

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI
UDYAN VIHAR, NARANGI, GUWAHATI- 781171

Phone No. 0361 2640394

Fax No. 0361 2640204

IMPORTANT CIRCULAR NO. 37

No. AN/II/443/Order/MO/Ghy/Vol-I

Date: 21/08/2014

To

1. All Sections of MO CDA Guwahati
2. All Sub-Offices (As per Standard List)
3. PA to CDA
4. Subject File

Sub: DEPENDENCY DECLARATION by Govt. Servant.

It has been observed during inspection of Service Book that "DEPENDENCY DECLARATION" certificate in most of the individuals are not updated, which results in difficulties to verify the current dependency required for LTC/TA/DA/ CGHS Claims and other purposes.

In view of the above, it has now been decided to direct all the Staff and Officers whose Service Books are maintained in MO CDA Guwahati, to submit **fresh dependency certificate as on 01.07.2014** on prescribed proforma (as per ANNEXURE-A) along with supporting documents viz. Income Certificate of father where applicable from BDO/SDO etc. duly countersigned by the Head of Office/ Officer-in- Charge of sections for CDA Guwahati, latest by **30.09.2014**.

Further, where both Husband and Wife is employed in Central Govt./ State Govt./ PSU/ Govt. Undertaking etc., "**Joint Declaration**" (enclosed as ANNEXURE-B) from the Govt. servant duly countersigned may be submitted showing the name of spouse who will claim the TA/DA/LTC/CGHS etc.

Contents of this letter may please be noted by all.

The matter may please be treated as **top priority**.

-sd-
Dy. Controller (AN-II)

Copy to:

1. The Officer-in-Charge
EDP Centre (Local)

} For uploading in the official website of CDA Guwahati.


Sr. Accounts Officer (AN-II)

DETAILS OF FAMILY MEMBERS DEPENDENT OF GOVT. SERVANT

1. Name of Govt. Servant :
2. Designation.....:
3. Account Number.....:
4. Date of Birth.....:
5. Date of Appointment...:
6. Marital Status.....:
7. Office where serving....:

8. DETAILS OF DEPENDENT FAMILY MEMBERS (Other than Children);

Sl. No.	Name	Relationship	Occupation	Sex	Date of Birth	Age

9. DETAILS OF DEPENDENT CHILDREN;

Sl. No.	Name	Relationship	Occupation	Sex	Date of Birth	Age

Declaration:

I Sri/ Smt.....

A/c No..... hereby declare that particulars of my family as shown above is correct in all respect. I also declare that the above family members are fully dependent on me. This declaration supersedes the earlier declaration made by me earlier.

Signed at this day of 20.....

Signature of the Government Servant

COUNTERSIGNATURE**AO/SAO/ACDA/DCDA****ACCEPTED****Sr. Accounts Officer (AN)
For CDA Guwahati**

