RABINDRA BHARATI UNIVERSITY

No.: RBU/FO/ 10 /21-22 Date: 29-07-2021

Urgent Communication

All the permanent employees are requested to submit the **HRA Declaration Form** attached along with this communication within 12th August, 2021. You are requested to submit the original signed scanned copy to the undersigned through email **debdatta.rbu@gmail.com** or by hand positively by **12th August, 2021** otherwise payment of HRA will be withheld from **August, 2021**.

Finance Department solicits your all possible help & kind cooperation in this emergent situation.

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,**2021** .....

3. Present House Rent Allowance (HRA)*
drawn by her / him per Month**(July,2021)** .....

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

***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 12th August,2021 otherwise payment of HRA will be withheld