

**Office of the Vice Chancellor  
Bengal Engineering & Science University, Shibpur  
Howrah-711103.**

**Sub: Submission of H.R.A declaration for the Year 2013-14**

To

All Head of the Department  
BESUS  
Howrah-711103

Employees Submit there House Rent Declaration in the prescribed format available in BESUS Web side latest by 15<sup>TH</sup> March , 2013.

Drawl of House Rent Allowance may be kept in abeyance w.e.f April '13 and onward if no such declaration is received by this office within the aforesaid date from the concerned employees.

Sri Kartik Chandra Samanta  
(Accounts Officer)  
BESU,Shibpur  
Howrah – 711103

Dated: 01/02/2012

Copy forwarded for information and with a request this to all Staff working in your Department / Office / Section :

1. Finance Officer
2. Registrar
3. Controller of Examinations
4. PICSA
5. Workshop Superintendent.
6. Library Incharge.
7. Audit Officer
8. Accounts Officer
9. Secretary to V.C
10. C.A

Sri Kartik Chandra Samanta  
(Accounts Officer)  
BESU,Shibpur  
Howrah – 711103

**BENGAL ENGINEERING & SCIENCE UNIVERSITY, SHIBPUR  
HOWRAH – 711103**

**HOUSE RENT DECLARATION**

**I do hereby declare that :**

1. I am incurring / Paying/ Contribution some expenditure on rent/towards house on property tax or maintenance of the house owned by my self/parent/son(s)/Unmarried daughter (s)/spouse.
2. I am married/unmarried/Widow/ Widower.
3. I am /am not enjoying any accommodation provided or owned by College authorities or any Govt. undertaking or local body or Govt. Housing and allotted in my favour or in favour of my (a)spouse;(b) son;(c) daughter;(d) parents'(e)Brothers;(f) sisters;(g) other employee.
4. I am paying rent of Rs..... Per month for rental accommodation provided by the landlords.
5. My wife/ husband is not in service under the Govt. of India or any state Govt. or any Statutory or Local body, Education Institution etc

**OR**

My wife/ husband is employed and following are the particular of her/his employment and pay etc. drawn by her/his .

- 6 . a) Name and address of her / his office/  
Institution/Organization \_\_\_\_\_  
\_\_\_\_\_
- b a) Present pay per month \_\_\_\_\_
- b) Scale of pay \_\_\_\_\_
- c) Scale of pay \_\_\_\_\_
- d) House rent allowance drawn by  
her / him per month \_\_\_\_\_
- e) Date of next increment \_\_\_\_\_

**OR**

- 7 . My husband /wife does not draw HRA because \_\_\_\_\_
-

8. My Basic Pay as on 29.02.2013 is Rs: \_\_\_\_\_ and HRA of Rs: \_\_\_\_\_  
Drawn by me during the Month of February, 2013.

11. I am submitting herewith the last pay certificate issued by the Drawing and  
Disbursing Office of my spouse.

Date :

\_\_\_\_\_  
Signature of employee  
Name  
Designation  
Department

I do hereby declare that the particulars given above are true.

-----  
Signature of the spouse of the employee  
(Applicable of the spouse is in employment) Residential address of employee  
Residential address of spouse of employee

\_\_\_\_\_  
Signature of Employee  
Name  
Designation

Note :

1. Please strike out which is not applicable.

[ For Official Use]

House Rent Allowance Admissible Rs .....(Rupees.....  
.....)

Signature of D.A

Signature of CA-1

Signature of A.O

Signature of F.O