

From

Comptroller,
MHU, Karnal

To

The Dean/Directors/Officers of the University/ All Offices
(Including outstations)
Maharana Pratap Horticultural University.
Karnal

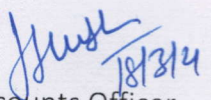
Memo No. MHU/CHU/2021/ 161-171

Dated: 18.03.2021

Sub:- House Rent Allowance during the financial year 2021-22.

Regarding the subject cited above it is to inform that Annexure I-A/Annexure-II-B and Annexure I-B/Annexure II-B are due for claiming of House Rent Allowance during the financial year 2021-22. Hence, all the Officers/Officials are requested to submit the duly filled up Proforma of Annexure I-A/Annexure-II-B and Annexure I-B/Annexure II-B through their Controlling Office before 25.03.2021 otherwise the HRA will not be released for the financial year 2021-22.

The proforma of Annexure I-A/Annexure-II-B and Annexure I-B/Annexure II-B is available on the University website i.e. mhu.ac.in .


Accounts Officer
For Comptroller

CC: Instructor (IT) for uploading the Annexure I-A/Annexure-II-B and Annexure I-B/Annexure II-B on University website.

ANNEXURE 1-A

Private House

Certificate to be furnished by a Government Servant drawing in revised pay scale with effect from 01-01-2006, and residing in a rented private accommodation for the grant of House Rent Allowance.

1. I certify that I have neither been provided with Government accommodation nor have I refused such accommodation during the period in respect of which the allowance is claimed.
2. I certify that I am residing in a rented house.
3. I certify that I am not sharing accommodation allotted to my parent child/wife/husband/another Government servant by the State Govt. an autonomous public undertaking (including LIC and Nationalised Banks) or Semi Government Organisation such as Municipality etc.
4. I also certify that my wife/husband has not been allotted family accommodation at the same station by the State Government, Central Government, an autonomous Public Undertaking or Semi-Govt., Organisations such as Municipality etc.

Signature, Designation & Office

ANNEXURE II-A

Private House

Certificate to be furnished by a govt. servant drawing in revised pay scale with effect from 01-01-2006 and residing in a rented private accommodation for the grant of House Rent Allowance.

1. I certify that I have not been provided with Govt. accommodations nor I have refused such accommodation during the period in respect of which house rent allowance is claimed.
2. I further certify that I am residing in a rented house and have paid Rs. _____ as rent for the months (s) of _____ for the House No. _____ Street No. _____ Sector _____ and that no portion of accommodation for which house rent allowance is claimed was sublet or occupied normally by others who do not belong to my family and that the rent paid was exclusive of water and electricity charges.
3. I have paid house rent at the same rate during the year 19..... as mentioned in para (2) above.
4. I certify that I am not sharing any accommodation for which House Rent Allowance has already been claimed.
5. I also certify that my wife/husband has not been allotted family accommodation at the same station by State Govt. Central Govt. an autonomous public undertaking (including L.I.C.) and Nationalised Banks or Semi-Govt. Organisation such as Municipality etc.

Signature, Designation & Office

ANNEXURE I-B

Own House

Certificate to be furnished by a Government servant drawing pay in revised pay scale with effect from 01-01-2006. and residing in houses owned by them or their relations for the grant of House Rent Allowance.

1. I certify that I have not been provided with Government accommodation nor have I refused such accommodation during the period in respect of which the allowance is claimed.
2. I certify that I am residing in a house owned by me/my wife/husband/son/daughter/father/mother Hindu undivided family in which I am a copartner
3. I certify that I am paying/contributing towards house or property tax.
4. In case of Chandigarh and other places where there is exemption from such taxes the Following certificate may be inserted instead of the certificate (iii)
5. I also certify that my wife/husband has not been allotted family accommodation at the same station by the State Govt. Central Govt. an autonomous public undertaking (including LIC and nationalized Banks) or a semi-Govt. Organisation such as municipality etc.

Signature, Designation & Office

ANNEXURE II-B

Own House

Certificate to be furnished by Govt. servant drawing pay in revised pay scale from 01-01-2006. and residing in accommodation owned by them or their relatives for the grant of House Rent Allowance.

1. I certify that I have not been provided with Govt. accommodation nor I have refused such accommodation during the period in respect of which the allowance is claimed.
2. I certify, that I am residing in a house detailed below area owned by me/my wife/my husband/son/daughter/father/mother, Hindu undivided family in which I am a Co-partner, from _____ Particulars of the house

Signature, Designation & Office