



UNIVERSITY OF CALCUTTA

Memo No: - Est./0399/24(S+L)

Dated: 14/07/2026

NOTICE

It is notified for information of all concerned that, all categories of employees (Teaching, Non-Teaching and Officers) of this University are hereby directed to submit their respective **House Rent Declaration**, as per the enclosed proforma, forwarded by their respective Head of the Department, Secretary and Asstt. Secretary, to the concerned Establishment Section (Where the Salary Bill of the concerned employee is prepared) within 14th August 2026, [enclosing the pay slip, of the spouse (if salaried), for the month of July, 2026]

By Order

 14/07/2026
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 :-
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.....
- b). Present pay per mensum, Scale of pay :-
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.....
- c) House rent Allowance drawn by her/him per mensum & 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.