



**Leave Travel Concession Scheme  
Home Town Declaration Form**

(To be filled by the staff member in duplicate and returned to the Establishment Office. Declaration in respect of family member/s made at items 6 below should be supported by some documentary evidence such as copy of ration card, marriage certificate and birth certificate/s of children, brothers and sisters. Staff members becomes eligible for LTC facility only after completion of one years continuous service in the Institution)

1. Name and Computer code : \_\_\_\_\_
2. Designation & Section/Group : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of Joining the Institute : \_\_\_\_\_
5. Scale if pay with basic : \_\_\_\_\_
6. Names of Family Member/s : \_\_\_\_\_

(i.e. wife/husband, children, parents, sisters & minor brothers. Please see note below.)

Sr. No.	Name	Relation	Age	Monthly* Income
1.				
2.				
3.				
4.				
5.				
6.				

\*If drawing pension, please mention only basic pension and attach documentary proof.

7. Name of the Home town  
with address \_\_\_\_\_
8. Nearest Railway Station to  
Home Town \_\_\_\_\_
9. Name and address of nearest relative at  
Home Town phone. No. if any \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Note:

1. 'Family' means a Government servant's wife/husband, unmarried children or stepchildren, wholly dependant upon the Govt. servant whether they are residing with the Govt. servant or not. Married daughters, who have been divorced, abandoned or separated from their husbands, if residing with and wholly dependant upon the Govt. Servant. Unmarried minor brothers, unmarried divorced, abandoned, separated from their husbands or widowed sisters residing with the wholly dependant on the Govt. Servant provided their parents are either not alive or are themselves wholly dependant on the Govt. Servant.
2. Income from all sources in case of each dependant should not exceed Rs.1500 p.m.

**For Office Use Only**

The above particulars have been verified with office records and found to be correct. Copies of the ration card, marriage certificate and birth certificates of children, brothers and sisters are placed in the file. Establishment Officer may kindly see.

Signature: \_\_\_\_\_