



# JAMALPUR MAHAVIDYALAYA

A Govt. Aided Degree College

(Affiliated to the University of Burdwan)

ESTD.- 2009

Ref. No. ....

Date. 08/07/2021

## NOTICE

All the full time Teaching and Non Teaching employees of the College are asked to submit the filled in HRA declaration Form to the Office of the undersigned within 6th August instant positively. They are also asked to submit a Pay Slip / Pay certificate for July, 2021 from the employer of their spouse if they are in service of a Govt. / Govt. aided or any sort of Government establishment. This is urgent for next Pay Packet claim to the DPI. The HRA declaration form is attached herewith.

Principal  
Jamalpur Mahavidyalaya  
Jamalpur, Purba Bardhaman

# JAMALPUR MAHAVIDYALAYA

JAMALPUR \* PURBA BARDHAMAN

H.R.A Declaration Vide Higher Edn. Dept. Order No. 597-Edn.(CS) Dt.-09/06/1999

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 /widow/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 or any statutory or local body.

3.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 or the Central or any State Govt. any statutory or local body, education institution etc.

OR

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

a) Name and address of her /his office/ institution/organisation : .....

.....

b)Present pay per mensem Rs. ....

Scale of pay Rs. ....

c) House rent allowance drawn by her /him per mensem Rs. ....

Date of next increment .....

OR

My husband /wife does not draw any HRA because .....

Date .....

Signature .....

Name .....

Designation .....

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

.....  
Signature of the spouse of the employee

Signature .....

Name .....

Designation .....

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.

.....  
Signature of the appointing  
authority of the spouse with seal

.....  
Signature of the Head/Employer  
of the college with seal