

Annexure-I to the  
Staff Circular No. 3149  
dated 04.07.1987.

The Branch Manager/Departmental Head,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

Please pay me House Rent Allowance as per the amended provisions of Regulation 22 of Union Bank of India (Officers') Service Regulations, 1979, (vide Staff Circular No. \_\_\_\_\_ dated \_\_\_\_\_), as I am residing in ownership flat/house/apartment. The relevant information for revision of House Rent Allowance is as under :

- 1) Name, Designation :  
& Posting
- 2) Salary Reference No. :  
(wherever applicable)
- 3) Month of Increment :
- 4) Basic Pay as on date :
- 5) Cost of the ownership:  
flat/house/apartment
- 6) Annual Municipal :  
Taxes payable in  
respect of my flat/  
house/apartment
- 7) Annual rental value :  
of the flat/house/  
apartment taken for  
the purpose of  
Municipal Assessment
- 8)
- 9)

(For other items such as stamp duty, legal charges, interest on loan, if any, accrued upto the date prior to the date of completion of construction etc. which can be included in the capital cost of the flat/house/apartment etc. refer to the Staff Circular No.2180 dated 29.7.1980)

Yours faithfully,

Place :

Date :

Signature

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