

## UNIVERSITY OF HYDERABAD

Office of the Registrar  
Establishment Section-II

No. UH/E.II/2024/

May 29, 2024

### CIRCULAR

**Sub:** Updation of family details / Nomination Forms of Death-cum-Retirement Gratuity & General Provident Fund and National Pension System – Reg.

**Ref:** Orders of the Registrar dated 28-05-2024.

It is noticed that many of the employees of the University have submitted their family details and nomination forms at the time of joining the University service, but have not submitted an updated list due to a change of status of the employee or the dependents, like marriage, employment, divorce, death, etc. To illustrate, in some cases, the employees have nominated their parents as beneficiaries of terminal benefits but did not update the nomination after marriage, and due to the demise of the employee subsequently, the spouse was left high and dry.

To avoid such situations, all the employees, teaching and non-teaching are advised to adhere to the following instructions/guidelines and ensure their nominations and family details are updated as and when there is any change in their status: -

1. The family details are to be submitted strictly in the format of 'Details of Family', which can be downloaded from the University website.
  2. Proof of Date of Birth (DOB) of every dependent should be enclosed with the request for entry/updation of family details.
  3. In the case of dependent parents, the income certificates issued by appropriate revenue authorities along with an affidavit sworn in before a Notary duly mentioning that the joint income of parents from all sources is less than Rs. 9000/- plus applicable DA from time to time.
  4. If any of the dependent children are handicapped, the Certificate issued by the authorized Medical Authorities concerned should be enclosed. In case the spouse is employed in the State/Centre Govt., a joint declaration regarding the claim of Tuition fee/Medical reimbursement/LTC should be enclosed (Format available on the University website)
  5. Any request for updating the family details, like addition/deletion in the family, has to be submitted along with supporting documents like Birth Certificate, Divorce Decree, etc., and names of the updated list of family members should be reflected in the prescribed format.
  6. The family details should be countersigned by the Officer-In-Charge/Controlling Officer of the Department concerned.
- II. In addition to the above, the nomination forms of Death-cum-Retirement Gratuity and General Provident Fund submitted by the employees require attention due to any changes in the status of the Dependant(s). Therefore, the employees are advised to

verify their nomination forms available in the Finance & Accounts and submit revised nomination forms, if necessary, to the Establishment Section concerned to take further action.

III. The latest passport-size photograph of the employee along with their Aadhar numbers may be submitted in the Establishment Section concerned, and ensure that the photograph is affixed on their service books.

The Details of family members for updating the service records, revised nominations (if any are required), latest passport photograph, and Aadhar copy may be submitted in the Establishment Section concerned (I/II), through the Departments concerned, latest by 30-06-2024.

  
Joint Registrar

To  
All the concerned employees, UoH.

**Copy to:**

All the Deans of Schools } with a request to bring to the notice  
All the Heads of Departments & Centres } of all the employees working under  
All the Heads of Administrative Units } your control for compliance.  
Internal Audit Officer  
Joint Registrar (E-I)  
Deputy Registrar (E-II)  
Webmaster, UoH – with a request to upload the Circular on the University website  
Director, CC & CNF – with a request to send the Circular to all the employees  
(teaching & non-teaching) through GApps.