

Annexure-5**DECLARATION FOR SEEKING TRANSFER BENEFIT OF SINGLE PARENT**

I, Sh./Smt/Ms..... (name of the employee), (post), solemnly declare that I am a single parent of my ward(s) and furnish the following details:

S.N.	Particular	Details to furnish
1	Name of the ward(s)	1. 2. 3.
2	Age of the ward(s)	1. 2. 3.
3	Reason for being Single Parent :	Divorce/ Legal Separation/ Adoption/ Death of Spouse (strike out whichever is not applicable)
4	Relevant documentary proof attached: Any of the following document to be attached for claiming for transfer benefit: Legal document for divorce/ Legal separation documents/ Legal adoption document for adoption/ Death certificate for Death of spouse	(Mention the Type/Name of document attached)

The relevant documentary proof for claiming the transfer benefit under single parent is enclosed also.

Signature of the employee

Date:

**Verified by ASO/SSA/JSA/Any employee delegated by
the Controlling Authority**

Signature:

Name:

Designation:

Countersigned by the Controlling Officer with stamp

Name:

Designation: