

**INLAND WATERWAYS AUTHORITY OF INDIA**

Option Certificate

I, \_\_\_\_\_, hereby opt to join the Inland Waterways Authority of India Employees' Group Savings Linked Insurance Scheme.

I also hereby nominate \_\_\_\_\_ relationship \_\_\_\_\_ to receive the benefit as my nominee.

Name :.....

Designation:.....

Address:.....

.....

.....

.....

**INLAND WATERWAYS AUTHORITY OF INDIA**

I, \_\_\_\_\_ do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and Integrity of India, and that I will carry out the duties of my office loyalty, and with impartiality.

(So help me God)

Dated:

Place:

Signature .....

Designation.....

**INLAND WATERWAYS AUTHORITY OF INDIA**

**UNDERTAKING**

I, \_\_\_\_\_ undertake that save as may be necessary for the discharge of my duty or as may be specifically authorized, I shall not communicate to any person, or refer in conversation to, any information which I may obtain or to which I may have access as a member of the Inland Waterways Authority of India. I certify that I have read and understood Section 5 of the Official Secret Act (No. XIX of 1923) and Central Services Conduct Rules under which a contravention of this undertaking is a criminal offence.

Dated:

Place:

Signature.....

Designation.....

Inland Waterways Authority of India,  
A-13, Sector - 1,  
Noida - 201301

**INLAND WATERWAYS AUTHORITY OF INDIA**

**DECLARATION**

I, Shri/Smt/Kum \_\_\_\_\_ declare as under:-

- \*(a) That I am unmarried/a widower/a widow.
- \*(b) That I am married and have only one wife living.
- \*(c) That I am married and my husband has no other living wife, to the best of my knowledge.
- \*(d) That I am married and have more than one wife living. Application for grant of exemption is enclosed.
- \*(e) That I am married to a person who has already one wife or more living. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment. I shall be liable to be dismissed from service.

Dated:

Place:

Signature .....

Designation.....

\*Delete clauses not applicable.

\*Applicable in the case of clauses (a), (b) & (c) only

**Particular showing height and personal identification of**

**Sh.**

- 1. Height –**
- 2.**
- 3. Identification marks – (a)**

**Dated: ...../...../20.....**

<b>Name</b>	<b>:</b>	<b>Sh.</b>
<b>Designation</b>	<b>:</b>	
<b>Name of Deptt.</b>	<b>:</b>	<b>Inland Waterways Authority of India (Ministry of Shipping)</b>

**INLAND WATERWAYS AUTHORITY OF INDIA**

**DECLARATION OF "HOME ADDRESS" FOR THE PURPOSE OF TRAVEL  
CONCESSION DURING REGULAR LEAVE**

I hereby declare that, for the purpose of Travel Concession, my permanent home address is as under

.....  
.....  
.....  
.....  
.....

Dated:

Place:

Signature.....

Designation .....

**INLAND WATERWAYS AUTHORITY OF INDIA**

Form-3  
[See Rule 54 (12)]

DETAILS OF FAMILY

Name of the Government Servant:

Designation:

Date of Birth:

Date of Appointment:

Details of the members my family as on:

Sl. No.	Name of the members of family	Date of Birth	Relationship with the Officer	Initials of the Head of Office	Remarks
1	2	3	4	5	6

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I hereby undertake to keep the above particulars up-to-date by notifying to the Audit Officer/Head of Office of any addition or alternation.

Dated:

Place:

(Signature of the Government Servant)

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Family for this purpose means:

- (a) Wife, in the case of a male Government Servant;
- (b) Husband, in the case of a female Government Servant;
- (c) Sons below eighteen years of age and unmarried daughters below twenty-one years of age, including such son or daughter adopted legally before retirement.

NOTE: Wife and husband shall include respectively judicial separated wife and husband.

**INLAND WATERWAYS AUTHORITY OF INDIA**  
**A-13, Sector-1, Noida**

**Declaration of FAMILY for the purpose of Medical reimbursement**

I hereby declare that for the purpose of Medical Reimbursement, the details of my family members are as under:-

S.No.	Name	Relationship	Date of Birth
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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

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

Signature

Name of Govt. Servant

Designation \_\_\_\_\_

Definition of Family under Medical Rules are given on reverse side



NB: Family for the purpose of Medical Rules means:-

Definition: "Family" means employee's

- (i) Husband/Wife including more than one wife and also judicially separated wife.
- (ii) Parents and Stepmother.  
In the case of adoption, only the adoptive and not the real parents.  
If the adoptive father has more than one wife, the first wife only.

A female employee has a choice to include either her parents or her parents-in-law: option exercised can be changed only once during service.

- (iii) Children including legally adopted children, stepchildren and children taken as ward subjects to the following conditions:-

Unmarried Son	...	Till he starts earning or attains the age of 25 years, whichever is earlier.
Daughter	...	Till he starts earning or gets married, whichever is earlier, irrespective of age-limits.
Son suffering from Permanent disability (physical or medical)	...	No age-limit

- (iv) Widowed daughters and dependent divorced/separated daughters irrespective of age-limit.
- (v) Sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sister-irrespective of age-limit.
- (vi) Minor brothers.

Explanations:

1. Only one wife is included in term "Family" for CS (Medical Attendance) Rules. However, if a Government servant has a two legally wedded wives and the second marriage is with the specific permission of the Government the second wife shall also be included in the definition of "Family".
2. Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term "Family".
3. A member of the family whose income from all source, does not exceed the amount of minimum family pension prescribed in Central Government (i.e. Rs. 3,500 pm) and Dearness Relief thereon is deemed to be wholly dependent on the Government Servant. Husband and wife is one unit for purpose of medical reimbursement and hence the condition of dependency is not applicable.

**INLAND WATERWAYS AUTHORITY OF INDIA**  
**A-13, Sector-1, Noida**

**Declaration of FAMILY for the purpose of Leave Travel Concession**

I hereby declare that for the purpose of Travel Concession, the details of my family members are as under:-

<b>S.No.</b>	<b>Name</b>	<b>Relationship</b>	<b>Date of Birth</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Place:

Signature \_\_\_\_\_

Date:

Name of Govt. Servant \_\_\_\_\_

Designation \_\_\_\_\_

Definition of Family under LTC Rules are given on reverse side.

NB: "Family" for the purpose of LTC means:

- (i) the Government servant's wife or husband, and two surviving unmarried children or step children wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;
- (ii) Married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and wholly dependent on the Government servant
- (iii) Parents and/or step mother (stepfather and stepmother) wholly dependent on the Government Servants, whether residing with the Government servant or not.
- (iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government Servant.

Explanations:-

2. The restriction of the concession to only two surviving children on stepchildren shall not be applicable in respect of (i) those employees who already have more than two children prior to 20-10-1998. (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.
3. Only one wife is included in the term "Family" for LTC Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family"
4. It is not necessary for the parents/step-parents/spouse/children to reside with the Government servant so as to be eligible for the concession. The concession in their cases, shall, however, be restricted to the actual distance travelled or the distance between the headquarters of the Government servant and the Home Town/place of visit, whichever is less.
5. Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term "Family".
6. A member of the family whose income from all source, does not exceed the amount of minimum family pension prescribed in Central Government (i.e. Rs. 3,500 p.m.) and Dearness Relief thereon is deemed to be wholly dependent on the Government Servant.
7. Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.

Form I  
(See Rule 53 (1))

Nomination for Death-Cum-Retirement Gratuity

When the Government servant has a family and wishes to nominate one, member, or more than one member, thereof

I ..... hereby nominate the person/persons mentioned below who is/are member(s) of my family, and confer on him/ them the right to receive, to the extent specified below, any gratuity the payment of which may be authorized by the Central Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Original nominee(s)				Alternate nominee(s)	
Names and addresses of nominee/nominees	Relationship with the Government Servant	Age	Amount or share of gratuity payable to each	Name, address, relationship and age of the person or persons if any to whom the right conferred on the nominees shall pass in the event of the nominee pre-deceasing the government Servant of the nominee dying after the death of the Govt. Servant but before receiving payment of gratuity	Amount of share of gratuity payable to each **
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on \_\_\_\_\_ which stands cancelled.

(From Pre page)

Note

- (i) The Government Servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.
- (ii) Strike out which is not applicable.

Dated this                      day of                      at

Witness to signature

1            .....

2            .....

Signature of Government  
Servant

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(To be filled in by the Head of office / Audit Officer)

Nomination by .....

Designation .....

Office .....

Signature of Head or other  
Audit Officer

Date

Designation

This column should be filled in so as to cover the whole amount of the gratuity. The amount/share of the gratuity shown in this column should cover the whole amount/share payable to the original nominee(s).

**Form No. 8**

Nomination for benefits under the Central Government Employees Group Insurance Scheme, 1980

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When the Government Servant has a family and wishing to nominate one member or more than one member thereof.

I hereby nominate the person (s) mentioned below who is/are member (s) of my family, and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Names and addresses of nominee/nominees	Relationship with Government Servant	Age (Date of Birth)
(1)	(2)	(3)
1. 2. 3.		
*Share to be paid to each	**Contingencies on the happening or which the nomination shall become invalid	Name, Address and relationship of the person, if any in whom the right of the Nominee shall pass in the event of Govt. servant
(4)	(5)	(6)

N.B. The Government servant should draw line across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

Name & Signature of two witnesses.

1.

2.

\_\_\_\_\_  
Signature of Govt. Servant

\* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

\*\*Where a Government servant who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

No. \_\_\_\_\_

Inland Waterways Authority of India  
(Ministry of Shipping)  
Government of India

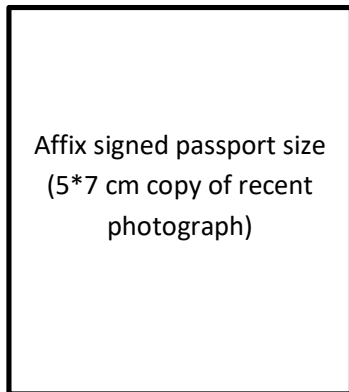
Noida, the \_\_\_\_\_

Countersigned

Assistant Secretary (Admn.)

### ATTESTATION FORM

**WARNING : THE FURNISHING OF FALSE INFORMATION OR SUPPRESSION OF ANY FACTUAL INFORMATION IN THE ATTESTATION FORM WOULD BE A DISQUALIFICATION, AND IS LIKELY TO RENDER THE CANDIDATE UNFIT FOR EMPLOYMENT UNDER THE GOVT.**



1. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc. Subsequent to the completion and submission of this form, the details of immediately to the authorities to whom the attestation form has been sent earlier, falling which it well be deemed to be a suppression of factual information.
2. If the fact that false information has been furnished in the Attestation Form, comes to notice at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (in block capitals letters) with aliases, if any (Place indicate if you have added or dropped in any stage any part of your name of surname.	
2.	Present address in full (i.e. Village, Thana and Distt. Or House No., Lane/Street Road and Town)	
3.	(a) Home address in full (i.e. Vill., Thana and Distt. Or House No., Lane/Street/Road and Town have of Distt. Hqr.	
	(b) If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union.	

3. Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.



From	To	Residential address in full (i.e. Village, Thana & District or House No. & Street / Road and Town.	Name of the District Hqtr., of the place mentioned in the preceding column

5.	Name (in full & aliases, if any)	Nationality (by Birth & or by domicile)	Place of birth	Occupation (if employed give designation & official address)	Present postal address (if dead, give last Address)	Permanent Home Address
i. Father (Name in Full) ii. Mother iii. Wife / Husband iv. Brother (s) v. Sister (s)						

4. (a) Information to be furnished with regard to sons and / or daughters in case they are studying / living in a foreign country.			
Name Nationality which (By Birth and / Or by Domicile)	Place of Birth	Country in which studying / studying / living with Full Address	Date from which Studying / Living in the country mentioned in the previous column

5. Nationality :

6. (a) Date of Birth :

(b) Present Age :



10. (a) Are you holding or have any time held an appointment under the Central Govt. or State Govt. or a quasi-Govt. body or an Autonomous body or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment up to date				
Period		Designation, emoluments & Nature of employment	Full name / address of	Reasons for leaving previous service
From	To			

(b) If the previous employment was under the Govt. of India / State Govt. / an undertaking owned or Controlled by the Govt. of India or a State Govt. an Autonomous Body / University / Local Body, if you had left service on giving one month's notice under Rule 5 of the Central Service (temporary service) Rules 1965 or any similar corresponding rules or where any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time you give notice of termination of service or at a subsequent date (s) before your service.

11. (a) Have you ever been arrested? Yes/No
- (b) Have you ever been prosecuted? Yes/No
- (c) Have you ever been kept under detention? Yes/No
- (d) Have you ever been bound down? Yes/No
- (e) Have you ever been fined by a Court of Law? Yes/No
- (f) Have you ever been convicted by a Court of Law for any offence? Yes/No
- (g) Have you ever been debarred from any Examination or restricted by any University or any other educational authority / institution? Yes/No
- (h) Have you ever been debarred / disqualified by any Public Service Commission / Staff Selection Commission for any of its examination / selection? Yes/No
- (i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form? Yes/No
- (j) Is any case pending against you in any University or any other educational authority / institution at the time of filling up this Attestation Form? Yes/No

(k) Whether discharged / expelled / withdrawn from any training / institution under the Government of otherwise? Yes/No

(ii) If the answer to any of the above mentioned question is "Yes" (give full particulars of the case / arrest / detention / fine / conviction / punishment, etc. and / or the nature of the case pending in the Court / University ? Educational Authority, etc. at the time of filling up this Attestation Form.

NOTE: i) Please also see the "Warning" at the top of this Attestation Form

ii) Specific answers to each of the questions should be given by striking out "Yes" or "No" as the case may be.

12. Name of two responsible persons of you locality or two referenced to whom you are known.

1.

2.

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I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of the Candidate

Place:

Date:

**IDENTITY CERTIFICATE**

**(Certificate to be signed by any of the following)**

- i. Gazetted Officer of Central Government of State Govt.
- ii. Members of Parliament or State Legislative belonging to the constituency where the candidate or his parent / guardians ordinarily resident.
- iii. Sub-Divisional Magistrate / Officers.
- iv. Tehsildars or Naib Deputy Tehsildars authorized to exercise magisterial power.
- v. Principal / Headmaster of the recognized School / College / Institution where the candidate studied last.
- vi. Post Masters
- vii. Block Development Officer
- viii. Panchayat Inspectors

Certified that I have known Shri / Smt. / Kum. \_\_\_\_\_ Son / Daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_ Years \_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by him / her are correct.

**Signature**

**Designation or Status & Address**

**Place:**

**Date:**

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**TO BE FILLED BY OFFICE**

- i. Name, Designation and Full Address of the appointment authority
- ii. Post for which the candidate is being considered.

**STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR.....(AS ON.....)**

1. Name of the Officer (in full.....  
held.....
2. Present Post
3. Service to which belongs .....  
belongs.....
4. Cadre of the State to which belongs.....
5. Present Pay along with Pay Scale.....

(In applicable clause to be struck out)

Name of Distt., Sub-division, Taluk, village in which property is situated.	Name & details of property Housing & Land/other buildings	Present value*	If not in own name, state in whose name property held and his/her relationship to the Govt. servant	How acquired. Whether by purchase, lease, **mortgage, gift, inheritance or otherwise, with date of acquisition and name & details of persons/persons from whom acquired	Annual Remarks income from property

SIGNATURE:.....

DATE:.....

PLACE:.....

\*In case where it is not possible to assess the value accurately, the approximate value in relating to present conditions may be indicated

\*\*including short – terms lease also.