



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

Form No.: JDBI/STAFF/12

DECLARATION FOR DRAWING HOUSE RENT ALLOWANCE

Put tick (✓) mark in the appropriate box

A. Marital Status	Married	<input type="checkbox"/>	Unmarried	<input type="checkbox"/>
B. Whether wife/husband is	In Service	<input type="checkbox"/>	Not in Service	<input type="checkbox"/>
C. Place of Posting	Central Government	<input type="checkbox"/>		
	State Government	<input type="checkbox"/>		
	Any Govt. Undertaking	<input type="checkbox"/>		
	Statutory Body	<input type="checkbox"/>		
	Local Body	<input type="checkbox"/>		
	Educational Institution	<input type="checkbox"/>		
	Others	<input type="text"/>		

D. If wife/husband is in service, please give his/her following particulars:

Name of the Office :

Address of the Office :

Scale of Pay :

Date of next Annual Increment :

Present pay on which HRA is drawn :

Amount of HRA drawn per month :

E. Present Residential Address :

Type of residence : Rented Own House Govt. Flat

If rented, I am : Paying the rent Contributing towards rent Amount p.m

If own house, I am : Paying/contributing towards the property tax Paying/contributing towards the Cost of maintenance

I do hereby declare that the above particulars are true to the best of my knowledge and belief.

Date: _____

Signature

Name:

Designation:

DECLARATION BY WIFE / HUSBAND WHO IS IN SERVICE

I hereby declare that the particulars given in 'D' above are true.

Date: _____

Signature

Name:

Designation:

This declaration shall be submitted in the 1st week of January and July every year positively.