

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas – 743368

DHWU/FO/HRA/ 54 /2023

Date: 28.06.2023

Notice

All the salaried teaching and non-teaching employees of Diamond Harbour Women's University are hereby requested to submit HRA declaration in accordance with the order of the Govt. positively by 20th July, 2023 in the prescribed format appended to this notice with supporting documents to the office of the Finance Officer to facilitate drawal of Pay Bill of July, 2023 timely.


28.06.2023

Finance Officer

Diamond Harbour Women's University

DHWU/FO/HRA/ 54/6 /2023

Date: 28.06.2023

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 the request to circulate this in their respective departments
6. Office Copy


28.06.2023

Finance Officer

Diamond Harbour Women's University

**DECLARATION IN RESPECT OF HOUSE RENT ALLOWANCE AS PER
G.O.No.1306 (22)-Edn.(U) dated 30.12.2019 on Pay revision starting w.e.f.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/other 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:

or

My husband/wife dose not draw any HRA because:

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