

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

Signature of the Controlling Officer with stamp

Date: