

**OFFICE OF THE VICE CHANCELLOR  
BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR  
HOWRAH – 711 103**

Memo No.23F/2013-14/165

Date : 13.03.2014


**C I R C U L A R**

**Sub : Submission of H.R.A. Declaration for the year 2014-2015**

To  
All Heads of the Departments  
Bengal Engineering and Science University, Shibpur  
Howrah – 711 103.

All employees of Bengal Engineering and Science University, Shibpur are requested to submit House Rent Declaration in the prescribed format available in Bengal Engineering and Science University, Shibpur Website latest by 31<sup>st</sup> March, 2014 positively.

Drawal of House Rent Allowance may be kept in abeyance w.e.f April, 2014 and onward if no such declaration is received by this office within the aforesaid date from the concerned employees.

  
( Tapan Kumar De )  
Accounts Officer  
BESU, Shibpur,  
Howrah – 711 103

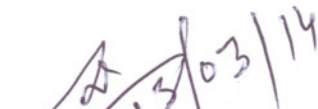
Encl. : H.R. Declaration Format

Memo No.23F/2013-14/165/1(9)

Date : 13.03.2014

Copy forwarded with a request to instruct all Staff working in his Department / Office / Section for compliance the above :

- 1) Registrar
- 2) Finance Officer
- 3) Controller of Examinations
- 4) PICSA
- 5) Workshop Superintendent
- 6) Library In-charge
- 7) Audit Officer
- 8) Executive Secretary to the Vice Chancellor
- 9) C.A.
- 10) Smt. Purnasree Das (for Website)

  
( Tapan Kumar De )  
Accounts Officer  
BESU, Shibpur,  
Howrah – 711 103

**BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR  
HOWRAH – 711 103**

**HOUSE RENT DECLARATION**

**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 my self/parents/son(s)/Unmarried daughter(s)/spouse.
2. I am married/unmarried/Widow/Widower.
3. I am/am not enjoying any accommodation provided or owned by University authorities or any Govt. undertaking or local body or Govt. Housing and allotted in my favour or in favour of my (a) spouse; (b) son; (c) daughter; (d) parents; (e) brothers; (f) sisters; (g) other employee.
4. I am paying rent of Rs..... per month for rental accommodation provided by the landlord.
5. My wife/husband is not in service under the Govt. of India or any state Govt. 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:-

6. A) Name and address of her/his office/  
Institution/Organization \_\_\_\_\_  
\_\_\_\_\_
- B)(i) Present Basic pay per month \_\_\_\_\_
- (ii) Pay Band \_\_\_\_\_
- (iii) Pay in Pay Band \_\_\_\_\_
- (iv) Grade Pay \_\_\_\_\_
- C) House rent allowance drawn by  
her/him per month \_\_\_\_\_
- D) Date of next increment \_\_\_\_\_

OR

7. My husband/wife does not draw HRA because  
\_\_\_\_\_

8. My Basic Pay as on 28.02.2014 is Rs. \_\_\_\_\_ and HRA of Rs. \_\_\_\_\_ drawn by me during the month of February, 2014.

9. I am submitting herewith the last pay certificate issued by the Drawing and Disbursing Officer of my spouse.

Date:

\_\_\_\_\_  
Signature of employee

Name

Designation

Department

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

\_\_\_\_\_  
Signature of employee

Name

Designation

Residential address of employee

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Signature of the spouse of the employee

*(Applicable when spouse is in employment)*

Residential address of spouse of employee

\_\_\_\_\_

\_\_\_\_\_

Note:

1. Please strike out which is not applicable.

[ For Official Use ]

House Rent Allowance Admissible Rs.....(Rupees.....)

.....)

Signature of D.A.

Signature of CA-I

Signature of A.O.

Signature of F.O.