

**Name of the College : Raja N.L.Khan Women's College**

**Address : P.O. Midnapore, Pin Code-721102**

**H.R.A. Declaration vide Higher Edn. Dept. Order No. 597-Edn (CS)**

**dt.-09.06.99**

**I do hereby declare that -**

1. I am incurring / Paying / Contributing some expenditure on rent / towards house on property tax or maintenance of the house owned by myself / parents / son (s) Unmarried daughters (s) Spouse.
2. I am married / Unmarried / Widow / Widower.
3. I and my spouse are not enjoying any accomodation provided or owned by the College authorities, Universities, Govt. authorities or any govt. undertaking any statutory or local Body.
3. a) I am Paying Rs \_\_\_\_\_ as rent for accomodation provided by Govt. or any Govt. undertaking, any statutory or Local Body.
4. My wife Husband is not in service under the Govt. of India or any State Govt. any under taking of the Central or any State Govt. or any statutory or Local body, Educational Institution etc.

OR

My wife / husband is employed and following are the particulars of her/his employment and pay etc. drawn by her / him :-

a) Name and address of her / his Office / Institution / Organisation-

---

---

b) Present pay per mensum, scale of pay.

---

---

c) House rent Allowance drawn by her / him per mensum & dt. of next increment.

---

---

OR

My husband / Wife does not draw any HRA because

---

---

**Date :**

**Signature** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

I do hereby declare that the particulars given above are true

**Signature** \_\_\_\_\_

\_\_\_\_\_  
Signature of the Spouse  
of the employee

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

- Note :**
- 1) Please strike out which is not applicable.
  - 2) If the employee or spouse enjoys free / rented accomodation / Quarter, then the employee will not be entitled to get HRA.
  - 3) Attested Xerox copy of the Certificate of HRA issued by the employer of the spouse should by furnished.

Signature of the appointing authority  
of the spouse with seal

signature of the Head / Employee of  
the College with seal