



UNIVERSITY OF CALCUTTA

Registrar's Department

Memo No :- Est./0387/24(S+L)

Dated : 18/07/2025

From :

The Registrar
University of Calcutta

To :

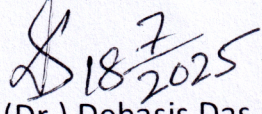
The Secretary/ Asstt. Secretary /
Heads of all the Departments
University of Calcutta.

Sir/madam,

I am to state that, like previous years in this year also, all categories of staff (Teaching, Non- Teaching and Officers) of this University are hereby requested to submit the **House Rent Declaration** as per the enclosed proforma through their respective Head of the Departments, Secretary and Asst. Secretary to the concerned Establishment Section (Where the Salary Bills of the concerned employee are drawn) within **14th August 2025 (Pay Slip for July 2025)**.

You are, therefore, requested to take necessary action in the matter accordingly .

Yours faithfully


Prof. (Dr.) Debasis Das
Registrar
University of Calcutta

UNIVERSITY OF CALCUTTA
DECLARATION FORM FOR HOUSE RENT ALLOWANCE

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/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 of 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 mensem, Scale of pay :-
.....
.....
- c) House rent Allowance drawn by her/him per mensem & dt. Of next increment :-
.....
.....

OR

My husband/wife does not drawn 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/rented accommodation/Quarter, then the employee will not entitled to get HRA.
 - (3) Attested Xerox copy of the certificate of HRA issued by the employee of the spouse should be furnished.

Signature of the appointing authority
Of the spouse with seal.

Signature of the Head of the Department/
Office of the University.