

F.No. RGNAU/5110/02/Admin/Part

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY


Notification No. RGNAU/ESTT/2026/15 Dated 20th January 2026

Sub: Declaration of Home Town for the purpose of availing LTC.

The undersigned is to convey that the Vice Chancellor has approved the Form for declaration of Home Town for the purpose of availing LTC as per the rules and regulations of University. A copy of the ibid Form is attached herewith.

Accordingly, all the Teaching/Non-Teaching Staff are requested to submit the duly filled in and signed form, if not submitted earlier, **on or before the end of January 2026.**

Encl: As above.


कुलसचिव/Registrar
20/1/26

To,
All Teaching & Non-Teaching Staff

Copy to:

1. Officer on Special Duty (AAE & HR)
2. System Analyst – for uploading it on the website.
3. PS to the Vice Chancellor
4. Office Order File



राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

गृह नगर घोषणा/HOME TOWN DECLARATION

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

मैं, _____ एतद्वारा घोषणा करता/करती हूँ कि मेरा गृह नगर नीचे दिए गए स्थान पर है, जैसा की सरकार में अधिसूचित यात्रा रियायत का लाभ उठाने के उद्देश्य से भारत सरकार, गृह मंत्रालय, नई दिल्ली के कार्यालय ज्ञापन सं. 43/1/55/एस्टट्स-(ए) भाग- II दिनांक 11-1-1956 के माध्यम से अवगत कराया गया है।

I, _____ hereby declare that my home town is at the place as shown below for the purpose of availing myself of the Travel Concession as notified in the Govt. of India, Ministry of Home Affairs, New Delhi O.M. No. 43/1/55/Estts-(A) Part-II dated 11-1-1956.

राज्य का नाम/ Name of State	(जिले का नाम)/ Name of the District	(पूरा पता)/ Complete Address	रेलवे स्टेशन का नाम / Name of the nearest Railway Station	टिप्पणियां/ Remarks
1.	2.	3.	4.	5

मेरे परिवार के आश्रितों का विवरण इस प्रकार है:

The details of my family dependents are as under: -

क्र.स. Sr.N.	नाम/Name	जन्मतिथि/ DOB	सम्बन्ध/ Relation	केवल आश्रित अभिभावकों के मामले में। क्या वे पूरी तरह से कर्मचारी पर आश्रित हैं*/ In the case of dependent parents only. Whether they are wholly dependent of the staff member *

*The definition of the dependent is given in the reverse side of this form.

हस्ताक्षर/Signature:

कर्मचारी का नाम/Name of the Employee:

पदनाम/Designation:

कर्मचारी संख्या/Employee Code:

दिनांक/Date:

सेवा में/To,

कुलसचिव(Registrar)

राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय/Rajiv Gandhi National Aviation University

फुर्सतगंज, अमेठी/Fursatganj, Amethi

-: Note :-

The term **"Family"** defined in the CCS(LTC) Rules, 1989 as under:

"Family" means: -

- a) the Government servant's wife or husband, as the case may be, and two surviving unmarried children or stepchildren wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;
- b) married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the Government servant;
- c) parents and/or stepparents (stepmother and stepfather) who are wholly dependent on the Govt. employees, irrespective of whether they are residing with the Government employee or not.
- d) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

Further, the term **"wholly dependent"** defined as under:

"A member of family whose income from all sources, including pension, temporary increase in pension does not exceed minimum pension (presently Rs. 9000/- per month as per 7th CPC) and Dearness relief (DR) thereon, is deemed to be wholly dependent on the Government employee."
