

File No - 34

# University of Kalyani



MRIDUL KUNDU  
FINANCE OFFICER

Kalyani- 741 235, West Bengal  
PBX: 2582-8750/8220/8378/8286  
Phone Direct: 033-25808467  
Fax:(033) 25828282

No. FD/865

Dated: September 2, 2014

## CIRCULAR

**Sub: Submission of Declaration Form dully filled-up for House Rent Allowance (HRA) under Revised Scale of Pay**

This is for information of all the Teachers, Officers and Non-teaching employees of the University that the employee whose spouse is servicing at an employment of the Central Govt./State Govt./Govt. Undertaking/Govt. Aided Institutions is required to fill-up a Declaration Form for drawing House Rent Allowance(HRA) from July'14 onwards. In case both husband and wife are in service, the drawing of HRA by both together shall not exceed Rs.6,000/- p.m., as per Govt. order and for this purpose the University employee must have to produce a certificate from the employer of his/her spouse showing the drawal of HRA from the month of July'14 onwards to enable this University to pay the balance amount of Rs.6,000/- p.m. as HRA for the said period to the concerned employee.

The Declaration Form as said above is shown overleaf. The filled-in declaration form along with the certificate of evidence must be submitted to the office of the undersigned department wise positively by 15<sup>th</sup> September, 2014.

All HODs are requested kindly cooperate to distribute this circular to the employee concerned and also to reach the said declaration form duly filled-up to the undersigned in time to avoid complications in University Pay Roll Operation and also to avoid any sorts of adversities specially for income tax and others.

This circular is being issued with kind concurrence of the Hon'ble Vice-Chancellor.

Sd/-  
Finance Officer

Copy forwarded for information and necessary action to:

1. All Heads of Academic Departments
2. All Heads of Administrative Departments
3. Superintendent/Salary Bill Section

  
Finance Officer

**PLEASE SEE REVERSE FOR THE HRA DECLARATION FORM**

# University of Kalyani



## DECLARATION FORM IN RESPECT OF HOUSE RENT ALLOWANCE AS PER ROPA 2009

I..... 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 rented/owned by my parents/spouse/relatives and I contribute towards the rent/maintenance & taxed of the house.
- 4) I am staying in University Quarter allotted for me at Quarter No.....and address of the Qtr. is .....
- 5) My spouse and I are not enjoying any accommodation provided or owned by the College Authority/University/Govt. Authority/Govt. undertaking/any Statutory or Local Body.

**[Strike out which ever is not applicable ]**

I further declare that :

My spouse is an employee of the Central Govt. / State Govt./ Govt. Undertaking/ Govt. Aided Institution and is drawing Rs.....(Rupees.....only) p.m. as HRA and I would like to draw HRA @ Rs..... (Rupees.....only) p.m. from University of Kalyani . Details are as under:

- 1) Name of the Spouse:.....
- 2) Name of the Employer of Spouse:.....
- 3) Address & Phone No. of employer:.....

**N.B: Certificate from the employer of the spouse regarding HRA enjoyed by the spouse must be enclosed with this Declaration Certificate**

I also declare that in case of any change in the information as stated hereinabove, I will be bound to intimate the same to the Office of the Finance Department of the University and Finance Department will not be held liable for any reasons arising due to non-disclosure of facts for HRA to the said department.

**Date: Signature in full :.....**

a) Designation :.....

b) Department :.....

### FOR OFFICE USE

Amount of HRA allowed: Rs.....p.m.  
The HRA is fixed at above figure.

Dealing Asst.

Suptd. Salary Bill Section

Audit & Accounts Officer/ Finance Officer