

APPLICATION FORM FOR CLAIMING HOUSE RENT ALLOWANCE IN RESPECT OF GOVERNMENT SERVANTS LIVING IN RENTED ACCOMMODATION OR OWN HOUSE.

- 1 Name
- 2 Designation & Department in which employed

- 3 Pay : (i) pay as per Rule 2(1) of these rules.
(ii) pay plus pension (for re-employed persons only).
- 4 (i) Full address of the house.

(ii) Whether rented or own.
- 5 Details of Accommodation (No. of rooms, Kitchen, W.C. and bath varandah etc. be shown separately).
- 6 Amount of house rent allowance claimed as admissible under rules.
- 7 Whether certificate required under rules are attached.
- 8 Date of occupation of the accommodation.

Date Signature
Designation
Department

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 Government have been obtained from the Government servant.

(2) House Rent Allowance of Rs AS PER RULE is hereby sanctioned.

Date **Signature**
(Head of Office)
Designation

No. **Date**.....

Copy forwarded to XEN/ Collector/ Dy. Secretary, General Administrative Department, Jaipur for allotting Government accommodation, if available.

Signature
Designation

CERTIFICATES TO BE FURNISHED BY A GOVERNMENT SERVANT WHO IS
APPLYING FOR GRANT OF HOUSE RENT ALLOWANCE.

Certified that : -

(1) I am living in a rented house situated within municipal limits of
(Name of City/ Town) and incurring some expenditure on rent/ contributing towards
rent.

(2) The portion of accommodation in respect of which house rent allowance is
claimed has not been sub-let / has been sub-let and the monthly rent which is
received is Rs. p.m.

(3) I am living in a house situated within municipal limits of ----- (Name of
City/ Town) and owned by me, my wife/ husband/ children/ father/ mother/ Hindu
undivided family in which, I am co-parcener and paying / contributing towards
house or property tax or maintenance of the house.

(4) I have not been provided with Government accommodation by the Central
Government, State Government or Autonomous public undertakings or Body or
Corporation or Semi-Government Organisation such as Municipalities etc.

(5) I am not living in Government accommodation which has been allotted to
another Government servant.

Signature of the
Government Servant