

Document No.:- CO2461-010121

Subject: Submission of certificate to claim HRA

PERSONAL ATTENTION

MOST URGENT

From

The Comptroller,
LUVAS, Hisar

To

All the Deans/Directors/HODs/Sections,
(including outstation)
LUVAS, Hisar

Memo No. CVU/DDO/P-1/2021/4978-5023

Dated: 01/01/2021

Subject: Submission of certificate to claim HRA

Rule-14 of Haryana Civil Services, Rule 2016 (Allowances to Government employees) provide that requisite certificate is to be given by the concerned employee once in a calendar year or at the time of change of headquarter. Therefore, certificate may be obtained from all concerned employees in the prescribed Proforma and send to this office latest by 15-01-2021. It may also be ensured that in future certificate is obtained from all the concerned employees in the month of January Every Year.

If Certificate is not supplied by due date HRA for the month of January to be paid in February will not be drawn.

-Sd/-

Asstt. Registrar

CC:- Dr. Neelesh Sindhu to upload on University website

Encl. Relevant Proforma

Certificate to be furnished by the Employee for claiming of HRA

1. I certify that no Government accommodation or rent free accommodation has been allotted to me or my spouse by any Department or Organization under Haryana Government or any other Government upto 20 kms outer limits of the Municipal limit of place of my posting.

2. I Certify that I am not residing in a Government accommodation or rent free accommodation allotted to any member of my family, by any Department or Organization under Haryana Government or any other Government upto 20 kms outer limits of the Municipal limit of place of my posting.

3. I certify that I am residing in a rented house and have paid Rs. _____ as rent for the month of ____ _____ for House No. _____ Street _____ Sector _____ City _____ .

4. I certify that I am residing in own house, i.e. in a house owned by me/ my spouse / son / daughter / parents / grand-parents / parents-in-law,

House No. _____ Sector/Street _____
City _____

Name & Designation _____

Date : _____

(Signature) _____