



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur,

Dist.: Bankura, Pin- 722155, West Bengal

Department of Finance

No: BKU/FO/233 /2022

Date: 06/06/2022

Circular

It is hereby informed to all concerned (regular employees on substantive posts) that a **Declaration of H.R.A** [vide Higher Education Dept. order no. 1306(22)- Edn(U) dated 30.12.2019 (for Teachers & Officers); 173(22)- Edn(U) dated 14.02.2020 (for Officers) and 198(22)- Edn(U) dated 19.02.2020 (for Non-Teaching employees)] is to be submitted in the enclosed proforma (also available in the university website) to the office of the undersigned **latest by 15th July, 2022** without any fail.

Earnest co-operation is highly solicited for smooth release of adjusted salary (if any) from the month of July' 2022.

Sd/-

**Finance Officer
Bankura University**

Encl:- H.R.A. Declaration Form.



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Declaration for H.R.A. vide Higher Education Dept. order no. 1306(22)-Edn(U) dated 31.12.2019 (for Teachers & Officers); 173(22)- Edn(U) dated 14.02.202 (for Officers) and 198(22)- Edn(U) dated 19.02.202 (for Non-teaching –Teaching employees).

I, do hereby declare that:

1. I am incurring some expenditure on rent/house property tax or maintenance of the house owned by myself/parents/sons/spouse etc.
2. I am married / unmarried / widow / widower.
3. I & my spouse are enjoying / not enjoying staff quarter provided by the employer viz. Govt. / Govt. undertaking / any statutory or local body.
4. I am paying Rs.....towards rent for accommodation provided by Govt./Govt. undertaking/any statutory or local body etc. w.e.f.
5. My wife/husband is employed and following are the particulars of her/his employment and pay etc. drawn by her/him.

(Strike out whichever is not applicable)

a) Name of Spouse :	
b) Designation :	
c) Name of the Institution & Address with Tel. No :	
d) Pay Level :	
e) Present Basic Pay :	Rs.
f) House Rent Allowance Drawn w.e.f 1st July, 2021 :	Rs.
g) House Rent Allowance Drawn w.e.f. 1st July, 2022 :	Rs.
h) Willing to draw fixed HRA w.e.f.	Rs.
i) Date of Next Increment :	1 st July 2022(Specify if other)
j) My husband/wife does not draw any H.R.A. because :	

Verified & Signed

Signature of the spouse

Signature of employer of spouse under office seal

I do hereby declare that the particulars given above are true to the best of my knowledge.

Date:
Designation & Department:

Signature (BKU Employee)
Employee Code: