



VIDYASAGAR UNIVERSITY MIDNAPORE-721102

Ref. No. F/2018.

Dated 06.07.2018

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 10th August, 2018** without any fail.

Earnest co-operation is highly solicited for smooth release of adjusted salary (if any) from the month of August 2018.

- *See overleaf for the proforma*

Finance Officer

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



VIDYASAGAR UNIVERSITY MIDNAPORE-721102

<i>Emp Code:</i>

H.R.A. Declaration 2018-19

[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, *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 spouse is employed / not employed in any institution governed by the rules and orders of the Govt. of West Bengal.
6. **If Spouse is employed, please furnish the following particulars of her/his employment:**

(Strike out which ever is not applicable)

a) Name and Designation :					
b) Name of employer with Address and Tel. No :					
c) Pay Band & Grade Pay :	Rs.				
d) Basic Pay (as on 31 June 2018):	Rs.				
e) Present Basic Pay (as on 1 st July 2018):	Rs.				
f) House Rent Allowance : (w.e.f 1 st July, 2018)	Rs.				
Monthwise House Rent Allowance Drawn during previous year (July 2017 to June 2018)					
JULY-17	AUG-17	SEPT-17	OCT-17	NOV-17	DEC-17
JAN-18	FEB-18	MAR-18	APR-18	MAY-18	JUN-18
g) Willing to draw fixed HRA	Yes / No. if yes, Please state fixed HRA amount to be drawn Rs. w.e.f.				
h) Date of Next Increment :	.1 st July 2019 //.....(Specify if other)				
i) 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)