

THE UNIVERSITY OF BURDWAN

No. BU/Fin/Secretariat/HRA Declaration/278

Dated 04.08.2022

Notification

All concerned employees of the University are requested to submit the latest HRA updates of their spouses in the prescribed format. Concerned employees may collect the said format either from the Establishment Section, Finance Department or can download from the University Website for onward submission to Establishment Section, Finance Department at Golden Jubilee Building on or before 31st August, 2022. However, this is not applicable for employee(s) whose spouse(s) is/are not working.

Finance Officer



The University of Burdwan

I do hereby declare that-

- 1. I am incurring/paying/contributing some expenditure on rent/towards house on property tax or maintenance of the house owned by myself/parents/sons(s)/unmarried daughter(s)/spouse.
- 2. I am married/unmarried/widow/widower.
- 3. I and my spouse are not enjoying any accommodation provided or owned by the College authorities, Universities, Govt. authorities or any Govt. undertaking any statutory or Local Body.
- 3. (a) I am paying Rs.....as rent for accommodation provide by Govt./any Govt. Undertaking, any statutory or local body.
- 4. My wife/husband is not in service under the Govt. of India or any State Govt. or any undertaking or the Central or any State Govt. or any statutory or Local Body, Educational Institution etc.

Or

My wife/husband is employed 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-

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b) On 01.07.2022, Pay-

H.R.A-

c) Date of next increment-

Or

My husband/wife does not draw any HRA because-

.....

Date:

Signature.....

Name.....

Designation.....

I do hereby declare that the particulars given above are true.

P.F. No.....

Signature of the Spouse of the Employee.

Name.....

Designation.....

Signature of the appointing authority/Head of the Institutes of the spouse with seal.

Note: (1) Please strike out which is not applicable.

(2) If the employee or spouse enjoy free/rented accommodation/quarter, then the employee will not be entitle to get HRA.