

JADAVPUR UNIVERSITY
KOLKATA – 700 032

Ref. No.: REC / N / 093 / 2020
Dated: 05.03.2020

CIRCULAR ON HRA CERTIFICATE OF SPOUSE

For the implementation of the revised Pay Scale, a revised declaration is necessary for enhancement of ceiling of HRA from Rs.6,000/- pm to Rs.12,000/- pm. Concerned Govt. orders are as follows:

For the Teachers: G.O.No.: 1306(22)-Edn.(U) /EH/1U-77/17 dated 30/12/2019

For Non-Teaching staff: G. O. No.:198(22)-Edn(U)/EH-1U-09 /2020 dated 19.2.2020

For the Officers: 173(22)-Edn.(U)/EH/1U-59/19 dated 14/2/2020

Attention of all concerned [Teachers, Non-Teaching & Officers] are invited to the norms of submission of declaration of HRA, to abide by the ceiling, when their spouse is employed in the Govt. and Govt.-Aided Institutions/Undertakings etc.

HRA Certificate from the employer of the spouse is essential for the restrictive ceiling of HRA (Ceiling of Rs.12,000/- Rupees Twelve thousand only to be drawn by both Husband and wife, in a Govt./Semi-Govt. establishment), to be applicable from 1.1.2020.

An employee, whose spouse is working in any Government or Semi-Government Organization/Undertaking/Government Aided Institute 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 payable 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', by 16th March 2020, where a certificate from the employer of the spouse is to be enclosed, on the HRA drawn by his/her spouse elsewhere in January this year. Such documents should reach Pay Section within 16th March 2020, falling which the enhanced HRA can't be paid.

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 during the implementation of Pay Revision 2020. Co-operation of all concerned is solicited for smooth execution of the process.


FINANCE OFFICER

To

All Section/Unit/Deptt. [incl. Salt Lake Campus]

All Associations (Teaching, Non-Teaching & Officers) – for co-ordination and wide circulation amongst the members.

Pro-Vice Chancellor /Vice-Chancellor– for information please.