CIRCULAR

It is to inform that for updating of service records, up-dated spouse details are required. Therefore, all the regular employees (Teaching & Non-Teaching) are requested to submit their spouse declaration/ information in the prescribed format which is attached herewith. This information may be submitted through the respective HoD/ Branch In-charge to Establishment Branch, latest by 10-09-2019.

Prof. Samsher Registrar
Dated: 04/09/2019

Copy to:
1. P.A. to V.C. for kind information of Hon’ble VC, DTU;
2. PA to Pro-VC for kind information of Pro-VC, DTU;
3. PA to Registrar, DTU;
4. All Deans, DTU;
5. All HoDs/ Branch In-charge, DTU (for vide circulation among the regular employees (Teaching & Non-Teaching));

(Dr. R. Kaushik)
Dy. Registrar (Estt.)
PROFORMA FOR SPOUSE INFORMATION

1. Name and Designation

2. Basic Pay

3. H.R.A.

4. Medical facility

5. Accommodation (whether Govt./Own/Rented)

6. If own, whether rented out & rent P.M.

7. Name of the spouse

8. Whether spouse is in Govt./Semi Govt./Pvt. Ltd./Ltd./PSU/in business
   Or House wife
   If in service, employer’s name
   And address

9. Basic Pay of spouse

10. H.R.A being drawing by the spouse

11. Medical facility of the spouse

12. Residential Address

Signature of Govt. Servant

Counter Signatures (By Head of Office)