

**Government of India**  
**Ministry of Communications & Information Technology**  
**Department of Information Technology**  
**National Informatics Centre**  
**A-Block, CGO Complex, Lodhi Road, New Delhi – 3**

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

01.	Name	
02.	Emp. Code No.	
03.	Designation	
04.	Date of Birth	
05.	Date of Joining	
06.	Headquarters	
07.	Marital Status	
08.	Number of family members (i.e., wife or husband as the case may be & children parents, sisters & minor brothers residing with and wholly dependent upon the Government Servant with their ages).	
09.	Address of Home Town (with complete address in Block letters	
10.	Nearest Railway Station	
11.	Distance from Headquarters	
12.	Certified that the income of Father, Mother, Sister / Minor Brothers does not exceed Rs.1,500/- per month from any other source.	

**(Signature of Government Servant)**

**Dated :**