

GOVT.MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
Sector 32-A, Chandigarh-160047 Ph. 0172-665253-57, Fax No. 0172-609360

CIRCULAR

(Accounts Branch)

As per provision of rules, the employees those are eligible for House Rent Allowance (HRA) has to apply for the same on the requisite proforma. Usually HRA is being allowed from date employee submits his/her claim application in GMCH. Pay Scales and Central Civil Services rules have been made applicable to the employees of Chandigarh Administration w.e.f 01.04.2022 and some of the employees could not submit their HRA claim application in time. So taking a lenient view in the matter and a one time measure an opportunity is being afforded to the employees either to claim HRA w.e.f. 01.04.2022 OR from the date of joining the Institute (whichever is applicable) submit his/her claim form for drawal of HRA alongwith Undertaking (Annexure-II) and PAN /Aadhar Proof of House Owner or Rent Agreement in the Accounts Branch through proper channel within a period of one month from the issuance of this Circular.

After the lapse of one month, no further claim for the HRA in respect of abovesaid period shall be considered.

Dated, Chandigarh the
07.10.2024

P-335110

NO.GMCH/AC(F&A)/NPS/2024/ 39566-58


Prof. A.K. Attri,
Director Principal,
Govt. Medical College & Hospital
Sector -32, Chandigarh.

Dated: Chandigarh, the

A copy is forwarded to the following for information and necessary action.

18 OCT 2024

1. All HODs, GMCH-32, Chandigarh.
2. The Deputy Controller (F&A), GMCH-32, Chandigarh.
3. The Assistant Controller (F&A)-I&II, GMCH-32, Chandigarh.
4. The Registrar Academic, GMCH-32, Chandigarh.
5. All the Office Superintendents, GMCH-32, Chandigarh.
6. The Nursing Superintendent, GMCH-32, Chandigarh.
7. The Incharge Pharmacy, GMCH-32, Chandigarh.
8. The Chief Warden (Hostels), GMCH-32, Chandigarh.
9. The Librarian, Central Library, GMCH-32, Chandigarh.
10. The Law Officer, Legal Cell, GMCH-32, Chandigarh.
11. The RTI Cell, GMCH-32, Chandigarh.
12. The System Analyst, GMCH-32, Chandigarh with the request to upload the Undertaking on the website alongwith the HRA form.
13. The Supervisor Communication, GMCH-32, Chandigarh.
14. The Incharge Sports, GMCH-32, Chandigarh.
15. PS to Director Principal and PAs to JDA &MS, GMCH-32, Chandigarh.
16. Master File.


Deputy Controller (F&A)
Govt. Medical College & Hospital
Sector -32, Chandigarh.

Rahul

ANNEXURE- II

Certificate to be furnished by all Central Government servants:

(1) 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.

(2) 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.

(3) 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 organizations like municipality, port trust, etc., is/are not in receipt of HRA from the Central/ State Government / autonomous public undertakings or semi- Government organizations like municipality, port trust, etc.

(4) I also certify that my wife/ husband has not been allotted accommodation at the same station by the Central / Sate Government / autonomous public undertakings or semi- Government organizations such as municipality, port trust, etc.

Signature of the Govt. servant

Name of the Govt. servant.....

Date

Designation.....

*Strike out whichever is not applicable

