

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(College Building), Sector 32-A, Chandigarh-160047 ☎ 0172-2665253-57, Fax No. 0172-2609360

(ACCOUNTS BRANCH)

APPLICATION FOR DRAWL OF HOUSE RENT ALLOWANCE

1.	Name of the applicant	
2.	Father's/Husband's name	
3.	Applicant's Designation	
4.	Department of the applicant	
5.	Employee Code No.	
6.	Residential Address.	
7.	Date of joining, Govt. service	
8.	Whether the applicant is residing at Headquarter or at a place other than Headquarter in a hired accommodation/own accommodation?	
9.	If residing at a place other than the Headquarter, as to whether permission of the competent authority to leave headquarters have been obtained?	
10.	Whether the applicant and his/her wife/husband has been allotted residential accommodation at the same station by any State Govt./Central Govt./ Union Territory Administration/an Autonomous Public Undertaking including LIC and Nationalised Banks of Semi Govt. organisations.	
11.	In case the applicant was occupying Govt. accommodation it may be certified that he did not leave the Govt. accommodation without the approval of the Competent Authority and whether the Govt. Accommodation was offered to him and it was refused?	
12.	Whether the husband/wife of the applicant is in service of a State Govt./Central Govt./ Union Territory Administration/an Autonomous Public Undertaking including LIC and Nationalised Banks of Semi Govt. organisations, if so, whether he/she is in receipt of House Rent Allowance from that Govts./organisation	
13.	Whether more than one member of the family is an employee of the Govt. and are occupying the same accommodation? If so, whether the applicant (Claimant) is head of the family.	
14.	Whether the applicant is entitled for rent free accommodation? If so, whether the rent free accommodation has been provided?	
15.	Certified that I am residing within the radius/ beyond the radius of 3 K.M from the place of duty point.	

Certified that the information furnished by me in reply to the various columns indicated above is true to the best of my knowledge and belief, and nothing has been concealed therein.

Signature of the applicant

Dated :

Name _____

Designation _____

REMARKS OF THE HEAD OF THE DEPARTMENT

Certified that the above official/officer is residing within the radius beyond the radius of 3 K.M from the place of duty point as per residential proof provided by the official/officer attached with his application.

**Signature of the Head of
Department**

**PERFORMA PRESCRIBED FOR THE GOVERNMENT EMPLOYEES
FOR THE DRAWL OF HOUSE RENT ALLOWANCE**

1. I certify that I have not been provided with any government accommodation nor I have refused any such accommodation during the period in respect of which House Rent Allowance is claimed.
2. I further certify that I have paid Rs. _____ (Rupees _____) as a rent for the month of _____ for the House No. _____ Street _____ Sector _____ and that no portion of accommodation for which house rent allowance is claimed was sublet and that the rent paid was exclusive of water and Electricity charges.

OR

I certify that I am residing in a house owned by me/my wife/my husband/my parents/my in-laws and that no portion of accommodation for which rent is claimed was sublet.

Dated : _____

Signature of the Govt. Servant
Designation :
Branch :

Received a sum of Rs. _____ (Rupees _____) from Shri _____ is the House Rent for House No. _____ Sector _____ Chandigarh for the months/month of _____.

Signature of the Owner,
With revenue Stamp
PAN of Owner _____

Copy of **Non availability Certificate (NAC)** from Chief Warden (Hostels) enclosed :