

INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY  
(Council of Scientific & Industrial Research)  
BHUBANESWAR - 751013

**FORM OF DECLARATION OF HOME TOWN**

1. I, \_\_\_\_\_ appointed as \_\_\_\_\_ in the Institute of Minerals and Materials Technology, Bhubaneswar with effect from \_\_\_\_\_ hereby declare \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ as my Home Town for the purpose of availing Leave Travel Concession.

2. The reasons for declaring \_\_\_\_\_ as my Home Town is:

1. \_\_\_\_\_ is my place of birth.

2. I hold immovable property of the following description.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

3. \_\_\_\_\_ is the permanent residence of my near relatives: e.g. parents, brothers, etc. whose name and addresses are as follows:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

3. The number of members in my family who will be availing Leave Travel Concession as follows:

Sl. No.	Name	Relationship	Date of Birth	Age as on date

4. The distance from \_\_\_\_\_ to Bhubaneswar is \_\_\_\_\_ K Ms.

Dated \_\_\_\_\_

Signature of the candidate

Countersigned/Approved

Section Officer  
IMMT, Bhubaneswar