

# UNIVERSITY OF NORTH BENGAL

ACCOUNTS 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. 413/F.O.-20

Date: 17-08-2020

## C I R C U L A R

It is notified for general information to all concerned of university employees whose spouse is in service and he/she is drawing HRA from his/her institution as per the relevant Govt. Orders, are hereby requested to submit the enclosed 'House Rent Declaration Form' (which may be down loaded from the University website [www.nbu.ac.in](http://www.nbu.ac.in)) to the office of the undersigned positively by 4<sup>th</sup> **September, 2020** 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. 1<sup>st</sup> July, 2020. The payment of House Rent Allowance may be kept in abeyance from the month of **September, 2020** in case of failure to submit the 'House Rent Declaration Form' within the afore-mentioned date i.e. 4<sup>th</sup> **September, 2020**.

  
(S. Das)  
Accounts 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. The Assistant Registrar, Jalpaiguri Campus
4. Kolkata Camp Office.
5. Circular File.
6. Guard File.

UNIVERSITY OF NORTH BENGAL

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 01-07-2019 to 30/06/2020 : \_\_\_\_\_
- d) Present Basic Pay as on 01-07-2020 : \_\_\_\_\_
- e) House Rent Allowance to be drawn by him/her from 01-07-2020 to 30-06-2021 : \_\_\_\_\_  
(Certificate issued by the employer is attached)

[Strike out whichever is not applicable]

\_\_\_\_\_  
(SIGNATURE OF THE EMPLOYEE)

Department: \_\_\_\_\_

FOR OFFICE USE ONLY

Amount of HRA allowed Rs. \_\_\_\_\_ p.m. w.e.f. 01-07-2020 as per G.O. no 1306(22), 232 (22) -Edn (U)/EH/1U -59/19 & 16 F (P1) dated 30.12.2019, 28.02.2020<sup>4</sup> & 02.01.2020.

DA

Jr./Sr. Suptd.

AO

F.O (O)