



## ASSAM UNIVERSITY: SILCHAR

### Circular

All the Teaching and non teaching employees of Assam University drawing House Rent Allowance are requested to submit the certificate for claiming HRA as per the attached format. The scanned copy of dully filled in format may be sent to the email address [ausfinanceentitlement@gmail.com](mailto:ausfinanceentitlement@gmail.com) within 15.09.2023. Payment of HRA with salary shall be disbursed only after the receipt of this certificate.

This is issued with the approval of the Competent Authority.

  
Drawing & Disbursing Officer  
Assam University

File No. AUF/553/2006

Date: 05.09.2023

Copy to:-

- 1) P.S. to VC for kind information of the Vice Chancellor.
- 2) Registrar/COE/DCDC/Librarian.
- 3) All Heads of the Department for information & with a request to bring it to the notice of all staff members.
- 4) All DR/AR/SO/Medical Officer/Asstt. Librarian/Deputy Librarian Department for information & with a request to bring it to the notice of all staff members.
- 5) Director Computer Centre for information & with a request to upload in the University website.

  
Section Officer (Finance & Entitlement)  
Assam University



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### CERTIFICATE TO BE FURNISHED BY AN EMPLOYEE FOR CLAIMING HOUSE RENT ALLOWANCE

1. I certify that I am residing in a house hired/owned by me/my wife/husband/son/ daughter/ father/mother/a Hindu Undivided family in which I am a coparcener.
2. I certify that I am not sharing accommodation allotted to my parent/child by the Central/State Government, an autonomous public undertaking or semi- Government organization such as municipality, port trust etc. allotted rent-free to another Government servant.
3. I certify that my husband /wife/children/ parents who is / are sharing accommodation with me allotted to another employee of the Central/State Government/autonomous public undertakings or semi- Government organizations like municipality, port trust etc. is/are not in receipt of HRA from the Central State Government/autonomous public undertakings or semi- Government organizations like municipality, port trust etc.
4. I also certify that my wife/ husband has been allotted accommodation with effect from \_\_\_\_\_/has not been allotted at the same station by the Central / Sate Government / autonomous public undertakings or semi-Government organizations such as municipality, port trust etc.

Signature of the Employee with date \_\_\_\_\_

Name of the Employee \_\_\_\_\_

Designation \_\_\_\_\_

Deptt./Section \_\_\_\_\_

Residential Address of the Employee \_\_\_\_\_

\*Strike out whichever is not applicable