

DETAILS OF FAMILY
{See Section – 4(l) of CS(MA) Rules, 1944}
(To be used in MUHCS 2.0)

Name of Employee : _____ Name of Deptt. : _____

Whether GIA/Work-charged/Contract/Co-terminus/PE : _____

Designation : _____ Date of Appointment : _____

Employee No.(as generated by IFMIS, if available)/Office I.D. No. : _____

Date of Birth : _____

Pay Matrix Level : _____

Lump sum contribution (wherever applicable) : _____

The details of my family members as on __/__/____ (dd/mm/yyyy) is as below:-

(Employee details to be filled in Sl. No. 1 and Relationship may be written as SELF)

Sl. No.	Names of the family members	Date of Birth	Relationship with the Govt. Servant	Aadhaar Card No.	If Aadhaar is not available, other document clearly showing the relationship
1	2	3	4	5	6
1					
2					
3					
4					
....					

Date.....

Signature of the Employee

Mobile No.: _____

DECLARATION OF THE CONTROLLING AUTHORITY

After careful checking of the documents submitted by the _____ Employee. I satisfy myself that the above _____ (number of the members) persons are truly the family members as per the CS(MA) Rules, 1944 of _____ for the purpose of medical treatments under MUHCS.

Date.....

Signature of the Controlling Officer
(with seal)

List of eligible family members:

Sl. no.	Relationship with the employee	Documents ¹ to be enclosed along with the declaration
1	Spouse	Attested copy of Certificate of Marriage issued by concerned Registrar of Marriage or EPIC/ADHAAR of the employee or his/her spouse that shows their relationship.
2	Parents/Stepmother	1) Attested copy of EPIC/ID/ADHAAR of the employee or of the parents/stepmother that shows the relationship between the parents/stepmother and the employee. 2) In case of Stepmother, Marriage Certificate of the parents is to be submitted.
3	Parents-in-law (for female employees only)	Attested copy of EPIC/ID/ADHAAR that shows their relationship with the husband of employee supported by the option exercised by the employee that she chose her parents-in-law over her natural parents to be included in the family members.
4	Children/Stepchildren (son/daughter) below 25 years of age	Attested copy of Birth Certificate/ID cards showing the relationship with the Govt. servant directly or indirectly.
5	Minor brother below 18 years of age	Attested copy of Birth Certificate.
6	Dependent unmarried daughter/ sister above 25 years of age	Attested copy of – 1) ID cards showing the relationship directly or indirectly. 2) Non-marriage Certificate/ Testimonial issued by concerned Registrar of Marriages. 3) Income certificate to show the dependency.
7	Dependent divorced or widowed daughter/ sister	Attested copy of – 1) ID cards showing the relationship directly or indirectly. 2) Divorced Certificate/ Testimonial issued by concerned Registrar of Marriages. 3) Income certificate to show the dependency.
8	Adopted children/children taken as wards	Attested copy of order of adoption or other legal documents issued by District Magistrate/District Court.
9	Disabled son/brother	Attested copy of – 1) ID cards showing the relationship directly or indirectly. 2) Permanent disability certificate issued by Social Welfare Department.

¹**Note:** Documents can be authenticated by the Controlling Officer as follows –

- (i) EPIC – by scanning the bar code on the ID or by searching the EPIC No. from the voter's service portal <https://electoralsearch.eci.gov.in/>
- (ii) Aadhaar – by scanning the QR code on the Aadhaar.