



VIDYASAGAR UNIVERSITY MIDNAPORE-721102

Ref. No. F...264/14..

Dated 02.07.2014

CIRCULAR

It is hereby informed to all concerned (regular employees on substantive posts) that a **Declaration of H.R.A.** [vide Higher Education Dept. order no. 502 Edn(U) dated 28.08.09 (for teachers); 78 Edn(U) dated 23.2.10 (for Officers) and 700(12) Edn(U) dated 10.12.09 (for Non-teaching employees)] is to be submitted in the enclosed proforma (also available in the university website) to the office of the undersigned **latest by 14th August, 2014** without any fail.

Earnest co-operation is highly solicited for smooth release of adjusted salary(if any) from the month of August 2014.

- *See overleaf for the proforma*

Sd/-

Finance Officer

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



VIDYASAGAR UNIVERSITY

MIDNAPORE-721102

Declaration for H.R.A. vide Higher Education Dept. order no. 502 Edn(U) dated 28.08.09 (for teachers); 78 Edn(U) dated 23.2.10 (for Officers) and 700(12) Edn(U) dated 10.12.09 (for Non-teaching employees).

I, *Emp Code*..... do hereby declare that:

1. I am incurring some expenditure on rent/house property tax or maintenance of the house owned by myself/parents/sons/spouse etc.
2. I am married / unmarried / widow / widower.
3. I & my spouse are enjoying / not enjoying staff quarter provided by the employer viz. Govt. / Govt. undertaking / any statutory or local body.
4. I am paying Rs.....towards rent for accommodation provided by Govt./Govt. undertaking/any statutory or local body etc. w.e.f.
5. **My wife/husbandis employed and following are the particulars of her/his employment and pay etc. drawn by her/him :**

(Strike out which ever is not applicable)

a) Designation :					
b) Name of the Institution & Address with Tel. No :					
c) Pay Band & Grade Pay :	Rs.				
d) Present Basic Pay (as on 1 st July 2014):	Rs.				
e) House Rent Allowance : (w.e.f 1 st July, 2014)	Rs.				
Monthwise House Rent Allowance Drawn during previous year i.e. from July 2013 to June 2014					
JULY-13	AUG-13	SEPT-13	OCT-13	NOV-13	DEC-13
JAN-14	FEB-14	MAR-14	APR-14	MAY-14	JUN-14
f) Willing to draw fixed HRA			Yes / No. if yes, mention Rs. w.e.f.		
g) Date of Next Increment :		(Specify if other)		
h) My husband/wife does not draw any H.R.A. because :					

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)