



Bajkul Milani Mahavidyalaya

[Govt. Sponsored]

Estd.- 1964

P.O. : Kismat Bajkul ● Dist. : Purba Medinipur ● Pin Code No.- 721655

Fax : 03220-274-291, Web : www.bajkulcollege.org

E-mail : bajkul_college@rediffmail.com

Principal : (03220) 274-291

Office : (03220) 274-460

Notice

All the teaching and Non-teaching Staff (full time permanent) of our college are requested to submit their filled in form of **two copies** of both H.R.A. declaration (the empty form attached) and Salary Statement of Spouse (if Applicable) for the month of July 2021 within 02.08.2021 to Narugopal Manna positively. It must be treated as urgent as per Treasury Instruction.



Dr. P. K. Dandapath
27/07/2021

Dr. P. K. Dandapath

Teacher-in-charge

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist.- Purba Medinipur

Name of the college : **BAJKUL MILANI MAHAVIDYALAYA**

Address : P.O.-Kismat Bajkul:: Dist- Purba Medinipur:: West Bengal

H. R. A. Declaration vide Higher Edn. Dept. Order No. 597 - Edn.(CS) dt. 09.06.99

I do hereby declare that -

1. I am incurring / playing / contributing some expenditure on rent / towards house on property tax or maintenance of the house owned by myself / parents / son(s) / unmarried daughters) / 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.
- 3.(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 / Organization :
.....
.....
- b) Present pay per mensum, scale of pay :
.....
.....
- c) House rent Allowance drawn by her / him per mensum & date 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.....

Name.....

Designation.....

Signature of the Spouse
of the employee

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

Signature of the appointing
authority of the spouse with seal

Signature of the Head/Employer
of the college with seal