

Dum Dum Motijheel College

1, Motijheel Avenue, Dum Dum, Kolkata - 74
Phone : 2551-2585

H.R.A. Declaration vide Higher End. 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, Educational Institution etc.

OR

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

- a) Name and address of her/his office / Institution / Organization -

- b) Present pay per mensum, scale of pay -

- c) House rent Allowance drawn by her /him per mensum & dt. of next increment.

OR

My husband/ wife does not draw any HRA because

Date :

Signature : _____

Name : _____

Designation : _____

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

Signature of the Spouse of the employee.

Signature : _____

Name : _____

Designation : _____

Note : (1) Please strike out which is not applicable.

(2) If the employee or spouse enjoys free/rented accommodation /Quarter, than 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 furnihsed .

Signature of the appointing authority
the spouse with seal.

Signature of the Head / Employer of the
College with seal.