

APPLICATION FOR THE GRANT OF HOUSE RENT ALLOWANCE

To

The Superintendent of Police/Hqrs,
UT, Chandigarh.

Subject: Grant of House Rent Allowance- request thereof.

Sir,

I, being in the service of U.T. Police, Chandigarh (on deputation or otherwise) hereby apply for the grant of house rent allowance and give the required information, as under:-

1. Name (in Block Letters) _____
2. Father's Name _____
3. Rank and Belt Number _____
4. Whether on deputation or U.T. employee
(on deputation from which state) _____
5. Basic Pay _____
6. Particulars of house taken on rent _____
7. Place of Posting _____
8. Date of joining in Chandigarh Police _____
9. Whether applied of house allotment _____
10. Permanent Home Address _____

CERTIFIED :

- (a) That I am unmarried/married having person/s _____ male _____ and _____ female children. Children are my dependents.
- (b) That I have surrendered the Govt. house No _____ and I am not in possession of Govt. accommodation at present.
- (c) That I have not been debarred from allotment of Police quota quarter applied for.
- (d) That I have not been provided with Govt. accommodation not I have refused such accommodation during the period in respect of which the allowance is claimed.
- (e) That am incurring some expenditure towards rent.
- (f) That 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.
- (g) That the house in question for which the rent is being claimed falls within the prescribed limit as per rules from the place of my posting.

Date:
Place:

Applicant's signature

UNDERTAKING

I, _____ S/D/W of Sh. _____ r/o _____, Chandigarh, do hereby solemnly affirm and declare as under:-

1. That I am serving in Chandigarh Police as _____, No. _____/CP since (D.O.A) _____ and presently posted at _____.
2. That I am residing in a rented/own House No. _____, Sector/Village _____ and paying a rent of Rs. _____/- as a rent of this house.
3. That 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.
4. That 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
5. That the Organizations like municipality, port trust, etc., is/are not in receipt of HRA from the Central/State Government/ autonomous public undertakings or semi Government organization like municipality, port trust, etc.
6. That I also certify that my wife/ husband has not been allotted accommodation at the same station by the Central/State Government/ autonomous public undertakings or semi- Government organizations such as municipality, port trust, etc.
7. That 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.
8. That I have not been provided with Govt. accommodation nor I have refused such accommodation during the period in respect of which the allowance is claimed.
9. That staff working in Central Government establishments within a distance of 8 KM from the periphery of the municipal limits of a qualified city will be allowed HRA at the rates admissible in that city.
10. That I will inform the department about shifting to another rented accommodation immediately after shifting.

Chandigarh

Dated

DEPONENT

VERIFICATION:

Verified that the said contents are true to the best of my knowledge and belief and nothing has been concealed therein by me. I do understand that in case of any concealment or misrepresentation, I will be liable to face disciplinary action for the grave misconduct.

Chandigarh

Dated

DEPONENT