

Government of India
Ministry of Jal Shakti
Department of Water Resources RD & GR
Central Water Commission

4th Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi - 66
Dated the 27th November, 2020

OFFICE ORDER

It has been noticed that revised family details as prescribed in FORM 3[See rule 54 (12)], is not being submitted by retiring AD-Gr. IIs, due to which preparation of pension cases are getting delayed. Therefore, all AD-IIs of CWC are requested to fill up the form (enclosed herewith) within six months of their retirement date for completion of relevant records in concerned Service Book and for smooth processing of pension case.

Encl.: As attachment.

**Digitally signed by RATNAKAR
YADAV
Date: Fri Nov 27 15:54:56 IST
2020
Reason: Approved**

(RATNAKAR YADAV)
Under Secretary, Estt.-V

To,

All Superintending Engineer (C), CWC
All Assistant Directors- Gr. II of CWC

FORM 3
[See rule 54 (12)]
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----;

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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

Signature of Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government. servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government. servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.