



# 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/352 /2023

Date: 30/06/2023

### Circular

All concerned employees are hereby requested to submit their HRA Declaration in the enclosed Proforma given below (also available in the university website) to the office of the undersigned latest by 11th August 2023 without any fail.

Earnest co-operation is highly solicited for smooth release of salary. Non-compliance may lead to stoppage of HRA payment in salary from the month of August 2023.

**Finance Officer  
Bankura University**

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 14.02.2020 (for Officers) and 198(22)- Edn(U) dated 19.02.2020 (for Non-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(as on 1 <sup>st</sup> July,2023) :	Rs.
f) House Rent Allowance Drawn w.e.f 1 <sup>st</sup> July, 2022 :	Rs.
g) House Rent Allowance Drawn w.e.f. 1 <sup>st</sup> July, 2023 :	Rs.
h) Willing to draw fixed HRA	Yes / No. if yes, Please state fixed HRA amount to be drawn Rs..... w.e.f.....
i) Date of Next Increment :	.....(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: