

From: _____

Date -

To, DRM (E) BRC

Respected Sir,

Sub:-Family declaration request for including dependent relatives in privilege/complimentary pass & PTO's.

With reference to the above subject I here declare that family particulars for whom PRIVILEGE / COMPLIMENTARY PASS & PTO's are required for the year _____,

Bill Unit No. _____ Provident Fund No. _____.

NO.	NAME	RELATION	AGE	DATE OF BIRTH	AADHAR NO.
1					
2					
3					
4					
5					
6					
7					

Further, I request your kind honour to also include name of my dependent relative for whom PRIVILEGE /COMPLEMENTARY PASS & PTO's ate are required for the year _____.

NO.	NAME	RELATION	AGE	DATE OF BIRTH	AADHAR NO.
1					
2					
3					
4					

In connection with above, I also declare that the dependent relative is /are: Fully dependent on me. Residing with me. Not receiving FAMILY PENSION from STATE/CENTRAL GOVERN MENT.

** My SCALE OF PAY is RS. :.....

** My DATE OF APPOINTMENT is. :.....

** CONTACT NO. :.....

** RESIDENTIAL ADDRESS :

.....

Yours Faithfully

Signature:

Name & Designation:

Department:

(SIGNATURE OF HEAD OF SECTION / OFFICE):_____