



UNIVERSITY INSTITUTE OF TECHNOLOGY
THE UNIVERSITY OF BURDWAN

Accounts Section

NOTIFICATION

It is notified for all concerned that the employees of UIT who have not yet submitted the HRA declaration form in prescribed format regarding H.R.A status of his/her spouse should submit the same within 18.02.2021. The liability for non submission of document and/or hiding of actual status will rest on concerned employees.

Komal Krishna Das 11/02/2021

Account Officer, UIT,BU

Date: 11.02.2021



UNIVERSITY INSTITUTE OF TECHNOLOGY

**The University of Burdwan
Accounts Department**

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 enjoining any accommodation provided or owned by the College authorities, Universities, Govt. authorities or any Govt. underrating 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-

b) Present pay per month, scale of pay-

House rent Allowance drawn by her/him per month

On 01.01.2020

On 01.07.2020,.....

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.

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