

# HOUSE RENT ALLOWANCE RULES



## 1 TITTLE AND SCOPE

These Rules shall be called the "NHPC House Rent Allowance Rules" and shall apply to all regular employees of the Corporation but shall exclude the following categories and shall come into effect from 1st November, 1980:

- a) Casual employees including daily rated employees
- b) Apprentices recruited under the Apprentices Act.
- c) Trainee Workmen & Trainee Supervisors

## 2 DEFINITIONS

- a) "Corporation" means the NHPC Limited (Including the Projects/ Power Stations/ Offices/ Units / establishments under its control.
- b) "Competent Authority" means the Chairman and Managing Director of the Corporation.
- c) "Pay for the purpose for these rules shall include Basic pay plus Stagnation Increment. Non Practicing Allowance is also to be included in case of Medical discipline executives on CDA pay scales only. Included by removing note after para 3.2 and general conditions issued with various pay revision orders.
- d) "Family" for the purpose of these rules would mean the spouse of the employee, dependent/ legitimate / step / adopted children, and the wholly dependent parents.
- e) "Project Area" means locations of Corporation declared as project area by the competent authority.

## 3 GENERAL CONDITIONS Included from various pay revision orders.

- i) HRA shall be admissible with reference to place of duty and not with reference to place of residence. If the place of duty falls within the qualifying limits of a notified city, HRA of that city shall be payable, irrespective of place of residence lying outside the limits of such city.
- ii) The cities/town which has been placed in a lower classification in the annexure I, as compared to their existing classification, shall continue to retain the existing classification, until further orders and the employee will be entitled to draw HRA accordingly.
- iii) HRA will be admissible at the rate at which it was admissible before proceeding on leave. For this purpose the total period of leave includes all kinds of leave excluding EOL and leave preparatory to retirement or terminal leave whether running concurrently with the notice period or not. In case of EOL payment of HRA will be limited to 120 days. If an employee does not join duty after availing himself/herself of

## HOUSE RENT ALLOWANCE RULES



such leave and resigns, he/she shall not be eligible for HRA for the entire period. (Part-I Office Order No 34/2004 dated 7.7.2004)

- iv) A women employee will continue to draw HRA during Child Care leave: (Part-I Office Order no.56/2005 dated 20.9.2005)
- v) HRA shall be admissible to all such workmen and supervisors who have been inducted as Trainees in the regular pay scales of the Corporation and were drawing all other regular allowances including HRA prior to appointment on Trainee Workmen and Supervisor.(vide PWA-317 dated 16.07.2012)

### 4 ADMISSIBILITY OF HOUSE RENT ALLOWANCE

The allowance will be admissible, as under to the employees who are not provided with accommodation by the Corporation:

#### 4.1 in Cities

Subject to the following limits, the employee will be entitled to draw house rent allowance without production of rent receipt. Employees shall however, give a certificate that he is incurring some expenditure on rent or contributing towards property tax. (Refer annexure II)

For this purpose, classification of cities shall be the same as notified by the Central Government from time to time – Annexure – I (DoE OM No. 2/5/2017-E-II (B) dated 07.07.2017). The limits of the locality for grant of House Rent Allowance shall be those of the named Municipality, or Corporation and shall include such of the suburban Municipalities, notified areas and cantonments, as are contiguous to the named "Municipality" or Municipal Corporation or other areas as the Central Government may from time to time notify.

#### 4.2 Rates of H.R.A

The rates of HRA for employees in IDA pay pattern w.e.f 15.05.2018 are as under:

Revised Classification of cities/ Towns	Rates Per month
X-Class (Population of 50 Lakh and above)	24% of Basic Pay
Y-Class (Population of 5 Lakh to 50 Lakh)	16% of Basic Pay
Z-Class (Population below 5 Lakh)	08% of Basic Pay

## HOUSE RENT ALLOWANCE RULES



The Rates of HRA will be revised to 27%, 18% & 9% for X, Y & Z class cities respectively when IDA crosses 25% and further revised to 30%, 20% & 10% when IDA crosses 50%.

*(vide Part-I Office Order No. 30/2018 dated 30.05.2018, 17/2019 & 18/2019 dated 25.03.2019).*

Classification of cities for the purpose of payment of House Rent Allowance is as per Government of India orders, as placed at Annexure I.

### 4.3 IN PROJECTS AREA IN INDIA

This allowance will be admissible to employees working in Projects / Power Stations to which it is extended by the Competent Authority, in lieu of project accommodation, at the rates stipulated in Para-3.2, subject to the fulfillment of the following conditions:

- 4.3.1 The allowance will normally be admissible only to those employees who are required to live within the project area as notified by the Competent Authority, and which is at least 8 kms. away from the nearest town having basic amenities. However, if the employees are obliged to live outside the Project Area in the neighboring places in private hired accommodation due to non-availability of project accommodation, they will be entitled to the allowance.
- 4.3.2 Employees will have to accept whatever accommodation is available with the project/power station/ unit and is offered to them irrespective of whether it is appropriate to their status or not and in case the accommodation so offered is refused for any reason the allowance shall not be admissible.
- 4.3.3 The allowance will not be payable when an employee chooses to live in private accommodation, for his own convenience or because the accommodation offered is not acceptable to him.
- 4.3.4 Employees on first posting to a project/ station/ unit if accommodated temporarily in field hostel/guest house will not be paid any HRA. Such employees will not be charged any rent but service charges (inclusive of electricity, water, furniture, etc. Charges, if any), will however, be recovered.
- 4.4 House Rent Allowance in respect of employees in occupation accommodation allotted to them by government/other lending organisations. No House Rent Allowance is payable to employees on deputation in occupation of accommodation allotted to them by Government / other lending organizations.
- 5 i) An employee living in a house owned by him/her or spouse, children, father or mother (parents-in-law in case of female employees) shall also be eligible for house rent allowance under these rules. (Part-I Office Order No 8/2006 dated 3.3.2006).

## HOUSE RENT ALLOWANCE RULES



- ii) In the case of an employee living in a house owned by a Hindu Undivided Family in which he is a Co-partner, House Rent Allowance will be regulated with reference to the gross rental value as in (i) above, of the portion of the house actually in his occupation and not on the basis of the rent which he claims to pay to the Manager of the Hindu Undivided Family.

**Note:**

The grant of House Rent Allowance to an employee referred to in (i) and (ii) above will be subject to the fulfillment of the same eligibility conditions as applicable to Corporation employee residing in private rented accommodation.

- iii) In the case of an employee who owns a house at a place of duty but resides in a rented house instead, House Rent Allowance shall be paid in respect of the rented house, if otherwise admissible.
- iv) Unmarried employees are also eligible for drawal of HRA for any other place where dependent parents have been retained.  
(Vide circular no. PWA-317/Cir-25 dated 26.10.2006)

### 6 RETENTION OF ACCOMMODATION

Employees who are transferred in the interest of the Corporation (or on own request basis in case of workmen) shall be allowed to retain accommodation at the previous place of posting (in case of project accommodation only) or draw HRA at the previous place of posting or any other place of his choice where family is retained, irrespective of whether his spouse is also working in the Corporation and is drawing HRA of that station, subject to fulfillment of other terms & conditions contained hereinafter.

Employees inducted afresh and posted in project/ power station/ unit, on their first posting will have the option to retain family at their existing place of stay or any other place where the employee shifts his family and draw HRA of that station where family is staying.

- 6.1 Retention of accommodation or drawal of HRA in terms of Rule 6 above shall be subject to the following terms and conditions:
  - 6.1.1 The employee shall exercise the option as under immediately on transfer and/or within 6 months of joining the new place of posting.
    - i) To retain family at previous place of posting ; or
    - ii) To shift family to a station of choice or;
    - iii) To shift family to new place of posting.

## HOUSE RENT ALLOWANCE RULES



In case of non-exercise of option within the 6 months, employee shall be deemed to have opted for shifting his family to new place of posting and he/she may be allowed HRA admissible at new place of posting, in case the Corporation's accommodation has not been provided to him/her subject to other terms and conditions of HRA Rules.

(Clause modified vide Office Order no. 56/2007 dated 28.09.2007)

### 6.1.2 The employee shall be allowed to exercise this option only once during a posting.

The option for retention of accommodation exercised by an employee shall continue to be valid for a period of one year irrespective of any change in place of posting of the employee during this time, unless the employee wants to change the option in terms of para 6.1.1. Appended vide Part I O.O. No. 41/2001 dated 25.6.2001

In exceptional cases, however, the employee may be allowed to change his option with the specific approval of the Head of the project/unit/department. In such cases the Head of the project/unit/department may satisfy himself of the genuineness of the reasons for the change and allow the same on merits.

### 6.1.3 a). Employee posted at NHPC establishment (Projects / Power stations / Units etc) located at 'Y' Cities / Towns notified by Government of India for the purpose of HRA, the facility of retaining the family at 'X' class cities / towns and claiming HRA of such places is withdrawn and be restricted to the HRA rates applicable for 'Y' class cities / towns, with immediate effect.

b) The NHPC House Rent Allowance Rules, Scheme of Leased accommodation and any other NHPC policy / Rules in vogue insofar as repugnant to and ultra-vires these provisions shall stand void and cease to operate with immediate effect to such extent.

(Clause 6.1.3 incorporated vide part 1 Office Order no. 27/2022 dated 15.03.2022)

### 6.2 In case an employee opts for retention of accommodation at previous place of posting in case of project accommodation only, the same shall be allowed subject to availability and if necessary may have to vacate the existing accommodation and shift to accommodation below his entitlement. Furthermore, the retention of project accommodation shall be allowed for a period up to the end of the current academic session of his school going children, after which he shall vacate the project accommodation within 30 days.

In case the family of the employee is not residing with him or have no school going children, the project accommodation shall have to be vacated within 15 days from the date of his release on transfer.

## HOUSE RENT ALLOWANCE RULES



- 6.3 In case an employee opts to retain family at previous place of posting or shift to a station of choice, the rate of HRA payable shall be same as already notified/amended for different cities.
- 6.3.1 In case an employee opts to retain family at previous place of posting and in case of employees joining afresh, if the option available under Rule 6 is exercised, he shall not be entitled to transfer TA for family and transfer grant where applicable.
- 6.3.2 In case an employee opts to shift family to station of choice, he shall be entitled to transfer TA for family from previous place of posting to new station where family is shifted, however rail/air fare, baggage allowance etc. shall be restricted to the extent that would have been paid had family shifted from present place of posting to new place of posting. All allowances associated with transfer shall be payable in this case.
- 6.3.3 In case the employee retains family initially at previous place of posting and later shifted to any other station of choice or new place of posting, in terms of rule 6.1.2, transfer TA for the family by the entitled class and all other allowance associated with transfer shall be payable only when the change in option is made effective within one year of the employee joining new place of posting.
- 6.3.4 In case the employee shifts the family initially to new place of posting and later decides to shift family to previous place of posting or any other station of choice, in terms of rule 6.1.2, transfer TA for the family by the entitled class and all other allowance associated with transfer shall be payable, only if the same has not been paid once and when the change in option is made effective within one year of the employee joining new place of posting.
- 6.3.5 In case the employee shifts the family initially to any other station of choice and later decides to shift family to previous place of posting or new place of posting, in terms of rule 6.1.2, transfer TA for the family by the entitled class and all other allowance associated with transfer shall be payable, only if the same has not been paid once and when the change in option is made effective within one year of the employee joining new place of posting.
- 6.4 In case an employee does not shift his family to new place of posting, he shall be provided with bachelor's accommodation only subject to availability, for which he shall be required to pay normal license fee/service charges, wherever applicable. In case the Corporation cannot provide accommodation, the employee shall have to make arrangement at his own cost.
- 6.5 The employee shall furnish an application in the Performa at (Annexure-III) for sanction by Head of power station/project/unit/department. Exception to the rule shall be referred to Corporate Office.

The employee shall also submit an undertaking/declaration, in prescribed Performa at **Annexure IV** in the month of April every year during the tenure of his posting that

## HOUSE RENT ALLOWANCE RULES



he has retained family at previous place of posting or any other place as specified for which he has been drawing HRA during that year.

### 7 HRA ON SUPERANNUATION

**7.1** Employee in the Grade W-6 on IDA and below on their superannuation shall be entitled to House Rent Allowance for three months subject to the following conditions:

**7.1.1** The employee should have served the Corporation continuously for at least 10 years on the date of superannuation.

**7.1.2** No House Rent allowance as aforesaid shall, however, be payable if such employees have been living in the accommodation owned by them or their spouse;

**7.1.3** House Rent Allowance on superannuating, to such employees shall be payable only if such employees, on the date of superannuation, vacate the Corporation accommodation, if occupied;

**7.1.4** The above dispensation shall not be applicable in the cases of retirement (including retirement under LVRS and VRS) death and termination of service.

(Rule 6 included vide Part I Office Order No. 21/92 dated 6.8.1992)

8 i) Employees other than those drawing house rent allowance at the flat rate in the Project areas, shall furnish along with the first claim for house rent allowance a certificate in the form(s) prescribed (Annexure-II). Should, however, there be any change subsequently in the conditions of the certificate either in regard to the amount of rental or residence, it should be duly notified to the concerned finance department drawing the salary bills, by furnishing a fresh certificate.

ii) The following certificates shall be endorsed by the concerned finance department drawing the salary bill, on the bill in which house rent allowance is drawn for the first time in respect of any employee or whenever there has been a change in any of the provisions of the certificate last given in respect of the same or different accommodation, and/or resulting increase or decrease of the allowance payable:

"Certified that:

- i) *The eligibility of the allowance has been verified with reference to the orders governing the grant of HRA.*
- ii) *Employee for whom the allowance is drawn in this bill have not been provided with any Corporation owned / hired/ leased accommodation; and*
- iii) *The prescribed certificates have been obtained from the employees concerned and I am satisfied that the claims are in accordance with the orders in force."*



## HOUSE RENT ALLOWANCE RULES



- 9 If an employee in receipt of house rent allowance expires, the allowance may be paid up to a period of four months to the family members who were residing with the deceased employee, provided they continue to reside in the same residential accommodation. The payment of HRA would be governed by the following conditions:
- i) The amount of HRA shall not exceed that last drawn by the employee immediately before his death or the actual amount or rent paid by the family, whichever is lower.
  - ii) The family members would be required to produce the rent receipt every month for claiming HRA irrespective of the amount. The concession of claiming HRA without reference to the rent paid and without production of rent receipt in terms of Rule 4 would not be admissible in cases falling under this rule.
  - iii) HRA would not be admissible if the family resides in a house owned by the deceased employee or any member of his family. A declaration to this effect will be required to be given by the family member of the deceased employee who claims HRA.
  - iv) Family for the purpose would mean the spouse of the deceased employee, dependent/ legitimate / step / adopted children, and the parents who were wholly dependent on the deceased employee.
  - v) This facility is purely a welfare measure and the family members cannot claim it as a matter of right. The Competent Authority reserves its right and discretion to withdraw the facility at any time without any notice.
  - vi) The Facility being only a welfare measure, HRA under this Rule would be paid to that member of the family who makes a claim therefore duly supported by the rent receipt paid for the premises in question and subject to the identity of the said family member being established to the satisfaction of the Head of the Project in respect of employees in the Power station/Project and GM (P&A) in respect of employees in the Corporate Office / Liaison Offices.
- 9.1 In case the family of an employee was residing in project accommodation/Corporation's accommodation, the same shall be allowed to be retained by the family of the deceased employee for a period of 6 months, subject to payment of rent at flat rate as per para 10 in case of project accommodation and payment of rent @ 10% of last Basic drawn by the deceased employee in respect of Corporation's accommodation elsewhere. Appended vide Part I O.O. No. 85/2000 dated 7.11.2000



## 10 HOUSE RENT ALLOWANCE

Rent at flat rate for various categories of accommodation shall be charged from Employees of the Corporation for accommodation provided in the Corporation's townships.

10.1

**WORKMEN AND SUPERVISORS** (amended vide O/O No.10/11 & 11/11 dated 05.04.11)

**A. Project/Power Stations**

The House Rent Recovery rates (HRR) in Projects / Power Stations in respect of Corporation's accommodation shall be as under w.e.f. 26.11.2008:

Range of living area (Sq. meters)	Rs. per month
31-40	140
41-50	170
51-55	180
56-65	210
66-75	240
76-90	270
91 & above	300

**Note: -**

➤ In case of shared accommodation, the rate of recovery shall be 50% of the HRR rate applicable to the range of living area.

**B. Other than Project**

In respect of cities and places other than project township, the House Rent Recovery rates shall be as follows w.e.f. 26.11.2008:-

Grade	Rs. per month as per classification of cities		
	X	Y	Z
Upto W5	350	340	330
W6 & above (including supervisors)	880	870	860

Yardstick for determination of living area is given in Annexure-V.

## HOUSE RENT ALLOWANCE RULES



10.2	<b>EXECUTIVES</b> (amended vide Part-I O/O No.46/10 dated 02.11.10) House Rent Recovery for Corporation's owned accommodation		
	Revised Rates of House Rent Recovery for Accommodation provided by the Corporation		
	Classification of Place / City		
	Grade	X (Existing A-I)	Y (Existing A, B-I, B-2)
		Z (Existing C & unclassified)	
		Rs./pm	Rs./pm
	E1 to E3	1780	1340
	E4 to E5	2180	1640
	E6 & above	2750	2060
		1380	
10.3	Note:		
	➤ In respect of employees allotted Corporation's accommodation in Project / Power Station Township, the House Rent Recovery shall be 60% of the rate notified above, rounded to nearest 10.		
	➤ In case of shared accommodation and allotment of accommodation below entitlement type, the rate of recovery shall be as under:		
	<b>S. No.</b>	<b>Status of accommodation</b>	<b>Rate applicable</b>
	a)	Shared accommodation	50% of the HRR rate applicable to the grade
	b)	Below entitlement accommodation type	HRR rate applicable to the employee in the highest grade of the Accommodation allotment cluster which is entitled for the said accommodation.
	Flat rate of rent for accommodation provided in the Corporation's township at Uri, Dulhasti and other power stations/projects in J&K (except Salal & Sewa-II) and North-East projects (except those in Sikkim) will be 50% of the flat rate of rent as prescribed above.		
10.4	The flat rate of rent recovery is subject to change at the discretion of the Management. (Rule included vide Part I Office Order No. 47/93 dated 23.12.1993)		

- 11 Chairman & Managing Director is hereby authorized for amendment, modification, review , addition, deletion, substitution & insertion etc. in House Rent Allowance Rules.

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No. 2/5/2017-E.II(B)  
Government of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, 7<sup>th</sup> July, 2017.

**OFFICE MEMORANDUM**

**Subject:- Implementation of recommendations of the Seventh Central Pay Commission relating to grant of House Rent Allowance (HRA) to Central Government employees.**

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Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission, the President is pleased to decide that, in modification of this Ministry's O.M. No.2(37)-E.II(B)/64 dated 27.11.1965 as amended from time to time, O.M. No.2(13)/2008-E.II(B) dated 29.08.2008 and O.M. No.2/5/2014-E.II(B) dated 21.07.2015, the admissibility of House Rent Allowance (HRA) shall be as under:-

Classification of Cities/Towns	Rate of House Rent Allowance per month as a percentage of Basic Pay only
X	24 %
Y	16 %
Z	8%

2. The rates of HRA will not be less than Rs.5400/-, 3600/- & 1800/- at X, Y & Z class cities respectively.
3. The rates of HRA will be revised to 27% 18% & 9% for X, Y & Z class cities respectively when Dearness Allowance (DA) crosses 25% and further revised to 30%, 20% & 10% when DA crosses 50%.
4. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay levels in the Pay Matrix and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP), etc. or any other type of pay like special pay, etc.
5. The list of cities classified as 'X', 'Y' and 'Z' vide DoE's O.M. No.2/5/2014-E.II(B) dated 21.07.2015, for the purpose of grant of House Rent Allowance is enclosed as Annexure to these orders.
6. Special orders on continuance of HRA at Delhi ("X" class city) rates to Central Government employees posted at Faridabad, Ghaziabad, NOIDA and Gurgaon, at Jalandhar ("Y" class city) rates to Jalandhar Cantt., at "Y" class city rates to Shillong, Goa & Port Blair and HRA at par with Chandigarh ("Y" class city) to Panchkula, S.A.S. Nagar (Mohali) which have been allowed to continue vide Para '4' of this Ministry's O.M. No.2/5/2014-E.II(B) dated 21.07.2015 and O.M. No. 2/2/2016-E.II(B) dated 03.02.2017, shall continue till further orders.
7. All other conditions governing grant of HRA under existing orders, shall continue to apply.
8. These orders shall be effective from 1<sup>st</sup> July, 2017.
9. The orders will apply to all civilian employees of the Central Government. The orders will also be applicable to the civilian employees paid from the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and the Ministry of Railways, respectively.
10. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached.



(Annie George Mathew)  
Joint Secretary to the Government of India

To

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

To O.M. No.2/5/2017-E.II(B) dated 07.07.2017.

**LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF  
HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES**

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN & NICOBAR ISLANDS	—	—
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corpn.), Guntur (UA), Nellore (UA)
3.	ARUNACHAL PRADESH	—	—
4.	ASSAM	---	Guwahati (UA)
5.	BIHAR	---	Patna (UA)
6.	CHANDIGARH	---	Chandigarh (UA)
7.	CHHATTISGARH	—	Durg-Bhilai Nagar (UA), Raipur (UA)
8.	DADRA & NAGAR HAVELI	—	—
9.	DAMAN & DIU	---	---
10.	DELHI	Delhi (UA)	
11.	GOA	---	---
12.	GUJARAT	Ahmadabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13.	HARYANA	---	Faridabad*(M.Corpn.), Gurgaon*(UA)
14.	HIMACHAL PRADESH	---	---
15.	JAMMU & KASHMIR	---	Srinagar (UA), Jammu (UA)
16.	JHARKHAND	—	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17.	KARNATAKA	Bengalore/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corpn.), Mangalore (UA), Mysore (UA), Gulbarga (UA)
18.	KERALA	—	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
19.	LAKSHADWEEP	---	---
20.	MADHYA PRADESH	—	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M. Corpn.)

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M.Corpn.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M.Corpn.), Kolhapur (UA), Vasai-Virar City (M. Corpn.), Malegaon (UA), Nanded-Waghala (M. Corpn.), Sangli (UA)
22.	MANIPUR	---	---
23.	MEGHALAYA	---	---
24.	MIZORAM	---	---
25.	NAGALAND	---	---
26.	ODISHA	---	Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
27.	PUDUCHERRY (PONDICHERRY)	---	Puducherry/Pondicherry (UA)
28.	PUNJAB	---	Amritsar (UA), Jalandhar (UA), Ludhiana (M. Coprn.)
29.	RAJASTHAN	---	Bikaner (M.Corpn.), Jaipur (M.Corpn.), Jodhpur (UA), Kota (M.Corpn.), Ajmer (UA)
30.	SIKKIM	---	---
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	TRIPURA	---	---
33.	UTTAR PRADESH	---	Moradabad (M.Corpn.), Meerut (UA), Ghaziabad*(UA), Aligarh(UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M.Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34.	UTTARAKHAND	---	Dehradun (UA)
35.	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

\* Only for the purpose of extending HRA on the basis of dependency.

#### **NOTE**

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y", are classified as "Z" for the purpose of HRA.

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## HOUSE RENT ALLOWANCE RULES

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### ANNEXURE-II

**NHPC LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)**

(To be furnished by Corporation's employees drawing HRA)

1. I certify that I am incurring expenditure on rent/contribution towards rent.
2. I certify that I am paying/ contributing towards rent/ property tax/ maintenance of the House owned by me, my spouse, children, father or mother.

*(Strike out whichever of the above is not applicable)*

3. I certify that I am not in occupation of accommodation allotted to me or my spouse by NHPC or Central/ State Governments or Autonomous Public Undertaking or Semi-Government Organization such as Municipalities, Port Trusts, etc.

Signature :

Name :

Designation :

Employee No. :

Department :

Date:



## HOUSE RENT ALLOWANCE RULES

ANNEXURE-III

### REQUEST FOR RETENTION OF ACCOMMODATION/ DRAWAL OF HRA

1. Name of the Supervisor : .....  
(in CAPITAL letters)
2. Employee No. : .....
3. Designation : .....
4. Station of Posting from where : .....  
transferred with O/O No. & date.
5. Date of Relieving : .....
6. Transferred to : .....  
(Name of the Project/Unit)
7. Date of Joining new place of posting :
- 8 Tick Your option :
  - (i) To retain family at previous place of posting
  - (ii) To shift family to a station of choice
  - (iii) To shift family to new place of posting
  - (iv) To retain family at present place of stay  
(in case of fresh appointee)
9. Station where the family will be retained/shifted. : Address:  
  
Telephone :

Certified that I have not drawn Transfer TA advance of my family and will retain my family at \_\_\_\_\_ / have retained family at previous place of posting / present place of stay / I have drawn transfer TA for my family for shifting to \_\_\_\_\_.  
(Strike out whichever is not applicable.)

Date: .....

(Signature of the Employee)

#### **Controlling Officer**

#### **FOR USE IN FINANCE DEPARTMENT**

Certified that the employee has not drawn Transfer TA advance/claimed TTA for the family. He has drawn TTA for shifting his family to \_\_\_\_\_ as per LPC/ Project/Unit records. The case is recommended / not recommended for sanction of HRA for \_\_\_\_\_ (Station).

#### **Account Officer**

**Head of F&A**

\_\_\_\_\_  
Recommended

\_\_\_\_\_  
Approved

#### **HR Head**

**Head of the Project/Unit**

#### **FOR USE IN HR DEPARTMENT**

Office Order No. \_\_\_\_\_ dated \_\_\_\_\_ is issued  
sanctioning the HRA to Sh. ....

**PO/AM (HR)**





## HOUSE RENT ALLOWANCE RULES

Annexure-IV

### DECLARATION (IN DUPLICATE)

I hereby declare that I have been retaining my family at previous place of posting/other station (specify full address) \_\_\_\_\_  
\_\_\_\_\_ for the year ending March \_\_\_\_\_ for which period I  
have been claiming HRA.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Employee No.: \_\_\_\_\_  
Designation : \_\_\_\_\_  
Department : \_\_\_\_\_  
Date : \_\_\_\_\_

Forwarded to :

i) F&A Department

ii) HR Department

Controlling Officer

## HOUSE RENT ALLOWANCE RULES

ANNEXURE V

(see para 10.1)

### YARDSTICK FOR DETERMINATION OF LIVING AREA

#### MAIN BUILDING

a)	Rooms, kitchen, Bath, Latrine, Store and enclosed verandah.	100% of the floor area
b)	Verandah, Corridor & Barasati	25% of the floor area.
c)	Porch	12.5% of the floor area.
d)	Court-yard pucca	5% of the floor area.
	OUT HOUSES	
a)	Rooms	25% of the floor area
b)	Verandah	12.5% of the floor area.