

भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग / ADMINISTRATION SECTION

Date:

To
The Officer Incharge
Administration Section
IIT Kanpur

Sub: Application for claiming House Rent Allowance (HRA).

I, the undersigned apply for HRA and hereby declare that:

- (i) I incur expenditure on rent for accommodation.
- (ii) I do not occupy any accommodation provided by the Institute/Government either to me or my spouse.
- (iii) I do not share Institute / Government accommodation allotted to another Institute employee / Government employee.
- (iv) I do not reside in accommodation allotted to my spouse / parents / son / daughter by the Institute / Central Government / State Government / an autonomous public undertaking / Semi-Government organization such as a Municipality, Port Trust, Nationalized Banks, Life Insurance Corporation of India etc.
- (v) I understand that in event of false declaration I shall be liable for suitable action under the rules along with recovery of HRA paid to me along with interest.
- (vi) In case there are any changes in the above status the same shall be intimated to the Administration Section immediately.

In view of the above, I request to continue payment of HRA / pay HRA with effect from

Signature of the Employee:

Name of the Employee:

P.F. No.:

Date of Joining:.....

Designation:

Department/Office:

Forwarded:

(Head of the Dept./Incharge)

Estate Office

Kindly Verify if the above-mentioned applicant is allotted any accommodation inside the campus since his/her date of joining to till date.

Remarks: - _____

Signature: - JA/JS/Supdt. _____ OIC, Estate Office _____

Visitor Hostel

Kindly verify if the above-mentioned applicant has stayed in VH since his/her date of joining to till date.

Remarks: - _____

Signature: - JA/JS/Supdt. _____ OIC, Visitor Hostel _____

Administration Section

Allowed/Not Allowed

Signature: - JA/JS/Supdt. _____ OIC, Administration Section _____