



# VIVEKANANDA COLLEGE

THAKUPUKUR

**NAAC ACCREDITED GRADE 'A'**

## **NOTICE**

Date: 11/12/2020

All teachers and N.T. staff are requested to submit their HRA declaration form alongwith the payslip of their spouse (if required) positively within 20/12/2020.

Principal

269, DIAMOND HARBOUR ROAD, KOLKATA-700063

E-MAIL: [vivekanandacollege63@gmail.com](mailto:vivekanandacollege63@gmail.com), [vivekananda\\_college@vckolkata63.org](mailto:vivekananda_college@vckolkata63.org)

# VIVEKANANDA COLLEGE

( GOVERNMENT SPONSORED )

269, Diamond Harbour Road, Thakurpukur, Kolkata-700 063

## H. R. A. Declaration vide Higher Education Department Order No. 597 - Edn ( CS ) dt. 09.06.99.

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 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 of 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 / Organisation :

.....  
.....

- b) Present pay per mensem, scale of pay.

...../.....

- c) House rent Allowance drawn by her / him per mensem & dt. 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.....

Name.....

Signature of the spouse  
of the employee

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.