

**APPLICATION FOR CHANGE OF HOME TOWN FOR LTC PURPOSE**

1. Name of the Teacher employee with designation : \_\_\_\_\_  
\_\_\_\_\_
2. Permanent Address as per Service Book : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Home Town declared for L.T.C. purpose as per Service Book .....: \_\_\_\_\_
4. New Home Town purposed for LTC Purpose .....: \_\_\_\_\_
5. Mention the grounds out of the following under which proposed change in Home Town has been sought.....: \_\_\_\_\_
  - a) Whether the place declared by the Government Servant is the one which requires his physical presence and intervals for discharging various Domestic and social obligations, and if so, whether after his entry into service, the Govt. Servant had been visiting that place frequently. \_\_\_\_\_
  - b) Whether the Government Servant owns Residential Property in that place or whether he is a member of a joint family having such Property there? \_\_\_\_\_
  - c) Whether his near relations are permanently residing in that place?..... \_\_\_\_\_
  - d) Whether prior to his entry into Government Service, the Government Servant had been Living there for some years?..... \_\_\_\_\_

**NEW HOME TOWN ADDRESS**

\_\_\_\_\_  
Signature \_\_\_\_\_  
Name of the  
employee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that particulars furnished by  
Shri/Smt./Kum. \_\_\_\_\_  
are correct as per his/her service record. He / She had changed / has not changed his / her Home Town before, in his / her entire service.

Dated: \_\_\_\_\_

( PRINCIPAL)

Countersigned by:

(Office Seal)

\_\_\_\_\_  
(DC, KVS, Regional Office)