



THE UNIVERSITY OF BURDWAN

Finance Department

NOTIFICATION

It is notified for all concerned that the employees who have not yet submitted the HRA declaration form in prescribed format regarding H.R.A status of his/her spouse should submit the same within 31.12.2020. The liability for non submission of document and/or hiding of actual status will rest on concerned employees.

By order

Sd/-

Finance Officer

No. F.S. / HRA / (80)/

Dated

Copy forwarded for information & wide circulation amongst the employees under control :-

- 1) The Registrar, B.U.
- 2) The Dean, Faculty of Science, B.U.
- 3) The Dean, Faculty of Arts, B.U.
- 4) All Heads of the P.G. Department, Golapbag, B.U.
- 5) All Officers of the University, B.U.
- 6) The P.S. to the Vice-Chancellor, B.U.
- 7) All Section Superintendents, B.U.
- 8) The Secretary ,W.B.C.U.P.A
- 9) The Secretary ,W.B.U.P.O.A
- 10) The Secretary ,B.U.T.A
- 11) The Secretary ,B.U.O.A
- 12) The Secretary ,S.B.T.S.B.S
- 13) The Secretary ,B.U.K.S.
- 14) The Secretary ,B.U.K.U.

L. Chakrabarti
14-12-2020
Finance Officer



**The University of Burdwan
Finance Department**

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/sons(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 any statutory or Local Body.
3. (a) I am paying Rs.....as rent for accommodation provide 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. 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:-

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

.....
.....

b) Present pay per month, scale of pay-

.....
.....

House rent Allowance drawn by her/him per month

On 01.01.2020.....

On 01.07.2020.....

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.

Name.....

Designation.....

**Signature of the appointing authority/Head of the Institutes
of the spouse with seal.**

Note: (1) Please strike out which is not applicable.

(2) If the employee or spouse enjoy free/rented accommodation/quarter, then the employee will not be entitle to get HRA.

