



Rabindra Bharati University

No.: RBU/FO/20/2022

Date: 19-07-2022

Urgent Communication

All the permanent employees are requested to submit the **HRA Declaration Form** attached along with this communication within 12th August, 2022. You are requested to submit the original signed scanned copy to the undersigned through email **debdatta.rbu@gmail.com** or by hand positively by **12th August, 2022** otherwise payment of HRA will be withheld from **August, 2022**.

Finance Department solicits your all possible help & kind cooperation in this regard.

Debdatta Roy
Finance Officer



Rabindra Bharati University Declaration for HRA

I do hereby declare that

- A. I am Unmarried
or
B. I am Married
or
C. I am Divorcee
or
D. I am widow

- a. My Wife / Husband IS **NOT IN SERVICE** under the **Govt. of India** / any **State Govt.** / any **Semi Govt. Organization** / any **Govt. Undertaking** / any **Statutory or Local Body** / any **Educational Institution** / any **Public Undertaking** / any **Private Organization** etc.

OR

- b. My Wife / Husband **IS IN SERVICE**

Following are the particulars of her/his

1. Name & Address of her/his office
2. Present Basic Pay in the Month of July, **2022**
3. Present House Rent Allowance (HRA)*
drawn by her / him per Month(**July,2022**)
4. Enjoying Accommodation / Quarter Yes No
provided by the employer

***Kindly attach documentary evidence**

I hereby declare that the particulars given above are true.

Signature

Name

Emp. Code

Department.....

N.B.

You are requested to submit the duly filled in HRA Declaration Form to the Pay Bill Section by 12th August,2022 otherwise payment of HRA will be withheld.