

**INDIAN INSTITUTE OF TECHNOLOGY: DELHI
HAUZ KHAS, NEW DELHI-16**

**APPLICATION FORM TO CLAIM HRA IN LIEU OF ALLOTMENT OF
RESIDENTIAL ACCOMMODATION IN THE INSTITUTE CAMPUS FOR
IRD PROJECT STAFF.**

1. Name, Department & Employee Code.
2. a. Post held & date of Appointment.
b. Project Code & Title
3. Residential Address:
4. Present basic pay in his scale of pay & date for which present pay is being drawn.
5. Whether the officer or his wife/her husband, Children, Father, Mother or any other dependent relation owns a house in Delhi or New Delhi within ten mile from the place of his/her duty. If so give particulars.
6. Have you or your spouse allotted any Govt. Accommodation.
7. Particulars or residence occupied Govt. or private give details.
8. Please clearly state if the present residence is being shared with any person/parents & in who's name the residence is occupied.
9. Details of family including dependents:-

S. No.	Name	Relationship	Profession if any.	Whether entirely dependent on office.
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10. Allotment as per eligibility and Seniority be made to me.

11. Whether allotment is desired out of SC/ST pool or not.

Dated:

Signature of the officer/staff

Forwarded to:

For verification of column No.1 to 4 and after that they may forwarded to AR (IRD) Accounts for further necessary action through AR (IRD)

A.R. (IRD)

Signature of PI/CI_____

Head of the Department_____

मकान किराए भत्ते के अनुदान के लिए प्रतिनियुक्ति वेतन तथा महंगाई वेतन सहित 500/- रुपए तक वेतन पाने वाले सरकारी कर्मचारियों द्वारा दिए जाने वाले प्रमाण-पत्र

Certificate to be furnished by a Government Servant drawing pay up to Rs. 500/- including dearness pay and deputation pay for grant of House Rent Allowance

1. मैं प्रमाणित करता हूँ कि मैंने निर्धारित प्रक्रिया के अनुसार आवास आबंटन के लिए आवेदन किया था किन्तु मुझे इस अवधि में कोई आवास आबंटित नहीं किया गया है तथा आवास ----- जिसके विषय में भत्ते का दावा किया गया है उसके आबंटन को मैंने अस्वीकार कर दिया है।

I certify that I have applied for accommodation in accordance with the prescribed procedure but I have not been provided with accommodation during the period I have refused the allotment of ----- in respect of which the allowance is claimed.

2. मैं प्रमाणित करता हूँ कि किराए के रूप में कुछ राशि खर्च कर रहा हूँ।

I certify that I am incurring some expenditure of rent.

3. मैं प्रमाणित करता हूँ कि मैं केंद्रीय सरकार या किसी स्वायत्तशासी निजी उपक्रम या अर्धसरकारी संगठन जैसे कि नगरपालिका, पत्तन प्रबन्ध आदि द्वारा मेरे माता-पिता (बच्चा) या पत्नी (पति) के आबंटित आवास/अन्य किसी सरकारी कर्मचारी निशुल्क आबंटित आवास में किसी के साथ नहीं रह रहा हूँ।

I certify that I am not sharing accommodation allotted to my parent (child) or wife (husband) by the Central Government and Autonomous Public Undertaking or Semi-Government Organisation such as Municipality, Port Trust etc./allotted rent free to another Government servant.

4. मैं प्रमाणित करता हूँ कि मेरे पति/पत्नी/माता-पिता/बच्चों को जो मेरे साथ केंद्रीय सरकार/स्वायत्तशासी निजी उपक्रम अर्धसरकारी संगठन जैसे कि नगरपालिका, पत्तन प्रबन्ध समिति आदि द्वारा आबंटित आवास में रहते हैं उन्हें केंद्रीय सरकार/राज्य सरकार/स्वायत्तशासी निजी उपक्रम या अर्धसरकारी संगठन से किसी प्रकार का मकान किराया भत्ता नहीं मिलता है।

I certify that my husband/wife/parent/children, who is/are sharing accommodation with me allotted to another employees of the Central Government, Autonomous Public Undertaking or Semi-Government Organisation like Municipality, Port Trust etc. is/are not in receipt of house rent allowance from the Central Government/State Govt./Autonomous Public Undertaking or Semi/Govt. Organisation like Municipality or Port Trust etc.

5. मैं प्रमाणित करता हूँ कि मैं अपने/अपने पति/पत्नी/पुत्र/पुत्री/माता/पिता/अविभक्त परिवार के स्वामित्व वाले मकान में रह रहा हूँ जिसका मैं एक सहभागीदार हूँ।

I certify that I am resideing in a house owned by me/my wife/husband/son/daughter/father/mother/Hindu undivided family in which I am a co-partner.

6. मैं प्रमाणित करता हूँ कि मैं आवास या सम्पत्ति कर का भुगतान करता हूँ/हिस्सा देता हूँ।
I certify that I am paying/contributing towards house or property tax.

(जो लागू न हो उस काट दें/Delete which is not applicable).

हस्ताक्षर/Signature -----

नाम साफ शब्दों में/

Name in block letters -----

पदनाम/Designation -----

विभाग का नाम/

Name of Deptt. -----

आवासीय पता/Residential Address
