



**VIDYASAGAR UNIVERSITY
MIDNAPORE-721102**

Ref. No. F/ 216 /2025

Date: 11.07.2025

HRA DECLARATION CIRCULAR 2025

All employees in substantive posts are hereby requested to submit a **mandatory HRA Declaration** in the enclosed proforma given overleaf (also available in the university website) to the office of the undersigned **latest by 8th August 2025**.

Earnest co-operation is highly solicited for smooth release of salary. **Non-compliance may lead to stoppage of HRA payment from the month of August 2025.**

- See overleaf for the proforma

Sd/
Finance Officer

Copy to All Academic & Administrative Heads with a request for wide circulation among all the employees in substantive posts


Finance Officer
FINANC OFFICER
VIDYASAGAR UNIVERSITY
Midnapore-721102

Handwritten note:
11/8/25



VIDYASAGAR UNIVERSITY MIDNAPORE-721102

Emp Code:

H.R.A. Declaration 2025

[vide Higher Education Dept. order nos. 1306(22) Edn(U) dated 30.12.2019 (for teachers), 173(22) Edn(U) dated 14.02.2020 (for officers), 198(22) Edn(U) dated 19.02.2020 (Non-teaching) & 8012 F(P2) dated 27.12.2018]

I, do hereby declare that:

A. I am **Married** / **Not Married**. (Strike out which ever is not applicable)

The **Name of my Spouse** :

B. My spouse is **Employed** / **Not Employed** in any institution governed by the rules and orders of the Govt. of West Bengal / Private establishment where HRA is allowed as separate element and following are the particulars of her/his employment:

| | |
|---|--|
| a) Name of employer with Address and Tel. No : | |
| b) Date of Joining : | |
| c) Basic Pay (as on 1 st July 2025): | ₹ |
| d) House Rent Allowance : (as on 1 st July 2025) | ₹ |
| e) Date of Next Increment : | |
| f) Enjoy Govt. accommodation / HRA quarter | Yes / No |
| g) Is there any specific order regarding drawal of Full HRA by both | Yes / No (if yes, enclose a copy of the order and declaration) |

Verified & Signed

Signature of the spouse

Signature of employer of spouse under office seal

I do hereby declare that the particulars given above are true to the best of my knowledge.

Date:

Signature (VU Employee)