



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY,
AMARKANTAK (M.P.)**
(A Central University established by an Act of Parliament)

Declaration to be filed for claiming HRA

1. I certify that I am residing in a house hired/owned by me/my wife/husband /son /daughter/father/ mother a Hindu undivided family in which I am copartner.
2. I certify that I am incurring the expenditure on rent/contribution towards rent.
OR
3. I certify that the rental value of the house owned by me /owned by a Hindu Undivided family in which I am a copartner and in which I am residing is ascertainable in the manner specified in para 7 of O.M.No.F-2(37)-E.II(B)/ 64dt27.11.65. I certify that I am paying/ contributing towards house or property tax or maintenance of the house.
4. I Certify that I am not sharing accommodation allotted to my parent or children / wife/ (husband) by the Central Government, autonomous public undertaking or semi-Govt. organization as Municipality, Port Trust etc. allotted license fee free to another Govt. servant.
5. I certify that my husband / wife/ parents /children / who is / are sharing accommodation with me allotted to another employee of the Central Govt. / autonomous / public undertaking or Semi-Government Organization like Municipality, Port Trust etc. is / are not in receipt of house rent allowance from the Central Government / State Government /Autonomous public undertaking or semi-Government Organizations like Municipality, Port Trust etc.
6. I also certify that my wife/ husband has not been allotted family accommodation at the same station by the Central Government, and autonomous public undertaking or semi-Government Organization such as Municipality, other bodies etc.

Local Address in which residing:_____

Signature:_____

Name:_____

Designation:

Dept:_____

Note: It is to certify that Shri/Mr./Dr./Smt./

_____ has vacated Guesthouse/Transit accommodation of University w.e.f._____

(It is required if an employee stays in University accommodation).

Signature of In-charge(Guest House/Development section)

Standard Operating Procedure for Form A 8 i.e Declaration for claiming HRA

1. After joining, this form shall be submitted to the Administration after obtaining signature from in-charge of Guest house / Hostel, as case may be, if official stays initially in the University accommodation. If official does not stay in the IGNTU accommodation, duly filled-in form with the signature of the official concerned shall be submitted in Administration section.

2. In respect any new employee, for first 7 days the University Guest House accommodation will be provided free of cost to facilitate his settling down. He may either request for an accommodation within the Campus or locate a suitable accommodation outside the Campus within that period. However, essential duty officials or officials to whom earmarked quarters are kept reserved, they are expected to stay within the Campus.

Administration section would forward this Form of Declaration to Accounts section for releasing HRA to him/her by keeping a copy in the personal file of the concerned employee.

