

वेतन बिल अनुभाग / PAYBILLS SECTION

मकान किराया भत्ता मंजूरी के लिए आवेदन पत्र
APPLICATION FOR GRANT OF HOUSE RENT ALLOWANCE

(Application form available in JIPMER website)

1. Name of the Govt. Servant :
(IN CAPITAL LETTERS)
2. Designation :
3. Employee No. :
4. Contact number :
5. Department to which attached :
6. Date of joining in this Institute :
7. Pay (Pay in the Pay Band + Grade Pay) :
8. Present Residential address :

9. Date from which HRA is claimed :
10. Period and nature of leave last availed :
11. Date of joining after expiry of leave :
12. Marital Status :
13. Date of vacation of Govt. accommodation, if any
14. Whether the spouse is a Govt. Servant
If so,
 - a) Pay of the Spouse :
 - b) Name & address of the employer :
 - c) Whether any Govt. accommodation is allotted to him/her
15. Reason for applying HRA :
16. Amount of House Rent paid per month :

Ido hereby declare that the above particulars are correct to the best of my knowledge and belief.

सरकारी कर्मचारी के हस्ताक्षर /Signature of the Govt. Servant.

पदनाम /Designation:

दिनांक /Date:

Specific recommendation of the
Forwarding authority

ANNA VRE - II

CERTIFICATE TO BE FURNISHED BY ALL CENTRAL GOVERNMENT SERVANTS

1. I certify that I" (have applied for the Government accommodation in accordance with the prescribed procedure but) have not been provided with Government accommodation/ (have refused the allotment of Government accommodation) during the period in respect of which the allowance is claimed.
2. I certify that I am residing in a house hired/owned by me / my wife / husband / son/daughter/father / mother/a Hindu undivided family in which I am a coparcener.
3. I certify that I am incurring some expenditure on rent/contributing towards rent

Or

I certify that the rent value of the house owned by me/owned by a Hindu undivided family in which am a coparcener and in which I am residing is ascertainable in the manner specified in para 7 of O.M. No.F.2(37)-E.II(B)/64, dated 27.11.1965* I certify that I am paying/contributing towards house or property tax.

4. I certify that I am not sharing accommodation allotted to my parent (child) by the State / Central Government, an Autonomous Public Undertakings or Semi Government organization such as Municipality, Port Trust, etc., allotted rent-free to another Government servant.
5. I certify that my husband/wife/children/parents/who is/are sharing accommodation with me allotted to another employee of the Central/State Government/Autonomous Public Undertakings or Semi Government Organizations like Municipality, Port Trust, etc., is/are not in receipt of House Rent Allowance from the Central/State Government Autonomous Public Undertakings or Semi-Government organizations like Municipality, Port Trust, etc.
6. I also certify that my wife/husband has not been allotted accommodation at the same station by the Central/State Government/Autonomous Public Undertakings or Semi-Government organizations such as Municipality, Port Trust, etc.

दिनांक/ Date:

सरकारी कर्मचारी के हस्ताक्षर /Signature of the Govt. Servant.

नाम/Name:

पदनाम/Designation:

The words shown in brackets may be omitted, if the Government servant is not eligible for Government accommodation or if his/her case is covered by Notes under paragraph 4(b) of the O.M., dated the 27* November, 1965, or where it is not obligatory for him to apply for Government accommodation for eligibility for House Rent Allowance in terms of Ministry of Finance, OM No. 11011/1/E.II (B)/75, dated the 25 February, 1977.

**To be furnished by a Government servant living in his own house or in a house owned by a Hindu undivided family in which he is a coparcener.

**To be furnished by another Government Servant being the wife, husband, son, daughter, father or mother of the Government servant owning the house who is sharing accommodation with the latter.

Documents required*

1. Appointment order (MANDATORY FOR ALL)*
2. Non Occupancy Certificate (NOC) from concerned hostel warden (for JR & SR ONLY)* not older than 6 months.
3. All employees are requested to send their application through proper channel (HOD/INCHARGE FORWARDED SIGN & SEAL) and also to submit their application through E-office.
4. Application Form can be downloaded from <https://jipmer.edu.in/internet-access> (No HARD COPY WILL BE ISSUED IN PAYBILLS SECTION)*

