



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

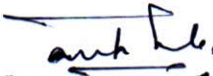
Dated: 07.05.2024

OFFICE MEMORANDUM NO. 57/2024

Further to this Office Memorandum No.51/2024 dated 02.05.2024, all concerned are hereby informed that the process of updating the database of Employees and their lawful dependents for the purpose of medical/LTC reimbursement has been taken up. All regular employees of the Board are requested to submit the details of their dependents in the prescribed format at Annexure-I with supporting documents as listed at Annexure-II.

All officials posted in Board's different Zonal/Regional/Sub-Regional Offices are hereby requested to furnish the relevant information in the prescribed format to their respective Board's controlling offices and in the case of Board's Head Office, Kolkata, all are requested to submit to Finance Branch within 15 (fifteen) days from the date of issuance of this Circular positively, otherwise the claims for medical/LTC reimbursement cannot be processed.

Encl: As stated.


(Asish Deb)
Assistant Secretary (I/c)

Distribution:-

1.	All HoDs in Board's HO, Kolkata	
2.	Executive Director, Coonoor and Guwahati	With the request to please bring the content of the Office Memorandum amongst all officials working under them.
3.	Director (Research), QCL	
4.	DDTD, Siliguri & Palampur	
5.	S.O.(NWI), Tea Board, New Delhi	
6.	F.A & C.A.O.	
7.	Secretary to Dy. Chairman/Secretary	
8.	P.As to Dy. Chairman/Secretary	
9.	I.T. Cell	With the request to upload in Board's website.
10.	Secretariat Branch	
11.	TBEA	
12.	Medical Wing, Finance Branch, Kolkata	
13.	Estt. Branch	With spare copies.

File No.22(Med)/Estt/90/Part-III



TEA BOARD
14, B.T.M.Sarani,
Kolkata-700 001

FAMILY DECLARATION FOR MEDICAL REIMBURSEMENT AS PER CS(MA) RULES

Name of the employee Designation..... Married/Single.....

Particulars of dependent family members :

Sl. No.	Name of the family members and dependents	Date of Birth (with supporting documents)	Relationship	Occupation	Monthly Income (with supporting documents)	Remarks
1.						
2.						
3.						
4.						
5.						
6.						

I hereby declare that the information given above on my family members are dependent on me as per CSMA Rules 1944 as per the dependency criteria.

Place : Signature

Date : Designation

The definition of * family and ** dependency criteria as per CS(MA) Rules are detailed on reverse.

Definition of Family :- '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 wards subject to be the following conditions :-

- Unmarried Son Till he starts earning or attains the age of 25 ages, whichever is earlier.
- Daughter Till she starts earning or gets married, whichever is earlier, irrespective of age-limit.
- Son suffering from No age-limit.
permanent disability of
any kind (physical or mental)
- iv) Widowed daughters and dependent divorced / separated daughters – irrespective of age-limit.
- v) Sisters including unmarried / divorced / abandoned or
Separated from husband / widowed sisters. -- irrespective of age-limit.
- vi) Minor brothers
- vii) Permanently disabled dependent brother -- No age limit

Dependency:- The income limit for dependency of the family members (other than spouse) is Rs. 9000/- plus the amount of Dearness Relief admissible on Rs. 9000/- on the date of consideration of the claim.
Parents residing with either the Government or the rest of the family members in a station other than the employee's headquarters are eligible for reimbursement.

Signature:.....

Designation:.....

Annexure-II

Specific Supporting Documents:

1. All sons – till he starts earning or attains the age of 25 years or gets married, legally adopted sons- Age proof. whichever is earlier including stepsons,
2. Widow / Divorced / Separated daughter – Age proof & Income certificate.
3. Dependent Parents – Age proof & Income certificate.
4. Minor brother(s) – up to the age of becoming a major – Age proof.
5. Unmarried sisters – Age proof & Income certificate & Proof of Marital Status.
6. Widowed sisters – Age proof & Income certificate & Proof of Marital status.
7. Stepmother – Age proof & Income certificate.

Documents are placed below (any one attached with format)

Age Proof	Income Certificate	Marital Status
1. Birth Certificate	1. Certificate issued by SDO or equivalent Gazetted Officer	1. Certificate issued by SDO or equivalent Gazetted Officer
2. Voter Identity Card	2. Certificate issued by the Employer	2. Divorce Paper.
3. Aadhar Card		3. Marriage Certificate