

APPLICATION FOR CHANGE OF DECLARED HOMETOWN

1.	Name:	
2.	Emp. ID.	
3.	Designation:	
4.	Department/Centre/Section	
5.	E-mail Address/Mobile No:	
6.	Home Town (Present):	
7.	a) Home Town (Proposed):	
	b) Nearest Railway Station:	
8.	Document proof (Xerox copy) for home town change to be enclosed:	Ration Card / Voters ID / UIAI / Gas Connection / EB Card
9.	Tick the appropriate criteria:	
a.	Whether the place now proposed to be declared is one which requires your physical presence at intervals for discharging various domestic and social obligations:	
	After entry in Government Service, how often you have visited this place:	
	When did you last visit the place:	
b.	Do you own residential property at this place:	
c.	Are you member of a joint family having such property there at the place now proposed:	
d.	Whether your near relatives are residing there:	
	What is the relationship:	
	Are these relatives residing at this place more or less on a permanent basis:	
e.	Did you reside at this place prior to your entry into Govt. Service? If so, the period for which you reside there:	

I declare that the above information is true to the best of my knowledge and belief. I understand that the request for change of Home Town is allowed only once during the service and therefore, I will not request for change of Home Town for LTC in future.

Date:

Signature of the Employee

Forwarded by Head of Depts/Centres/Sections