

UNIVERSITY OF JAFFNA, SRI LANKA

ANNUAL DECLARATION -2015

(This declaration must be signed by all employees in the first month of each Financial Year)

1. a) Full Name :

b) Address (Give full particulars) :

Permanent (Residential) :	Temporary (If any) :
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c) Contact details :

Telephone No : Res : Mobile :

e-mail address :

2. Appointment:

a) Present Designation :

b) Date of such appointment :

c) Date of 1st appointment(if any) :

d) Whether Permanent / Temporary / Casual / Contract :

3. Department / Unit / Section :

4. A. hereby I declare that :

a) I am /am not married

b) My spouse is living with me / legally separated / divorced from me.

c) My spouse's full name is

(In the case of females, maiden name should be given)

d) My spouse died on

e) My spouse is Employed / Pensioner.

f) i. Spouse's Employer's Name & Address

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ii. Total monthly emoluments :

iii. Total amount of monthly pension :

iv. Spouse stationed at :

4. B. I have Child / Children.

His / Her / Their name / s and other details are given below:

	<u>Name</u>	<u>Date of Birth</u>	<u>Age on 2015.01.01</u>	<u>Whether Married / Single</u>
1.
2.
3.
4.
5.
6.
7.

(in case of a child is born/died should be reported to the authorities immediately)

4. C. The above Child/Children is / are living with me and dependants upon me, He / She / They is / are / under my custody / The mother's custody / by virtue of Courts order / I am paying maintenance for them.

4. D. The last will regarding the Officer's Gratuity / ETF / EPF (if contribute).

The name & other particulars of Next of Kin or Kins to the Officer:

	<u>Full Name</u>	<u>Age</u>	<u>Sex</u>	<u>Relation Ship</u>	<u>Address</u>
1.
2.
3.
4.
5.

(Any additions or alterations should be informed immediately. If there is any changes in nomination for UPF, it should be made in the prescribed form)

I will inform the Vice-Chancellor, University of Jaffna without delay in the event of any change in my status or living conditions.

Date :

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Signature of the

declarant

PS : a. Strike out whichever is inapplicable where alternative is given.

b. The document of nomination or revocation should be in the form prescribed by the ETF Board.