



CITY COLLEGE

Affiliated to the University of Calcutta
102/1, Raja Rammohan Sarani (Amherst Street)
Kolkata - 700 009, Phone : 033 2350 1565, 033 6566 0005
Office : 033 2360 7463, E-mail : principal.citycollege@gmail.com
Website : www.citycollegekolkata.org

Ref. No.

Date... 24.07.2020

NOTICE

SUB : HRA DECLARATION

All members of the teaching and non-teaching staff (in substantive posts) are requested to submit a self-attested HRA related declaration as per the usual government format (appended hereto) positively by 27.07.2020 (Monday). It may be noted that in view of the current pandemic scenario, employees are not required to (i) produce a HRA certificate of the spouse, if applicable, and (ii) submit the hard copy of their self-declaration to the college in person. They are, therefore, requested to download the appended format, and fill it in appropriately. All filled-in and self-attested proforma should be mailed to "payfixcitycollege@gmail.com".

Encl. : HRA BLANK PROFORMA

Sitalprasad Chattopadhyay

Principal 24.07.2020
City College, Kolkata-9

City College
102/1. Raja Rammohan Sarani, Kolkata – 700 009

H.R.A. DECLARATION VIDE HIGHER EDN. DEPT. ORDER NO. 597-EDN(CS) DT: 9.6.99

I do hereby declare that :-

1. I am incurring/Paying/Contributing some expenditure on rent/towards house or property Tax or maintenance of the house owned by myself/parents/son(s)/Unmarried daughter(s)/Spouse.
2. I am married / Unmarried / Widow.
3. 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 provided by Govt./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 of the Central or any State Govt. or any statutory or Local Body, Educational Institution etc.

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/Organisation –

b) Present pay per men-sum, scale of pay

c) House rent allowance drawn by her/him per men sum & of Next Increment

OR

My husband/wife does not draw and 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

Note (1) Please strike our which is not applicable.

(2).If the employee or spouse enjoys free/rented accommodation/Quarter, then the employee Will not be entitled to get HRA.

(3) Attested Xerox copy of the Certificate of HRA issued by the the employer of the spouse Should be furnished.

Signature of the appointing authority
Of the spouse with seal

Signature of the Head/Employer
of the College with seal.