

**GOVERNMENT OF WEST BENGAL**  
Personnel & Administrative Reforms Department, I.A.S.Cell,  
Nabanna, 325, Sarat Chatterjee Road, Mandirtala, Howrah-711 102.

No.433-PAR (IAS)/4A-01/15

Dated, Howrah, The 13<sup>th</sup> March, 2015.

From: **O.S.D. & Ex Officio Joint Secretary,**  
P&AR Department,  
Government of West Bengal

To : Shri.Smt./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub : Declaration of Home Town in respect of IAS Officers**

Sir/Madam,

I am directed to request you to submit a declaration, in the prescribed proforma, of your Home Town (City/Village) mentioning therein clearly if there is any change of Home Town as declared previously by you and henceforth, to prefer your claim for LTC, if any, in accordance with AIS(LTC) Rules, read with D.O.P.T. Order F. No. 31011/4/2014-Estt.(A. IV), dated 19.06.2014, in the format as enclosed.

Yours faithfully,



OSD & Ex Officio Joint Secretary  
Govt. of West Bengal

No.433/I-PAR (IAS)/4A-01/15

Dated, Howrah, The 13<sup>th</sup> March, 2015.

Copy forwarded for information and necessary action to the O.S.D. & Ex Officio Joint Secretary, S/R & A/Cs Cell, P&AR Department.



OSD & Ex Officio Joint Secretary  
Govt. of West Bengal

**HOME TOWN DECLARATION FORM**

**[OM No. 43/15/57-Estts. (A) dated 24-6-1958]**

I, \_\_\_\_\_ hereby declare that my home town is at the place as shown  
below for the purpose of availing my self of the Leave Travel Concession purpose.

State	District	Town	Village	Nearest Railway station	Whether any change in home town has been made

**Signature of the Government employee**

**Signature of Head of Office**

**Date : .....**

**Designation : .....**

**Nomination by : .....**

**Designation : .....**

**Date of receipt of nomination : .....**