

Name of the College : **Dum Dum Motijheel College**
Address : 1, Motijheel Avenue, Kolkata 700074
H.R.A. Declaration vide Higher Education Department
Order No.: 597-Edn(CS)dated 09.06.1999

I do hereby declare that –

- 1) I am incurring/ Paying/ Contributing some expenditure on rent/ towards house on property tax or maintenance of the house owned by myself/ parents/ son(s)/ unmarried daughter(s)/ spouse.
- 2) I am married/ unmarried/ widow/ widower.
- 3) I and my spouse are not enjoying any accommodation provided or owned by the College authorities, Universities, Government authorities or any Government undertaking any statutory or local body.
- 3a) I am paying Rs. as rent for accommodation provide by Government/ any Government undertaking, any statutory or local body.
- 4) My wife/ husband is not in service under the Government of India or any State Government or any undertaking of the Central or any State Government or any statutory or local body, educational institution etc.

OR,

My wife/ husband is employed and following are the particulars of her/ his employment and pay etc. drawn by her/ him:

- a) Name and address of her/his Office/ Institution/Organisation:

- b) Present pay per mensem, scale of pay:

- c) House Rent Allowance drawn by her/him per mensem and date of next increment:

OR,

My husband/ wife does not draw any HRA because

Date: Signature : -----

Name :-----

Designation :-----

I do hereby declare that the particulars given above are true.

Signature : -----

Name :-----

Signature of the spouse of the employee

Designation :-----

Note:

[1] Please strike out which is not applicable.

[2] If the employee or the spouse enjoys free/ rented accommodation/Quarter then the employee will not be entitled to get HRA.

[3] Attested Xerox copy of the certificate of HRA issued by the employer of the spouse should be furnished.

Signature of the appointing authority of the Spouse with seal

Signature of the Head/ Employer of the College with seal