

HOUSE RENT PROFORMA

Performa to be submitted by the employee for drawl of House Rent Allowance for the year 2020.

1.	Name of the employee	
2.	Employee Code	
3.	Father's Name/ Husband's Name	
4.	Designation	
5.	Basic Pay	
6.	Residential Address	
7.	Whether residing at Head Quarter?(within 25 kms.)	
8.	If residing at a place other than the head quarter, whether permission of the competent authority to leave head quarter has been obtained?	
9.	Whether the employee or his/her wife/husband has been allotted residential accommodation at the same station by any State Govt., Central Govt., Union Territory Administration and autonomous public undertakings including L.I.C. and Nationalized Banks or a Semi-Govt. organization.	
10.	In case the employee was occupying Govt., Accommodation it may be certified that he did not leave the Govt. accommodation without the approval of the competent authority and whether the Govt. accommodation was offered to him and it was refused.	
11.	Whether more than one member of the family is an employee of the Govt. and is occupying the same accommodation? If so, whether the employee (claimant) is the head of the family.	
12.	Whether entitled to rent free accommodation? If so, whether the rent free accommodation has been provided?	

Chandigarh

Signatures of employee

Dated

Full Name_____

Branch_____

Mobile_____