

**DEPENDENT INFORMATION IN PDC  
ADDITION / UPDATION SUBMITTED IN HRMS**

<b>EMP ID</b>		<b>NAME</b>			
<b>BRANCH</b>			<b>OFFICER</b>	<b>CLERK</b>	<b>SUB STAFF</b>

<b>Name of Dependent to be Added/Updated</b>					
<b>Relationship to Employee</b>					
Family members added by Staff employee as their dependent strictly meet the criteria and fall within the purview of the definition of dependents as given in the joint Note / Bipartite Settlement					
Ref: HO IOM No. HO:HR:IR:1-407 dt 07.01.2020 & HO:HR:HRMS:AKY:18 dt 22.06.2020					
<b>Signature of Employee</b>			<b>Signature of Br Head / Authorised Signatory</b>		
<b>Date :</b>			<b>PF NO.</b>		<b>DATE</b>

Appropriate Supporting Document <b>DULY ATTESTED BY BRANCH</b> to be attached while adding/ updating dependent in HRMS module.	
1. Child	Birth Certificate
2. Spouse	Marriage Certificate and KYC Document
3. Parent / Other dependent in Conformity to dependent definition	Income Certificate & Declaration by the Employee that they are ordinarily residing / wholly dependent on the employee

<b>For ZO use :</b> <b>Approved on:</b> <b>Remarks (if denied):</b>
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