

## **DOCUMENTS TO BE ATTACHED WITH MEMBERSHIP FORM**

To obtain membership, a prescribed pro forma has to be filled up by University employees/students along with payment of the prescribed subscription fee. A specimen of application form is enclosed (Annexure I-II).

### **1. University Employee**

#### **(a). In service employees**

Academic and Non-academic employees are required to submit properly verified Application Form, from their respective department/college alongwith following documents:-

- i. Copy of Appointment Letter/Copy of Identity Card
- ii. Date of Birth Certificate of wife and children(s)
- iii. Two copies of recent passport size photographs of each book-holder
- iv. Certificate from the work place of spouse in case s/he is working, mentioning that s/he will not avail any medical facility from her/his organization.

The subscription for membership for initial one month has to be deposited in cash in the Health Centre office (Room No. 32) between 10:00 a.m. to 12:30 p.m. along with the application form. The subscription for subsequent months will be immediately forwarded to W.U.S. Health Centre by their respective College. Monthly Schedules depicting Health Centre Contribution along with token numbers from Finance – I and Finance – II are to be immediately forwarded to W.U.S. Health Centre.

#### **(b) Retired employees**

A retired employee is required to submit a properly verified Application Form along with following documents:-

- No Dues Certificate from W.U.S. Health Centre
- Two copies of recent passport size photographs of each book-holder

The Pay Band and Grade Pay at the time of retirement must be mentioned clearly on the Application Form.

10 years subscription is taken as Life Membership fees only for the Retired Employees, which is also payable year wise without any break or lump-sum payment at the time of retirement. The amount has to be paid in Cash or by Cheque/Demand Draft in favour of Registrar, University of Delhi and has to be deposited in the Office of the W.U.S. Health Centre.

### **2. Students registered in full time Courses**

They are required to submit the following additional information along with the regular Application Form:

- Photocopy of the College /Department fee receipt.
- Photocopy of the College / Departmental Identity Card.
- Two latest passport size photographs.

### **3. Students registered in diploma/ part time /correspondence Courses**

Students pursuing diploma / part-time /correspondence courses are not eligible for Health Centre Membership.