

DIAMOND HARBOUR WOMEN'S UNIVERSITY

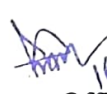
Sarisha, Diamond Harbour Road, South 24 Parganas – 743368

DHWU/FO/HRA/17/2023

Date: 16.01.2023

Notice


All the salaried employees of Diamond Harbour Women's University are hereby requested to furnish HRA declaration in accordance with the order of the Govt. positively by 31st January 2023 in the prescribed format appended to this notice with supporting documents to the office of the Finance Officer.


16.01.2023

Finance Officer
Diamond Harbour Women's University

Copy forwarded for information:

1. Hon'ble Vice Chancellor, DHWU.
2. The Registrar, DHWU.
3. The Controller of Examinations, DHWU.
4. All Deans, DHWU.
5. All HODs/Co-ordinators, DHWU - with a request to circulate with in their respective departments.
6. Office Copy.


16.01.2023

Finance Officer
Diamond Harbour Women's University

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Sarisha, Diamond Harbour Road, South 24 Parganas – 743368

DECLARATION IN RESPECT OF HOUSE RENT ALLOWANCE AS PER G.O.No.1306(22)-Edn.(U) dated 30.12.2019 On Pay revision starting 1.1.2020

I,.....do hereby declared and certify that:

A. I am not married

- 1) I live in a house owned by me.
- 2) I live in a rented house and the rent paid by me.
- 3) I live in a house rented/owned by my parents/spouse/relatives and I contribute towards the rent/maintenance & taxed of the house.

I further declare that:

B. I am married

- 1) My spouse is not in employment.
- 2) My spouse is an employee of the Central Govt./State Govt./Govt.Undertaking/Govt. Aided Educational Institution/Organization and following are the particulars of her/his employment and pay etc. drawn by her/him:

a) Name and address of her/his office/Institution/Organization: _____

b) Present Pay per mensem & scale of pay: _____

c) House Rent Allowance drawn by her/him per mensem & date of next increment: _____

My husband/wife dose not draw any HRA because: _____

or

Signature of the employee: _____

Name of the employee: _____

Designation of the employee: _____

I do hereby declare that the particulars given above are correct and true

Signature of the spouse of the employee with date

Counter signature of the appointing Authority/DDO of the spouse with seal

Signature of the Head/DDO of the employee with date

Note:

- i) Strike out whichever is not applicable.
- ii) A copy of HRA certificate issued by the employer/DDO is to be enclosed.