

JADAVPUR UNIVERSITY

KOLKATA – 700032

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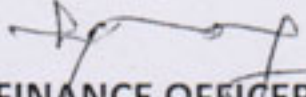
CIRCULAR ON HRA CERTIFICATE OF SPOUSE

As directed by the AG-Audit and on approval of the Authority, attention of all concerned are invited to the norms of submission of HRA certificate annually from the employer of the spouse. We do accept the declaration every year for such restrictive payment of HRA (Ceiling of Rs.6,000/- to be drawn by both Husband and wife, in a Govt. /Semi-Govt. establishment); but from this time onwards, the HRA drawn by the spouse need to be certified the employer of the spouse [HRA drawn in July 2017].

An employee, whose spouse is working in any Government or Semi-Government Organization where HRA is allowed as separate element, is required to submit a HRA certificate of the spouse mentioning the HRA amount with Basic Pay, he/she actually drawn to decide his/her actual amount of HRA in this University. Those get the HRA fixed at both employment need also to confirm on the same process.

In this respect, it is informed to all concerned employees (Teaching, Non-Teaching and Officers) that it is now compulsory to submit their 'HRA declaration Form', to be obtained from the Pay Section, every year in July; where a certificate from the employer of the spouse is to be enclosed, on the HRA drawn by his/her spouse elsewhere in July this year. Such documents should reach Pay Section within 18th August 2017; failing which the HRA will be stopped from the Salary of August 2017.

All Associations are hereby requested to circulate it for information of all concerned and compliance thereof, so that no one is left-out in paying their entitled HRA in the month of August 2017. Co-operation of all concerned is solicited for smooth execution of the instruction of AG.


FINANCE OFFICER