

APPLICATION FOR SANCTION OF HOUSE REST ALLOWANCE

1. Name of Employee :
2. Designation :
3. Basic Pay :
4. Place of Posting :
5. Place of Residence(Within Port Blair city OR :
outside Port Blair city)
6. Date from which the HRA is claimed :
(New case prescribed certificate with date
to be attached)
7. In case enhancement of HRA the date from :
which HRA at old rate was sanctioned with
Order No. & date
8. Details of residence where residing :
(Own house/rented house) if rented house,
indicate the name of the owner of the house.
9. Location of own house/ rented house where :
Residing.
10. Where sharing Govt. accommodation :
allotted to any other Govt. employee if so
indicate the name of allottee.

Certified that the information furnished above is correct to the best of my knowledge. If the information furnished above is proved to be false at any stage I shall be held responsible for the same.

Place:	Signature of the Govt. Servant
Date:	Name:
	Designation:

Certified that the information furnished by Mr./Smti./Kumari..... is correct to the best of my knowledge.

Signature of Officer In charge
Designation: