



INDIAN INSTITUTE OF TECHNOLOGY - MADRAS
Chennai 600 036

(Declaration of “HOMETOWN” for the purpose of Leave Travel Concession)

To
The Registrar,
Indian Institute of Technology,
Madras- 600 036.

Sir/Madam,

I _____ employed in the Institute
(Name)
as _____ declare _____ in
the District of _____ in the State of _____
as my HOMETOWN for the purpose of Leave Travel Concession for the reasons given below:

REASONS:

DATE:

SIGNATURE OF THE INSTITUTE EMPLOYEE

NOTE: I. HOMETOWN of an Institute employee is the place where he/she would normally reside but for his/her absence from such a place for service in the Institute. HOMETOWN for the purpose of Leave Travel Concession shall be the permanent HOMETOWN town or village as entered in the ServiceBook or any other appropriate official record of the Institute employee concerned or any other place declared as HOMETOWN duly supported by reasons.

A place may be declared as HOMETOWN if any one of the following reasons are satisfied:

1. It is the permanent residence of near relatives for example: Parents, brothers etc.
2. It is the place where he/she owns immovable property (the nature of such property to be mentioned).
3. It is the place which requires his/her physical presence at intervals for discharging various domestic and social obligations and which he/she has been visiting frequently after his/her entry into service.
4. It is the place where he/she owns residential property or he/she is a member of a joint family having such property there.
5. It is the place where prior to his/her entry into Institute's service, the Institute employee has been living for some years. (The number of years spent in that place prior to his/her entry into the Institute service to be given).
6. It is his/her native place.

II. The declaration of 'HOMETOWN' once made shall ordinarily be treated as final.