

## 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 <u>latest by 14<sup>th</sup> August, 2014</u> 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/husband .....is 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) $Designation :$ $I$ b) Name of the Institution & Address with Tel. No : $I$ c) Pay Band & Grade Pay :Rs.d) Present Basic Pay (as on 1 <sup>st</sup> July 2014):Rs.e) House Rent Allowance : (w.e.f 1 <sup>st</sup> July, 2014)Rs.e) House Rent Allowance : (w.e.f 1 <sup>st</sup> July, 2014)Rs. $IULY-13$ AUG-13SEPT-13OCT-13NOV-13DEC-13JULY-13AUG-13SEPT-13OCT-13NOV-13DEC-13JAN-14FEB-14MAR-14APR-14JAN-14FEB-14MAR-14APR-14July colar with the distribution of the with the distribution of the with the distribution of the with the w		(5//	ike out which ev	er is not appli	cable)	
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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)