

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Date: 04-05-2020

NOTICE

In order to draw salary bill of the Teaching and Non-teaching employees of Diamond Harbour Women's University at revised scale under ROPA 2019, as a reiteration of the previous notice issued under No. DHWU/FO/GPF/05/2020 dated 06.03.2020 all the employees of the University are hereby requested to intimate in writing:-

- a) the amount of monthly subscription to GPF in accordance with the provisions of clause 35 (2) of DHWU GPF Rules (minimum 8.33% and maximum 20% of the revised pay).
- b) the amount of Income tax to be deducted from monthly salary.
- c) HRA declaration (information only, supporting document and signed copy of the form will be received after commencement of regular class of the University).

They are requested to send the information to the email id of the Finance Officer (fo.dhwu@gmail.com) positively by 8th May 2020.

For any query please contact with the Finance Officer.

HRA declaration form is attached herewith.

Sd/-

Registrar

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas - 743368

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

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

- 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 owned/rented by my parents/spouse/relatives and I contribute towards the rent/maintenance & taxed of the house.

I further declared that:

- 1) I have no spouse.
- 2) I have spouse but he/she is not in employment.
- 3) My spouse is an employee of the Central Govt./State Govt./.....Govt.

Undertaking/Govt. Aided Educational Institution and is drawing Rs.....

(Rupees..... only) p.m. as HRA and I would like to

draw HRA of Rs..... (Rupees.....) p.m. from

Diamond Harbour Women's University.

Details are as under:

- 1) Name of the Spouse:
- 2) Name of the Employer of Spouse:
- 3) Address & Phone No. of Employer:
- 4) Present Basic Pay of Spouse: Rs..... month of.....
- 5) Present HRA of Spouse: Rs..... (*)

Date:

Signature

Designation

Department

(*) A copy of the HRA certificate issued by the employer's to submit to us with this fo

FOR OFFICE USE

Amount of HRA allowed: Rs..... p.m.

The HRA is fixed at above figure

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Dealing Asstt.

.....
Finance Officer