



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &
TECHNOLOGY, HISAR**
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited State Govt. University

NOTICE

It has been observed that some employees have not mentioned the name of actual legal heir(s) in their service book whereas some of them who were unmarried at the time of entry in the university service, have mentioned the name of Mother/Father/Brother, etc. In a case of some unfortunate incident with a university employee in the recent past, the university has faced problems in releasing service benefits of the deceased to his legal heir in the absence of proper nominations in this regard.

Therefore, in order to avoid delay in such matters, all the teaching/non-teaching employees are requested to ensure that they had provided the details relating to their legal heir(s). If not, they may submit a list of legal heir(s) as well as the family member's dependent upon him/her. In case of dependents, an undertaking may also be given by the employee that the dependent(s) mentioned in the list are fully dependent on him/her and are not getting any income/pension from any sources. The non-teaching/teaching staff who have either not already provided the above information in their service record or wishes to change the name of legal heirs are requested to submit the list to their concerned branches. The non-teaching employees may submit the requisite information to the Establishment Branch.

Deputy Registrar (Faculty)
For Registrar

Endst.No.F-I/19/3267-3317

Dated: 9-4-2019

Copy of the above is forwarded to the following for information and necessary action:-

1. All the Directors, HSB, DDE, UGC-HRDC, GJUS&T, Hisar
2. All the Chairpersons/Incharges of the University Teaching Departments, GJUS&T, Hisar
3. The Librarian, University Library, GJUS&T, Hisar
4. All the Branch Officer, GJUS&T, Hisar
5. The Joint Director (Audit), GJUS&T, Hisar
6. Secretary to the Vice-Chancellor (for kind information of the Vice-Chancellor) GJUS&T, Hisar
7. P.A to Registrar (for kind information of the Registrar) GJUS&T, Hisar

Deputy Registrar (Faculty)
For Registrar