



Rabindra Bharati University

56A, B.T Road, Kolkata-50

Notification No.: RBU/FO/378/COVID-19/08

Date: 10.08.2020

URGENT COMMUNICATION

All the employees are requested to submit the HRA Declaration Form attached along with this communication within 18th August, 2020.

You are requested to submit the original signed scanned copy to the undersigned through email **debdatta.rbu@gmail.com** or by hand positively by 18th August,2020 otherwise payment of HRA will be withheld from August,2020 .

The last date for submission of ‘HRA Declaration Form’ is 18th August, 2020.

Finance Department solicits your all possible help & kind cooperation in this emergent situation. Kindly Stay at Home, maintain Social Distancing, follow all the health related precautions & government orders. For any further emergency query please contact over phone (Mobile: 9163365935) and through email (debdatta.rbu@gmail.com). Hope we shall overcome this Pandemic situation very soon.

Debdatta Roy
Finance Officer



Rabindra Bharati University

Declaration for HRA

I do hereby declare that

A. I am Unmarried

or

B. I am Married

or

C. I am Divorcee

or

D. I am widow

a. My Wife / Husband IS **NOT IN SERVICE** under the **Govt. of India** / any **State Govt.** / any **Semi Govt. Organization** / any **Govt. Undertaking** / any **Statutory or Local Body** / any **Educational Institution** / any **Public Undertaking** / any **Private Organization** etc.

or

b. My Wife / Husband **IS IN SERVICE**

Following are the particulars of her/his

1. Name & Address of her/his office

2. Present Basic Pay in the Month of July, 2020

3. Present House Rent Allowance (HRA)*
drawn by her / him per Month(July,2020)

4. Enjoying Accommodation / Quarter provided by the employer Yes No

***Kindly attach documentary evidence**

I hereby declare that the particulars given above are true.

Signature

Name

Emp. Code

Department.....

N.B.

You are requested to submit the duly filled in HRA Declaration Form to the Pay Bill Section by 18th August,2020 otherwise payment of HRA will be withheld.