divorcee, Widow/Widower, Judicially separated etc.



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VISVA-BHARATI
SANTINIKETAN

STATEMENT INDICATING DETAILS OF FAMILY MEMBERS

(Required under LTC Rules of the University)

1. Name of the employee (in block letters):
2. Designation:
3. Department:
4. Home town:
5. Details of the members of the family* as on (date):

Sl.No.	Name and address of the members of the family	Date of birth by Christian-era	Relationship with the employee	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

6. Are your family members wholly dependent?
7. (a) State the numbers of earning members of your family, if any :
(b) State the amount of income and its source, if any:
8. Is the spouse of the employee employed in an office where the LTC facilities are available?
9. State, if you enjoyed the LTC facilities before joining this University when you were transferred from another institution:

I declare that the above particulars are true and correct to the best of my belief and knowledge. I hereby undertake to keep the above particulars up to date by notifying to the Registrar any addition or alteration thereof.

Place:

Date:

(Signature of the employee)

Designation:

Department:

I.D. No.:

Counter Signature of the Head of the
Dept./ Adhyaksha of the Bhavana

Registrar
Visva-Bharati

***Note: Family for this purpose means the University Employee's:**

- i. Wife or husband and two surviving unmarried children or step-children wholly dependent on the University employee, irrespective of whether they are residing with the University employee or not.
- ii. Married daughters, divorced, abandoned or separated from their husbands and widowed daughters and are residing with the University employee and wholly dependent on the University employee.
- iii. Parents and/ or stepparents (stepfather and stepmother) wholly dependent on the University employee, whether residing with the University employee or not;
- iv. Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the University employee, provided their parents are either not alive or are themselves wholly dependent on the University employee.

A member of the family whose income from all sources, does not exceed the amount of minimum family pension prescribed in Central Government (i.e. 9000/- p.m.) and Dearness Relief thereon is deemed to be wholly dependent on the Government servant.



विश्वभारती
VISVA-BHARATI
SANTINIKETAN

STATEMENT INDICATING DETAILS OF FAMILY MEMBERS FOR MEDICAL CARD

1. Name of the Employee (In Block Letters) : _____
2. Designation & Date of Joining to the University : _____
3. Department : _____
4. Details of the members of family* as on : _____

Serial No.	Name of the members of family*	Date of Birth by Christian-era	Relationship with the employee	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

5. Are your family members wholly dependent on you? State details : _____
6. a. State the number of earning members of your family, if any give details : _____
b. State the amount of total income of your family and its source : _____
7. If any member of the family is employed anywhere, wherein the family member is in receipt of:
 - i. Medical Facilities Yes/No
 - ii. Fixed Medical Allowance Yes/No
 - iii. Medical re-imbursement Yes/No

I do hereby declare that the above particulars are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Employee
ID No.:
Mobile No.:

Counter signature of the Head of the
Department/Office/Section with seal

***The term 'Family' means employee's:**

- i. Husband/Wife including more than one wife and also judicially separated wife.
- ii. Parents including Step-mother
In case of adoption, only the adoptive and not the real parents.
If the adoptive father has more than one wife the first wife only.

A female employee has a choice to include either her parents or her parents in-law. Option exercised can be changed only once during service.

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 - a. Unmarried Son: Till he starts earning, or attains the age of 25 years, whichever is earlier.
 - b. Daughter: Till she starts earning or gets married, whichever is earlier, irrespective of age limit.
 - c. Son suffering from permanent disability of any kind (Physical or Mental) : No age limit.
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- v. Sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sisters. - irrespective of age limit.
- vi. Minor brothers
- vii. Permanently disabled dependent brothers. – No. age-limit.

The income limit for dependency of the family members (other than spouse) is Rs.9000 p.m. plus the amount of Dearness Relief admissible on Rs.9000 on the date of consideration of the claim- Section 4, Order 2(b).

Note: One passport size photograph is required to be deposited at the P.M. Hospital for each of the family members.