

No. 42011/1/2014-DCH/Estt-I  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner for Handlooms

Udyog Bhawan, New Delhi  
Dated the 18<sup>th</sup> September 2014

**OFFICE MEMORANDUM**

Sub:- Availability of different forms on website of Office of the Development Commissioner for Handlooms- regarding.

The following essential forms have been uploaded on our website: [www.handlooms.nic.in](http://www.handlooms.nic.in) under the sub-menu 'download forms' :-

1. Earned Leave/medical leave form
2. Joining Report after EL/ML.
3. Tuition fee reimbursement form
4. Medical reimbursement form
5. GPF Advance form
6. GPF withdrawal form
7. LTC advance form
8. Festival Advance form
9. Foreign visit permission seeking form.
10. Child Care Leave
11. Pension papers/forms
12. Family Details form
13. Nomination forms for pension/family pension benefits, including DCRG, Insurance etc.

2. All the Officers and Staff of this office is advised to download the required form(s) from the above mentioned website, as and when required by them.

  
(D L Meena)  
Assistant Director

To

1. All officers/Sectional Heads of Office of D.C. Handlooms..
2. All Staff members of Office of the Development Commissioner for Handlooms.
3. PS to DCHL.