

UNIVERSITY OF NORTH BENGAL
HOUSE RENT DECLARATION FORM

I _____ do hereby declare & certify that:

1. I live in a house owned by me,
2. I live in a rented house and the rent paid by me,
3. I live in a house rented/owned by my parents/spouse/relatives and I contribute towards the rent/maintenance & taxes of the house,
4. I am staying in University Quarter allotted to me at Quarter no. _____.

[Tick ✓ whichever is applicable]

I further declare that

A. I AM MARRIED/NOT MARRIED :

My wife/husband IS NOT IN SERVICE under the Government of India, or any State Government or any Government Undertaking or any Statutory or Local Body, Educational Institution, etc.

OR

B. I AM MARRIED

My wife/husband IS IN SERVICE and following are the particulars of her/his employment and pay, etc., drawn by her/him:

- a) Name of her/his Department/ Office : _____
- b) Address of the Department/Office : _____

- c) Actual HRA drawn by him/her from 01-07-2022 to 30/06/2023 : _____
- d) Present Basic Pay as on 01-07-2023 : _____
- e) House Rent Allowance to be drawn by him/her from 01-07-2023 to 30-06-2024 : _____
(Certificate issued by the employer is attached)

[Strike out whichever is not applicable]

(SIGNATURE OF THE EMPLOYEE)

Department:

FOR OFFICE USE ONLY

Amount of HRA allowed Rs. _____ p.m. w.e.f. 01-07-2023 as per G.O. no 1306(22) ,
232 (22) -Edn (U)/EH/1U -59/19 & 16 F (P1) dated 30.12.2019, 28.02.2020 & 02.01.2020.

DA

Jr./Sr. Suptd.

AO

F.O (O)