



## Tezpur University

### **Form of Declaration of Home Town**

**[See MoHA O.M. No. 43/15/57-Estts. (A) dated 24-06-1958]**

I, ..... hereby declare that my home town is at the place as shown below for the purpose of availing Leave Travel Concession for self and family as notified in the Govt. of India, Ministry of Home Affairs, New Delhi O.M. No. 43/1/55/Estts - (A) Part II dated 11-01-1956.

State	District	Town	Village	Nearest Railway Station

The reasons for declaring the above place as my home town are -

- (i) that I am required to visit the place frequently for discharging my domestic and social obligations.
- (ii) that I own residential property in this place/ that I am a member of a joint family having residential property there.
- (iii) that my near relatives are residing at this place more or less on a permanent basis.
- (iv) that I had been living in the place for ..... years prior to entry into Govt. service.

I, further, assure that in case I feel necessity for \* change in place of my home town at any time during my service tenure, I shall take care of the above parameters, while applying for the same in the prescribed form.

Place : ..... Signature of the employee .....

Date : ..... Name (in Block letters) .....

Designation.....

***ATTESTED***

Place : ..... Signature of the Attesting Officer .....

Date : ..... Name (in Block letters) .....

Designation.....

**Note :- (1) Please (✓) mark whichever is applicable.**

**(2) \* Change in the place of home town is admissible only once in entire service tenure**