

UNIVERSITY OF RAJASTHAN, JAIPUR

**APPLICATION FORM FOR CLAIMING HOUSE RENT ALLOWANCE IN RESPECT OF
UNIVERSITY SERVANT LIVING IN RENTED ACCOMMODATION**

1. Name _____
2. Designation & Department in which employed _____

3. Pay including personal pay special pay, if any, (Indicate amount of gross pension and pension equivalent or death cum-retirement gratuity or any other retirement benefit if the claimant is re-employed pensioner) _____
4. Name of land lord and complete _____
address of the rented house _____
5. Details of accommodation taken on rent No. of rooms, kitchen W.C. and bath, varamada be shown separately _____
6. Monthly rent paid _____
7. Amount of House Rent Allowance claimed as admissible under rules _____
8. Whether certificate required under rules are attached _____
9. Date of occupation of the rented accommodation _____

Signature _____

Designation _____

Department _____

Dated: _____

FOR USE IN THE OFFICE OF HEAD OF THE OFFICE

No. _____

Dated: _____

Certified that the House Rent Allowance form of Shri/Smt. _____
working of the post of _____ is submitted for information and
necessary action to the Registrar.

Signature
(Head of the Office)
Designation _____
Dated: _____

ANNEXURE 'C'

**CERTIFICATE TO BE FURNISHED BY A UNIVERSITY SERVANT WHO IS
LIVING IN A RENTED ACCOMMODATION**

Certified that:-

1. I am living in a rented house situated with in
Municipal limits of (_____)
Name of City/Town
and paying a monthly rent of Rs. _____
(on account of)
to Shri _____
(Name of house owner)
residential accommodation occupied in House No. _____
address _____
2. I have not been provided with University accommodation.
3. No portion of accommodation in respect of which house rent allowance is claimed is sublet or occupied by adult (s) other than these belonging to my family or who are wholly dependent upon me.
4. My wife/husband is not in University service or in other Public/Private Sector employment at the Station of my posting.
Or
My wife/husband is in the service of University/Govt. or is in the service of Public/Private Sector employment at the Station of my posting and that he/she is not in receipt of house rent allowance from Govt. / other employer (strike out whichever is in appreciable).
5. Certified that the rent actually paid by me for the accommodation under my occupation is/was not less than the amount of house rent allowance admissible and received by me under the rules during the period from _____ to _____
My Wife/Husband has not been allotted family accommodation at the same station the Central Government, State Government and autonomous Public undertaking or Semi Government organization.

Signature of the
University Servant

- NOTE: -
- 1- Rent receipt are required to be produced by the University servant whose pay in Rs. 1000/- p.m. or more.
 - 2- If the case is covered by exception below rule 4, the fact should be mentioned in this certificate.