

Office of Dean, Student Affairs
Indian Institute of Technology Delhi
Application Form for claiming House Rent Allowance (HRA)

Date: _____

1. Name of Applicant (In Block Letters): _____
2. Entry No.: _____ b) Contact No.: _____
3. a) Department: _____ b) Name of Programme (Ph.D/M.Tech/MS(R)): _____
c) Full-time/Part-time: _____
4. a) Date of registration: _____ b) Duration of the Programme (years): _____
5. Address: _____
6. Permanent address: _____
7. Date of HRA claim (w.e.f.): _____
8. a) Date of hostel vacation (if staying in hostel earlier): _____
b) No Dues from hostel caretaker/warden with hostel stamp attached: _____
9. Name of Land Lord and complete address of the rented house: _____

10. Amount of House Rent allowance claimed as admissible under rules: _____
11. Signature of Applicant: _____ Date: _____
12. Supervisor/Guide/PI forwarding the request:
Name: _____ Email: _____ Sign: _____

Copies of following documents to be attached with the application (self-attested):

1. Institute Identity card.
2. Admission offer letter (Ph.D/M.Tech/MS(R))
2. Rent Agreement and/or monthly rent paid receipt
3. Proof of hostel vacation (if was in hostel earlier)

Declaration by Applicant

I, _____ of Programme & Entry No.: _____, living at

Certify that: --

1. I am residing outside IIT Delhi Campus on rent/parental/own house.
2. I am not sharing accommodation allotted to my parent/spouse/child by government/semi-government organization or an autonomous public undertaking organization.
3. My parent/spouse/child, who is sharing accommodation with me are not in receipt of HRA from government/semi-government organization or an autonomous public undertaking organization.
4. No portion of accommodation in respect of which I am claiming HRA is sublet or occupied by adults other than those who belong to my family or are my dependent.

Applicant's signature:

Name: _____ Entry No.: _____ Email: _____
Mobile No.: _____ Date: _____

For office use

Verified by: _____

Sign (Official on duty): _____

Date: _____

Certified that: --

1. I have received and examined the request application for issuing House Rent allowance certificate and I am satisfied that the request is in accordance with the rules. The certificates prescribed by Government have been obtained from the applicant.
2. House Rent Allowance certificate is issued to:
 - a. Name: _____
 - b. Entry-number: _____
 - c. Contact no.: _____
 - d. Sign: _____