

Form for Claim of House Rent Allowance by Research Scholars

1. Name: _____
2. Roll No: _____
3. Category (PhD/PDF/RA): _____
4. School: _____
5. Date of Joining: _____
6. Source of Fellowship: _____
7. Monthly Fellowship Amount: _____
8. Name of Research Supervisor: _____
9. Date of Marriage (*Attach marriage certificate*): _____
10. Name of the Spouse: _____
11. Spouse in Government Service (Yes/No): _____
If yes, provide name & address of organization: _____

12. Present Residential Address*: _____

13. Date from which HRA is requested (On or after 1.1.2020): _____

* Present residential address will be used for all official purposes.

Declaration

The information provided above is true and correct to the best of my knowledge and belief. I fully understand the rules & regulations issued by the central government for availing HRA. I further certify that I am not staying in an accommodation provided to my husband/wife by the state/central government.

Date: _____

Signature of the Student

Recommendation

Research Supervisor/PGCS Convener

Chairperson of the School

Hostel Office

This is to certify that Ms/Mr _____
is not availing hostel accommodation provided by the institute.

OR

This is to certify that Ms/Mr _____
was availing hostel accommodation provided by the institute and he/she has vacated the hostel
room on _____. There are no dues pending against him/her.

Date: _____

Chief Warden

House Allotment Committee

This is to certify that Ms/Mr _____
has applied for appropriate family accommodation which is presently not available and therefore
she/he may be permitted to draw applicable HRA till further notice.

Date: _____

Chairman, HAC

Approved/Not Approved

Dean (AA)/Dean (R&D)

Note: If PhD supervisor is not allotted, then signature of PGCS Convener is required for PhD students. Approval of Dean (AA) is required for PhD students and approval of Dean (R&D) is required for PDF/RA.