

# Jadavpur University

## DECLARATION IN RESPECT OF HOUSE RENT ALLOWANCE AS PER G.O. NO. 502-Edn(U) dated 28.08.2009

I..... do hereby declared and certify that:

- 1) I live in a house owned by me,
- 2) I live in a rented house and the rent paid by me,
- 3) I live in a house rented/owned by my parents/spouse/relatives and I contribute towards the rent/ maintenance & taxed of the house.
- 4) I am staying in University Quarter allotted for me with a monthly rent of Rs..... at Quarter No .....and address of the Qtr. is.....

**[ Strike out which ever is not applicable ]**

I further declared that :

My wife is an employee of the Central Govt. / State Govt./ .....Govt. Undertaking/ Govt. Aided Educational Institution and is drawing Rs.....

(Rupees.....only) p.m. as HRA & I would like to

draw HRA and I would like to draw HRA @

Rs.....(Rupees.....only) p.m. from

Jadavpur University. Details are as under:

- 1) Name of the Spouse:.....
- 2) Name of the Employer of Spouse:.....
- 3) Address & Phone No. of employer:.....

**Date:**

**Signature:.....**

a) Employee Code..... b) Designation :.....

c) Salary Registrar: .....d) Department :.....

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### FOR OFFICE USE

Amount of HRA allowed : Rs.....p.m.

The HRA is fixed at above figure.

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Dealing Asst. Pay

Suptd. Pay Section

Dy. Finance Officer/ Finance Officer