

UNIVERSITY OF NORTH BENGAL

FINANCE OFFICER



“ENLIGHTENMENT TO PERFECTION”

Ph No. (0353) 2776 364
Fax No. (0353) 2776 312
P.O. North Bengal University
Raja Rammohanpur
Dist. Darjeeling- 734 013

FINANCE BRANCH

Ref. No. F/Misc.-HRA-1/467-07 /1070 /F-16

Date: 18-07-2016

C I R C U L A R

In pursuance of the decision of the Executive Council meeting dated 12-10-2007 under item no.11 all the University Employees eligible to draw House Rent Allowance as per G.O. No. 502-Edn(U), 78-Edn(U) & 700(12)-Edn(U) dated 28.08.09, 23.02.10 & 10.12.09 respectively are hereby requested to submit the enclosed “House Rent Declaration Form” (which may be down loaded from the University website www.nbu.ac.in) to the office of the undersigned positively by **8th August, 2016** to enable this office to recalculate and extend the appropriate quantum of House Rent Allowance after taking into account the annual increment w.e.f. 1st July,2016. The payment of House Rent Allowance may be kept in abeyance from the month of **August, 2016** in case of failure to submit the House Rent Declaration Form within the afore-mentioned date i.e. **8th August, 2016**

Sd/-
(P.K.Ghosh)
Finance Officer

In communication to:

1. The Hon'ble Vice-Chancellor.
2. All the Head of the Departments/Branches/Centres, NBU with a request to circulate the same to all the employees of their department.
3. Kolkata Camp Office.
4. The Assistant Registrar (C), Jalpaiguri Campus.
5. Circular File.
6. Guard File.

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HOUSE RENT DECLARATION FORM

I _____ do hereby declare & 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 & taxes of the house,
4. I am staying in University Quarter allotted to me at Quarter no. _____.

[Tick ✓ whichever is applicable]

I further declare that

A. I AM MARRIED/NOT MARRIED :

My wife/husband IS NOT IN SERVICE under the Government of India, or any State Government or any Government Undertaking or any Statutory or Local Body, Educational Institution, etc.

OR

B. I AM MARRIED

My wife/husband IS IN SERVICE and following are the particulars of her/his employment and pay, etc., drawn by her/him:

- a) Name of her/his Department/ Office : _____
- b) Address of the Department/Office : _____

- c) Actual HRA drawn by him/her from 01-07-2015 to 30/06/2016 : _____
- d) Present Basic Pay as on 01-07-2016 : _____
- e) House Rent Allowance to be drawn by him/her from 01-07-2016 to 30-06-2017 : _____
(Certificate issued by the employer is attached)

[Strike out whichever is not applicable]

(SIGNATURE OF THE EMPLOYEE)

Name:

Designation:

Department:

FOR OFFICE USE ONLY

Amount of HRA allowed Rs. _____ p.m. w.e.f. 01-07-2016 as per G.O. no 502-End(U) dated 28.08.09/ 78-Edn(U) dated 23.02.10/ 700(12)end(U) dated 10.12.09.

DA

Jr./Sr. Suptd.

AO

A&AO

FO