



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
HOWRAH – 711 103

No.160F/2023-24/028

Date: 14.07.2023

CIRCULAR

All the Research Scholars (JRF/SRF) of the Institute those are drawing HRA out of the grant provided by the MoE, CSIR, UGC, DST etc. requested to submit their House Rent Declaration for the financial year 2023-24 by **31<sup>st</sup> July, 2023** as per the attached format (Annexure-I for UGC Scholars and Annexure-II for other Scholars) to the Finance Section (Sri Somnath Das - Scholarship/Fellowship Cell).

This is issued with the concurrence of the competent authority.

Sd/- Alok Kumar Maity  
Joint Registrar (Finance)

Copy forwarded for information and necessary action to :

1. Dean-Academic Affairs
2. Heads of the Departments/ Schools /Centres
3. Registrar (Acting)
4. Joint Registrar (Academic)
5. Institute Website
6. File Copy.

Joint Registrar (Finance)

*[Handwritten signature and date]*  
14/07/2023

**ANNEXURE- I**

**H. R. A. Certificate**

**Certificate No. 1**

Certified that Mr./Ms.....is paying house Rent of Rs. ....and is eligible to draw House Rent Allowance @ Rs.....as per university rules

w.e.f.

**Registrar**

OR

**Certificate No. 2**

Certificate that Mr./Ms.....is

Staying independently and, therefore, is eligible to draw House Resent Allowance of

Rs.....minimum admissible to a lecturer as per university rules w.e.f.

**Registrar**

OR

**Certificate No. 3**

Certificate that Mr./Ms. .... has been

Provided accommodation in the hostel. However, he/she could not be provided with

single-seated flat-type accommodation as recommended by the Commission. Hostel fee

@ Rs. ....per month w.e.f. ....is being

charged from him/her.

**Registrar**

If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

**Signature of Awardee**

**Head of Department  
(Seal)**

**Registrar/Principal/Director  
(Seal of University/Institution)**



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**HOUSE RENT DECLARATION**

I, ....., a Research Scholar (JRF/SRF) of ..... having Enrolment No....., do hereby declare that (*put tick-mark whichever is applicable*)–

- (i) I am residing in a house owned by me/spouse/parents.
- (ii) I am enjoying / not enjoying any accommodation provided by the IEST, Shibpur.
- (iii) I am enjoying/not enjoying any accommodation provided by any Government Authority/Local Body allotted in my favour or in favour of my spouse, parents etc.
- (iv) I am paying house rent of Rs..... per month for rental accommodation provided by the landlords.

I also declare that the particulars given above are true to the best of my knowledge and the HRA amount drawn shall be adjusted or refunded by me, if any irregularity is found later.

Date :

\_\_\_\_\_  
Signature of the Research Scholar

Name of the Department :

*Forwarded & Recommended :*

\_\_\_\_\_  
Signature of the Supervisor

\_\_\_\_\_  
Signature of the Head of the Department

\_\_\_\_\_  
(for official use)

House Rent Allowance admissible Rs.....

\_\_\_\_\_  
Signature of Dealing Assistant

\_\_\_\_\_  
Signature of Competent Authority