

**Office of the Vice Chancellor
Bengal Engineering & Science University, Shibpur
Howrah-711103.**

Sub: Submission of H.R.A declaration for the Year 2012-2013

To

All Head of the Department
BESUS
Howrah-711103

Employees Submit there House Rent Declaration in the prescribed format available in BESUS Web side latest by 15TH March , 2012.

Drawl of House Rent Allowance may be kept in abeyance w.e.f April '12 and onward if no such declaration is received by this office within the aforesaid date from the concerned employees.

Sri Kartik Chandra Samanta
(Accounts Officer)
BESU, Shibpur
Howrah – 711103

Dated: 01/02/2012

**BENGAL ENGINEERING & SCIENCE UNIVERSITY, SHIBPUR
HOWRAH – 711103**

HOUSE RENT DECLARATION

I do hereby declare that :

1. I am incurring / Paying/ Contribution some expenditure on rent/towards house on property tax or maintenance of the house owned by my self/parent/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 College 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 landlords.
5. My wife/ husband is not in service under the Govt. of India or any state Govt. or any Statutory or Local body, Education Institution etc

OR

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

- 6 . a) Name and address of her / his office/
Institution/Organization _____

- b a) Present pay per month _____
- b) Scale of pay _____
- c) Scale of pay _____
- d) House rent allowance drawn by
her / him per month _____
- e) Date of next increment _____

OR

- 7 . My husband /wife does not draw HRA because _____
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8. My Basic Pay as on 29.02.2012 is Rs: _____ and HRA of Rs: _____
Drawn by me during the Month of February, 2012.

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

Date :

Signature of employee
Name
Designation
Department

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

Signature of the spouse of the employee
(Applicable of the spouse is in employment) Residential address of employee
Residential address of spouse of employee

Signature of Employee
Name
Designation

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-1

Signature of A.O

Signature of F.O

