

# Serampore College

9, William Carey Road  
Serampore, Hooghly  
West Bengal, 712201

## NOTICE

Date: 05<sup>th</sup> July 2021

Permanent employees are requested to inform the Bursar's Office about their and spouse's HRA from July 2021 (Note: If spouse draws HRA) by 05-08-2021.

Please also note that the spouses of those members who have been receiving HRA from their offices, are required to submit 'HRA Certificates' from their employers to this effect that –

“He/She will draw the amount of ..... /- as HRA for the month of July, 2021 and will continue to draw the same amount as HRA in his/her salary up to June, 2022”

Those whose spouses are employed but do not get HRA also have to submit employers' certificate to that effect.

The HRA declaration form is attached along with the notice. Please treat the matter as urgent.



Mr. Jishnu Dasgupta  
Bursar (ASC)  
Serampore College

• Bursar  
Serampore College  
Serampore, Hooghly

Address : Serampore, Hooghly, Pin – 712 201  
HRA declaration vide Higher Education Department Order No. 597-Edn(CS) dated 09.06.1999

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 daughter(s) / spouse.
2. I am married / unmarried / widow / widower.
3. I and my spouse are not enjoying any accommodation provided or owned by the College Authorities, Universities, Govt. Authorities or any Govt. Undertaking any Statutory or Local Body.
  - a) I am paying Rs. .... as rent for accommodation provided by Govt. / 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. or any undertaking 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 or organization  
.....  
.....
- b) Present pay per mensem, scale of pay  
.....  
.....
- c) House Rent Allowance drawn by her / him per mensem and dated 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 Name: .....

of the employee Designation: .....

- Note: 1. Please strike out which is not applicable.
2. If the employee or spouse enjoys free / rented accommodation / quarter, then the employee will not be entitled to get HRA.
3. Attested photo copy of the certificate of HRA issued by the employer of the spouse should be furnished

Signature of the Appointing Authority / Head  
of the office of the spouse with seal

Signature of the Head / Employer  
of the college with seal