

## UNIVERSITY OF RAJASTHAN, JAIPUR

### APPLICATION FORM FOR CLAIMING THE HOUSE RENT ALLOWANCE IN RESPECT OF UNIVERSITY SERVANTS LIVING IN ACCOMMODATION OWNED BY HIM OR BY HIS/HER WIFE/HUSBAND/CHILDREN/FATHER/MOTHER OR CO-PARTNER IN A HINDU UNDIVIDED FAMILY

1. Name \_\_\_\_\_
2. Designation & Department \_\_\_\_\_
3. Pay including personal pay, special pay, if any (indicate amount of gross pension and pension equivalent of death-cum retirement gratuity or any other retirement benefit if the claimant is a re-employed pensioner) \_\_\_\_\_
4. Name of the owner of the house and his/her relation with the owner of the house with complete address of the house \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Details of accommodation (number of room, kitchen, w.c. and both verandah, chowk etc.) occupied by him \_\_\_\_\_
6. Monthly gross rental value (as assessed for municipal purpose or otherwise) of the portion in which he/her is residing. Attach certificate of assessment of gross rent value from municipality in support thereof \_\_\_\_\_

**Note:** This does not apply to University servant who is drawing pay upto Rs. 1,000/- p.m.

7. Amount of house rent allowance claimed and admissible under rules \_\_\_\_\_
8. Whether certificates required under rules are attached \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Designation** \_\_\_\_\_  
**Department** \_\_\_\_\_

**Dated:** \_\_\_\_\_

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#### FOR USE IN THE OFFICE OF HEAD OF OFFICE

**Certified that:-**

1. I have examined the claim for house rent allowance and I am satisfied that the claim is in accordance with the rules the certificates prescribed by University have been obtained from the University servant.
2. House Rent Allowance of Rs. \_\_\_\_\_ is hereby sanctioned.

**Signature** \_\_\_\_\_  
**Head of Officer with Designation**

**Dated:** \_\_\_\_\_

**ANNEXURE 'D'**

**CERTIFICATE TO BE FURNISHED BY A UNIVERSITY SERVANT WHO IS LIVING IN A HOUSE OWNED BY HIM/HIS CHILDREN FATHER OR MOTHER OR BY HINDU UNDIVIDED FAMILY IN WHICH HE IS CO-PARTNER FOR THE GRANT OF HOUSE RENT ALLOWANCE UNDER THESE RULE**

Certified that:-

1. I am residing in a house owned by me/my wife/son/daughter/father/mother/Hindu undivided family in which I am a co-partner situated at \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Full address)

and that monthly rental values there of as assessed for municipal purpose or otherwise (without deduction of the rebate of 10% on account of repairs in Rs. \_\_\_\_\_)

This includes municipal and other taxes payable by owner as follows:-

- i) Municipal Tax \_\_\_\_\_
- ii) Urban assessment Tax \_\_\_\_\_

2. That accommodation in respect of which the allowance is claimed is not occupied normally by any person other than members of my family as defined in clause (III) of Rule 2 of these rules \_\_\_\_\_

3. That my wife/husband has not been allotted accommodation at the same station by the Central Govt. State Government, as autonomous organization such as Municipality etc.

Signature of the University Servant

Dated: \_\_\_\_\_

Monthly gross rental value is required to be indicated by a University servant drawing pay above Rs. 1,000/- p.m.