

Name of College : DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA

Address : P.O.:- Chakshyampur, Debra, Dist. -Paschim Medinipur-721124

H.R.A. Declaration Vide Higher Edn. Dept. Order NO.: 597-Edn (CS), dt. 09.06.99

I do hereby declare that –

1. I am incurring/paying/contributing some expenditure on rent/towards house on property tax or maintenance of the house owned by myself/parents/son(s)/Unmarried daughter(s)/Spouse.
2. I am married/Unmarried/Widow/Widower.
3. I and my spouse are not enjoying any accommodation provided or owned by the College authorities, Universities, Govt. authorities or any Govt. undertaking any statutory or Local Body.
- 3 (a) I am paying Rs..... as rent for accommodation provided by Govt. /any Govt. Undertaking, any statutory or Local Body.
4. My wife/husband is not in service under the Govt. of India or any State Govt. or any undertaking of the Central or any State Govt. or any statutory or Local Body, Education Institution etc.

OR

My wife/husband is employed and the following are the particulars of her/his employment and pay etc. drawn by her/him: -

a) **Name and address of her/his office/Intuition/Organization**

b) **Present pay per mensem, Scale of pay**

Basic Pay on 1st July: _____

Pay Scale: _____

c) **House rent Allowance is drawn by her/him per mensem & date of next increment is as follows:**

HRA: _____

Next Date of increment : _____

OR

My husband/wife does not draw any HRA because:

Date: _____ **Signature :** _____

Name : _____

Designation : _____

I do hereby declare that the particulars given above are true.

Signature : _____

Name : _____

Signature of the Spouse of the employee **Designation :** _____

Note:

1. Please strike out which is not applicable.
2. If the employee or spouse enjoys free/rented accommodation/Quarter, then the employee will not be entitled to get HRA.
3. Attested Xerox copy of the Certificate of HRA issued by the employer of the spouse should be furnished.

.....
Signature of the appointing authority of the Spouse with seal

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Signature of the head/Employer of the College with seal