



UNIVERSITY OF CALCUTTA
REGISTRAR'S DEPARTMENT

Memo No:EST./0354/24 (S+L)

Dated:21/06/2022

From

The Deputy Registrar (Acting)
University of Calcutta

To

The Secretary/ Asst. Secretary/
Heads of all the Departments.
University of Calcutta

Sir/Madam,

I am to state that, like previous years in this year also, all categories of staff (Teaching, Non-Teaching and officers) of this University are hereby requested to submit the **House Rent Declaration** as per the enclosed proforma through their respective Head of the Department or Secretary or Asst. Secretary to the concerned Establishment Section (where the Salary Bills of the concerned employee are drawn) within **15 (fifteen)** days for the date of issue of this letter.

You are, therefore, requested to take necessary action in the matter accordingly.

Yours faithfully

D. Das 21.6.22

Dr. Debarati Das
Deputy Registrar(Acting)
University of Calcutta

**UNIVERSITY OF CALCUTTA
DECLARATION FORM FOR HOUSE RENT ALLOWANCE**

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/Widower.
3. I and my spouse are not enjoying any accommodation provided or owned by the College authorities, Universities, Govt. authorities or any Govt. undertaking any statutory or Local Body.
 - a) I am paying Rs.....as rent for accommodation provided by Govt./any Govt. Undertaking, any statutory or local body.
4. My wife/husband is not in service under the Govt. of India or any State Govt. or any undertaking of the Central or any State Govt. or any statutory of Local Body, Educational Institution.

OR

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

a) Name and address of her/his office/Institution/Organization :-

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b) Present pay per month & Scale of pay :-

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c) House rent Allowance drawn by her/him per month & date of next increment :-

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OR

My husband/wife does not draw any HRA because :-

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.....

Date : Signature :

Name :

Designation :

I do hereby declare that the particulars given above are true :-

Signature :

Name :

Designation :

Signature of the Spouse of the employee

Note : (1) Please strike out which is not applicable.

(2) If the employee or 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.

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Signature of the appointing authority
of the spouse with seal

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Signature of the Head of the Department/
Office of the University