



अंग्रेज़ी एवं विदेशी भाषा विश्वविद्यालय
हैदराबाद - ५०० ००७
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500007

No.EFLU/Admn./F.No.19/2025/ 22

03.04.2025

CIRCULAR

All the Faculty and Non-Teaching Staff who are on rolls including all the entitled Pensioners of the University are hereby informed that:

1. All the employees who are on rolls shall submit a family declaration every year consisting of the updated information of their family members.
2. All the pensioners and family pensioners should safeguard the medical ID Card given to them at the time of retirement and keep informing the office in the event of the following incidents and get updated their Medical ID Card accordingly:
 - a. A change of address
 - b. Details of sons who completed 25 years or started earning, whichever is earlier.
 - c. Details of married daughters or started earning, whichever is earlier.
3. In case of loss of the Medical Card, it should be immediately reported to the Registrar, EFL University and to the nearest Police Station.
4. Misuse of this facility is an offence. If so, the University may debar all the dependents and self for availing the facility and also take appropriate action against the retired employee as per rules
5. "Family" means wife or husband, as the case may be, parents, children and step children wholly dependent upon the University employee.
6. Family does not include any other dependent relations such as brother, sister, widowed sister, etc. the term 'Parents does not include "Step parents". The term "Children" will include children adopted legally.


REGISTRAR I/c

To
All Notice Boards

Copy to:

1. The Director, Regional Campus, Shillong
2. The Director, Regional Campus, Lucknow
3. The Chairperson, Health Advisory Committee
4. The Finance Officer I/c
5. The Medical Officer, University Health Centre
6. The Nodal Officer for Maintenance of the University Website - with a request to upload the circular on the website
7. The PS to the Vice Chancellor
8. The PA to the Registrar
9. Office Order File