



DHANAMANJURI UNIVERSITY,  
MANIPUR  
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**C I R C U L A R**

Imphal, the 23<sup>rd</sup> October, 2024

No.3/22/2018-DMU/2024/EPF: 13 It is hereby notified for information to all concerned that the employee personnel files are required to be maintained for all the newly recruited employees of the Dhanamanjuri University. In this regard, the following documents are to be submitted:

- a) Form No.: 3 (Details of Family)
- b) Copy of Aadhaar (Self and Family)
- c) Copy/Copies of relevant Advertisement for the post applied
- d) Copy of Appointment Order
- e) Copy of Initial Joining
- f) Copy of Allocation of Posting
- g) Copy of Posting Joining Report
- h) OBC/SC/ST certificate at the time of joining
- i) Copies of Educational Certificates and Marksheets
- j) 2 (two) recent colour Passport-size photos.

The above documents are to be submitted on or before 9<sup>th</sup> November, 2024 at the following office:

- Teaching Staff: Faculty Section
- Non-Teaching staff: Administration Section.

This is issued with the approval of the competent authority.

*K. Devishri*

( Kangjam Devishri )  
Assistant Registrar, Admin  
Dhanamanjuri University

Copy to: -

1. P.S. to the Vice Chancellor, DMU
2. P.A. to the Registrar, DMU
3. All Principals, DMU (with a request to inform the newly recruited employees)
4. Guard File

**FORM No.3**  
**Details of Family**

[See Rule 54 (12) of CCS (Pension) Rules, 1972]

Name of the Government servant: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Details of the members of my family as on: \_\_\_\_\_

S. 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)
1					
2					
3					
4					
5					
6					
7					
8					
9					

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

Signature of Government Servant

Place:

Date:

\* Family for this purpose means family as defined in clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972.

**Note:** Wife and husband shall include respectively judicially separated wife and husband.