



INDIAN INSTITUTE OF TECHNOLOGY - MADRAS
Chennai 600 036

DECLARATION FOR DRAWING HOUSE RENT ALLOWANCE (HRA)
(To be submitted to The Executive Engineer, Civil Maintenance Unit - Residential Zone)

I hereby declare that,

Dt. _____

- 1)* a) I am incurring expenditure towards payment of house rent for my accommodation.
(OR)
b) I certify that I am paying/ contributing towards house or property tax or maintenance the house owned by me/owned by my family in which I am a co-partner and in which I am residing..
- 2) I am not in occupation of accommodation provided by the Govt.
- 3) I am not sharing any Government accommodation, allotted rent free to another Government servant.
- 4) I am not residing in accommodation allotted to my parents/son/daughter by the Central Government/State Government, autonomous, public undertaking or semi-Government organisation such as municipality, Port Trust, Nationalised Banks, etc.,

AND

- 5) My spouse has not been allotted accommodation at the same station by the Central/State Government, autonomous public undertaking or semi-Government organisation such as municipality, Port Trust etc.,

Therefore, I request that I may please be granted House Rent Allowance (HRA), as I have vacated Quarters No. _____ on _____ (Date of vacation)

* Strike whichever is not applicable.

Local Address in which will be residing:

Signature with date

Name: _____
Emp. ID: _____
Designation: _____
Dept: _____

(For Official Use)

This is to certify that Prof/ Dr./ Mr./ Mrs./ Ms _____

has vacated Quarters No. _____ on _____.

Signature of In-charge with date
(Civil Maintenance – Residential Unit)

To,
The Deputy Registrar (Admin)

Forwarded to The Deputy Registrar (F&A) for release of HRA w.e.f., _____.

DR (F&A)

DR (Admin)