

**O/O THE PRINCIPAL DISTRICT & SESSIONS JUDGE(SOUTH) : DELHI**

**PRIOR INTIMATION FOR AVAILING LTC/HOME TOWN**

- 1 NAME OF THE OFFICER/OFFICIAL \_\_\_\_\_
- 2 FATHER'S/HUSBAND'S NAME \_\_\_\_\_
- 3 DESIGNATION \_\_\_\_\_
- 4 EMP. CODE \_\_\_\_\_
- 5 PLACE OF POSTING \_\_\_\_\_
- 6 DATE OF PERMANENT JOINING \_\_\_\_\_
- 7 BLOCK YEAR FOR WHICH LTC/HOME TOWN  
IS INTENDED TO BE CLAIMED \_\_\_\_\_
- 8 COMPLETE HOME TOWN ADDRESS, IF ANY \_\_\_\_\_
- 9 PLACE TO VISIT \_\_\_\_\_
- 10 DATE OF OUTWARD JOURNEY \_\_\_\_\_
- 11 DATE OF INWARD JOURNEY \_\_\_\_\_
- 12 **DETAIL OF FAMILY MEMBERS FOR WHICH LTC/HT IS INTENDED TO BE CLAIMED**

S.NO.	NAME OF FAMILY MEMBERS	AGE/ D.O.B.	RELATIONSHIP WITH OFFICER/ OFFICIAL	EMPLOYMENT STATUS OF FAMILY MEMBERS, IF IN SERVICE, N.O.C. BE PROVIDED
1			SELF	
2				
3				
4				
5				
6				
7				

I hereby undertake that the particulars furnished hereinabove are true and correct to the best of my

Dated : \_\_\_\_\_

(SIGNATURE OF APPLICANT)

Mobile No. : \_\_\_\_\_

**Notes :**

1. Officers/Officials are required to print this form back-to-back on a single sheet of paper.
2. Officers/Officials are requested to send this form without the covering letter i.e. R&I Dairy No. to be placed on this form itself.