



**NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI**  
(Erstwhile Rashtriya Sanskrit Vidyapeetha)  
(A Central University Established by an Act of Parliament)

**Home Town Declaration**

(At the time of Joining)

I declare that my "Home Town" for Leave Travel Concession is furnished below:  
(In Block Letters)

Name of Town/Village : \_\_\_\_\_  
Flat/Door No. : \_\_\_\_\_  
District : \_\_\_\_\_  
State : \_\_\_\_\_  
Nearest Railway Station : \_\_\_\_\_

Reasons: Permanent residence to near relatives/ownership of immovable property.

Place: \_\_\_\_\_ Signature : \_\_\_\_\_  
Date: \_\_\_\_\_ Name (Block Letters): \_\_\_\_\_  
Designation : \_\_\_\_\_  
Phone No. : \_\_\_\_\_

Reasons such as "Permanent residence of near relatives like Brother etc." Ownership of immovable property etc.

**ACCEPTED**

**Drawing & Disbursing Officer**  
**National Sanskrit University, Tirupati.**

Definition of term "Home Town" for the purpose of Leave Travel Concession in view of Ministry of Home Affairs Memo No. 43/715/57/Exits(A) dated 24.06.1958 received under F.No. 30/189/58 (Co-ord 372) dated 12.07.1958. The declaration may be made based on the criteria given below.

- (i) Whether the place declared by Government servant is the one, which requires his physical presence at intervals of discharging various domestic and social obligations, and if so, whether after his entry into service, the Government servant had been visiting that place frequently.
- (ii) Whether the Government servant owns residential property in that place or whether he is a member of a joint family having such property there.
- (iii) Whether his near relations are resident in that place.
- (iv) Whether, prior to his entry into Government service, the Government servant has been living there for some years.