

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**

**Application form for enrollment/ renewal for Medical & other Benefits Scheme**

[To be submitted at the time of first joining/ addition of a dependent/renewal of medical booklet(s)]

<b>1.</b>	<b>Particulars of the Employee:</b>							
i.	Name of the Employee	:						
ii.	Employee Code	:						
iii.	Designation/ Department	:						
iv.	Date of Birth	:						
v.	Date of joining	:						
vi.	Pay Level	:						
<b>2.</b>	<b>Details of dependent family members</b>							
Sl. No.	Name of the dependent	Date of Birth	Relationship with the Employee	Pan No.	Aadhaar No.	Occupation	Whether in regular/ contractual government/ private service	Whether residing with the Employee at Dhanbad (Yes/ No)
i.								
ii.								
iii.								
iv.								
v.								
vi.								
vii.								

**3. Declaration in respect of the Dependent Parents; Parents-in-law; Unmarried/Widowed Sister(s); Minor Brother(s); Dependent Unmarried/widowed Daughter; Dependent Son:**

- i. I do hereby undertake that, **gross annual income** of my dependent family members whose names are shown in para 2 above, during the preceding financial year ending on 31<sup>st</sup> March, ..... Was Rs. .... [Note: **Income certificate(s) in respect of Dependent Parents; Parents-in-law; Unmarried/Widowed Sister(s) above 18 years of age; Dependent Unmarried/widowed Daughter above 18 years of age; Son above 18 years of age** are required to be submitted at the time of first joining/inclusion in the dependency list]

ii. The details of their income from various sources are given here under:

Sl. No.	Particulars	Dependent 1	Dependent 2	Dependent 3	Dependent 4	Dependent 5	Dependent 6	Dependent 7
1.	Name							
2.	Permanent Address							
3.	Present Address							
4.	Whether filed IT Return (If yes, copy of preceding financial year ITR to be submitted)							
5.	Annual gross Income from Salary/ Pension/Family Pension							
6.	Income from Agriculture/Agricultural Land/Business/Trade							
7.	Income from Monthly-income-Plan/ interest on bank deposits/ Shares etc.							
8.	Income from House Property/ Rent from any residential or commercial property							
9.	Any other income							
<b>Gross Annual income</b>								
11.	Whether own a vehicle(Yes/No). If yes, please provide the following details: a. Two/Four wheeler b. Year of purchase c. Make and Model							

12.	Whether residing in his/her own house (Yes/No)							
13	Whether visited any foreign country during last three years (Yes/ No). If yes, please provide the name of country visited.							

**4. Undertaking by the Employee:**

I .....(name and designation) do hereby undertake and certify that the details furnished in para 1 to 3 of the application are true and correct to the best of my knowledge. I understand that in the event of any information being found false, misleading or incorrect, I shall be liable for disciplinary action, in accordance with rules & regulation of IIT(ISM) Dhanbad.

My spouse Mr. / Mrs. \_\_\_\_\_ is working / not working in \_\_\_\_\_ (Under Govt. of India / Govt. of State / PSU / Autonomous body) and availing / not availing medical benefit from that organization.

I further undertake that I will keep the concerned authority of the Institute informed about any change in the dependency/financial status of the family members which have a bearing on their eligibility for availing medical & other benefits of the Institute.

**Note: The Institute reserves its right to request from the employee any additional document for ascertaining the dependency of the family member (s).**

Date:.....

Place :.....

**Employee's Signature**

**(Name:.....)**

Encl: 1. Income Certificate issued by the prescribed authority (Yes/No)

2. Copy of ITR acknowledgement, if required. (Yes/No)

## Family Income Certificate Issuing authority in various States / Union Territories

Sl. NO.	State / Union Territory	Income Certificate Issuing Authority
1.	Andaman & Nicobar	Tahsildar
2.	Andhra Pradesh	Tahsildar
3.	Arunachal Pradesh	District Magistrate & Collector
4.	Assam	Revenue Circle Officer
5.	Bihar	Circle officer of Circle office
6.	Chandigarh	Subdivisional Magistrate
7.	Chhattisgarh	Naib Tahsildar
8.	Daman & Diu & Dadra & Nagar Haveli	Mamlatdar, Daman and Mamlatdar
9.	Delhi	SDM of Govt. of NCT of Delhi
10.	Goa	Mamlatdar of all Talukas
11.	Gujarat	District Collector / Deputy Collector / Asstt. Collector / Prant Officer / Mamlatdar
12.	Haryana	CRO (Tahsildar / Naib Tahsildar Concerned)
13.	Himachal Pradesh	Tahsildar of Revenue Department
14.	Jammu & Kashmir	Sub Divisional Officer in each District
15.	Jharkhand	Sub Divisional Officer of Each District
16.	Karnataka	Tahsildar
17.	Kerala	Village Officers
18.	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDO in the remaining Islands
19.	Madhya Pradesh	Tahsildar/Naib Tahsildar
20.	Maharashtra	Tahsildar
21.	Manipur	District Authorities i.e. DC/ADC/SDO (not below the rank of SDO/SDM
22.	Meghalaya	Employer in case of Govt. Employee and by the MP/MLE/DC/SDO Civil in case of others.
23.	Mizoram	District Magistrate or any other officers authorized by District Magistrate
24.	Nagaland	Dy. Commissioners, addl. Dy. Commissioners and Sub-Divisional Officers ©
25.	Orissa	Revenue Officers
26.	Punjab	CRO (Tahsildar /Naib Tahsildar concerned)
27.	Pondicherry	Tahsildar
28.	Rajasthan	Tahsildar
29.	Sikkim	Special Executive Magistrate (Block Development Officers, Rural Management & Development Deptt.)
30.	Tamil Nadu	Zonal Deputy Tahsildar
31.	Tripura	Deputy Commissioner of Respective Districts
32.	Uttar Pradesh	Tahsildar
33.	Uttaranchal	Tahsildar / SDM/ City Magistrate
34.	West Bengal	<ol style="list-style-type: none"> <li>1. Dist.Magistrate or - District Level Addl.Dist.Magistrate</li> <li>2. Sub-Divisional Officer - Sub-Divisional Level of the concerned</li> <li>3. 3. Block Development Officer - Block Level of the concerned Blocks</li> <li>4. The Collector, Kolkata - Kolkata Municipal Corpn.</li> <li>5. 5 The Collector, Kolkata - Students residing within civil Jurisdiction of Hon'ble High Court, Kolkata</li> <li>6. Other areas covered in Kolkata Police are concerned i.e. areas over which Collector, Kolkata does not exercise jurisdiction – Concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective districts i.e. South 24 Paraganas and North 24 Paraganas.</li> </ol>

**UNDERTAKING**

**[For availing medical benefits for dependent family member(s)]**

I, Mr. / Ms. \_\_\_\_\_, (Designation) \_\_\_\_\_  
currently working in \_\_\_\_\_(Department / Section) at IIT(ISM), Dhanbad  
do hereby declare that:-

\*Any of my dependent family members not receiving any medical benefits/financial benefits including scholarships/fellowships from schools, colleges, government organisations etc.

**OR**

\* The following dependent family member(s) is/are receiving Medical benefits/ financial benefits including scholarships/fellowships from schools, colleges, government organisations etc. and the details of the same are given below:

Sl. No.	Name of the dependent family member(s)	Relationship with the employee	Details of Financial Benefit/ Medical benefits receiving	Amount per month (if any)

[\* strike off, whichever is not applicable]

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Emp. Code: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_