



CIRCULAR

No.VSSUT/OOR/ 475 /15

Date: 24/08/15

The University prescribed format along with the certificate format for claiming House Rent Allowance are available in the University Website. The eligible faculty & staff members are requested to download both and submit the filled in formats in the office of Registrar for taking further action at this end.

By order of Vice-Chancellor


Registrar

Memo No.VSSUT/OOR/ 476 (40) /15

Date: 24/08/15

Copy to:

1. All Heads of Offices (HOOs) for information and to circulate among the faculty & staff members of their concerned departments/sections.
2. Dean, F&P for information and to hoist this notice alongwith the format in the University Website immediately.
3. COF, PIC Civil Works ,Office Supdt., PA to Registrar for information and necessary action.
4. PA to VC for favour of information of the Hon'ble Vice-Chancellor.


Registrar

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

APPLICATION FORM FOR THE CLAIM OF HRA

1. Name of Staff member :
2. Designation :
3. Pay Scale and Basic pay :
4. Department :
5. Date of Joining :
6. Designation at the time of joining :
7. Have you allotted the quarter any time : Yes / No
(i) If yes (a) Date of allotment :
(b) Date of occupation :
(ii) If not occupied the reason for not
Occupying :
8. HRA claimed for the period : from to
9. Certificate of Govt. form of HRA is
to be enclosed :
10. **CERTIFICATE** : I certify that all the facts stated above are correct and true to
my knowledge and I have not hidden any fact.

Signature of the
Head of the Deptt./Section

Signature of the Staff

FOR OFFICE USE

The above staff member was not allotted staff quarters during from _____ to _____

Maintenance Engineer

The service matter are verified and allowed house rent allowance

Registrar

**CERTIFICATE IS TO BE FURNISHED BY GOVERNMENT EMPLOYEE FOR THE
GRANT OF HOUSE RENT ALLOWANCE.**

1. I certify that I have not been provided with Government accommodation during the period of in respect of which the house rent allowance is claimed .

I certify that I am incurring expenditure on hiring accommodation for my residential purpose with inkms. of my head quarters in village/town

I am residing in my own house or house owned by me / wife / son / children / father/ mother/ husband.

2. I certify that I have retained my family at my old place of posting and am continuing to incur expenditure on hiring accommodation with in Kms. of my present head quarters.

3. I have been sent on training from.....to..... but I have retained my family in my place of posting. i.e.

4. I certify that my husband / wife is not a Government servant.

Or

My husband / Wife is a Government servant and not drawing house rent allowance although he/she is working in the same head quarters.

(Strike out which is not applicable)

5. I certify that my husband / Wife is also posted at my head quarters and employed at present in the Office of the

..... (Mention the detailed correct address of the Office)

fromto.....and in receipt of the house rent allowance is not receipt of house rent allowance.

Or

My husband/Wife is also posted at my head quarters and employed at Present in the Office of the

(Mention the detailed correct address)from.....to.....

and has been provided with accommodation / has not been provided with accommodation.....(Mention Government/Government Department/Organisation).

Or

My husband / Wife who is a Government servant/employee of Central Government or other organization (mention the detailed address of the organization is not posted at my head quarters.

Date:

Signature of the Officer
Designation:
Present local residential address