



श्री वकटेश्वर महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
Sri Venkateswara College  
(University of Delhi)  
NAAC Grade A+



Ref No : SVC/Acs/2023/P/4759

11<sup>th</sup> September, 2023

**Notice**

**All the Staff Members (Teaching and Non-Teaching) of college are requested to connect with the Establishment Section immediately, if there is any change in the list of the declared Family Members.**

The necessary information along with the relevant document (s) may be submitted in the Family Declaration Form - Declaration of Family Members for Reimbursement of Medical Bills and Leave Travel Concession available on the college website ([www.svc.ac.in](http://www.svc.ac.in)). The same can also be collected from the Establishment Section of the college.

Non-Teaching Staff Members may contact Mrs Nidhi, Assistant while Teaching Staff Members may contact Mr Anshul, Junior Assistant in the section for the needful.

Prof K. Chandramani Singh  
Acting Principal  
**Acting Principal**  
Sri Venkateswara College  
(University of Delhi)  
Dhaulta Kuan  
New Delhi-110 021

Encls:- As above.

Copy forwarded for information and necessary action to the Bursar, Teachers-in-Charge/ Coordinators of the respective departments, Section Officers (Accounts & Administration), Dealing Assistants/Hands (Accounts, Administration & Establishment), Principal's Office, All concerned, College Notice Board, College Website; and File.



**INSTRUCTIONS**

**Declaration of Family Members for Reimbursement of Medical Bills and Leave Travel Concession**

**Reimbursement of Medical Bills:-**

It may be noted that the income limit for dependency of the family members (other than spouse) is ₹ 9000/- plus the amount of Dearness Relief admissible on ₹ 9000/- on the date of consideration of the claim of medical reimbursement. Father/Mother/Father-in-law/Mother-in-law residing with either the government servant or the rest of the family members in a station other than the employee's headquarters are eligible for medical reimbursement, as per rules.

**'Family' means employee's:-**

- i) Husband/Wife including more than one wife and also judicially separated wife
- ii) Father/Mother/Father-in-law/Mother-in-law and Stepmother.

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.

- iii) Children including legally adopted children, step children and children taken as wards subject to the following condition:-

Unmarried Son : Till he starts earning or attains the age of 25 years, whichever is earlier.

Daughter : Till she starts earning or gets married, whichever is earlier, irrespective of age-limit.

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 brother - No age-limit.

**When both husband and wife are employed.-**

(a) The spouse employed in a State Government, Defence/Railways or Corporation/Bodies financed partly/wholly by the Central/State Government, local bodies and private organizations, which provides medical services, may choose either the facilities under the Central Government rules or facilities provided by the organization in which the spouse is employed.

(b) Where both are Central Government servants, either of them may prefer claim for self and eligible members of their family, according to his/her status.

(c) In both the types of cases, a joint declaration is required to be furnished as to who will be preferring the claim. In the absence of joint declaration in the case coming under (b), the concession is to be availed of by the wife and family members according to the status of the husband. Declaration may be changed as oftentimes as the circumstances like promotion, transfer, resignation, etc., require.

(d) If judicially separated, pending decision on guardianship, reimbursement for children may be allowed to either spouse.

(e) If the spouse is in receipt of fixed medical allowance, the Government servant can avail medical facilities under Medical Attendance Rules for himself and members of family residing with him except for the spouse.

When both husband and wife are employed, either of them may prefer claim for self and eligible members of their family, according to his/her status.

**Leave Travel Concession :-**

**'Family' means:-**

- i) The Government servant's wife or husband and two surviving unmarried children or stepchildren wholly dependent on Government servant, irrespective of whether they are residing with the Government servant or not;
- ii) Married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and wholly dependent on the Government servant.
- (iii) Parents and/or stepparents (stepfather and stepmother) wholly dependent on the Government servant, whether residing with the Government servant 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 Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

**EXPLANATIONS.**

1. The restriction of the concession to only two surviving children or stepchildren shall not be applicable in respect of (i) those employees who already have more than two children prior to 20-10-1998; (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Only one wife is included in the term "Family" for LTC Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family".

3. It is not necessary for family to reside with the Government servant so as to be eligible for the concession. Full reimbursement as per entitlement shall be allowed for journeys on LTC by family members from any place in India to Headquarters and back. When journey is performed from Home town, the LTC will be counted against 'Home town LTC'; otherwise against 'All India LTC'.  
- GID (23), Rule 7.

4. Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term "Family".

5. 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. 9,000 p.m.) and Dearness Relief thereon is deemed to be wholly dependent on the Government servant.  
Rule 4 (d) Explanations and GID (2), Rule 4.

6. *Condition of dependency not applicable on the husband and wife.* - Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable. - GID (3), Rule 4.

**2. When both the husband and wife are Central Government servants—**

- (a) They can declare separate Home towns independently;
- (b) They can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;
- (c) Either of the parents can claim the concession for the children in a particular block;
- (d) The husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.

**I hereby declare :-**

1. that the following are the **members of my family are wholly dependent** on me: -

**Details of Family**

S.No.	Name	Date of Birth and Age	Relationship	Occupation monthly income, if any	Remarks
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

2. that my Husband/Wife/Son/Daughter is not in the service. If in service, a certificate from the employer to the effect that **he/she shall not avail the facility of LTC & Medical** hereafter (Attached).

3. that my Father/Mother/Father-in-law/Mother-in-law is/is not a retired pensioner and the amount of pension drawn by him/them is as shown in the attached income certificate.

4. that any change in the list of '**Family Members**' declared will be intimated to the University/College immediately for record.

5. that the information provided above is correct and nothing has been concealed. If any information is found wrong at any stage, I shall be held liable for the same.

6. I hereby undertake to keep the above particulars up to date by notifying to the Principal/Head of the Institution regarding any addition or alteration in my family.

Joint declaration for claiming reimbursement of medical expenses/hospitalization charges in case where both husband and wife are employee in the University and its affiliated College or elsewhere

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and address with designation)

and my wife \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and address with designation)

I hereby declare that I/my wife will only prefer the claim for L.T.C. reimbursement of medical expenses/hospitalization charges and O.P.D. treatment in the dispensary, approved by the University.

\_\_\_\_\_  
(Signature of the Husband)

\_\_\_\_\_  
(Signature of the Wife)

(To be signed by the employer of the Husband)

(To be signed by the employer of the Wife)

I hereby declare that the following are the members of my family residing with and wholly dependent on me:

**FOR PURPOSE OF LEAVE TRAVEL CONSESSION**

**FOR PURPOSE OF MEDICAL REIMBURSEMENT**

Sr. No.	NAME	AGE	RELATIONSHIP	DATE OF BIRTH	Sr. No.	NAME	AGE	REALTIONSHIP	Remarks
1.					1.				
2.					2.				
3.					3.				
4.					4.				
5.					5.				
6.					6.				
7.					7.				
8.					8.				

**Note:-**

1. That my husband/wife is not in service, if in service, a certificate from the employer to the effect that he/she shall not avail the facility of LTC/HTC from here.
2. That my Father/Mother/Father-in-law/Mother-in-law is is not a retired pensioner and the amount of pension drawn by him/her is as shown in the attached income certificate viz. Rs. 9,000/- per month plus the amount of Dearness Relief admissible on ₹ 9,000/- on the date of consideration of the claim.
3. That any change in the list of family members declared will be intimated to the College for records.
4. That I have carefully gone through the content of the letter regarding definition of **"FAMILY"**.

Signature of the Employee

Name (in Block letters)

Designation with Department

Mobile Number

e-mail ID

.....  
 .....  
 .....  
 .....  
 .....

Counter signed by the Head of the Institution

**Note :-** The required proforma for **"Declaration of Family Members"** duly filled in and signed should be submitted to the office of the Administrative Officer/Principal for further necessary action. A copy is to be retained in the office of the Husband and other copy is to be retained by the office of the Wife or vice-versa for records.