

**CERTIFICATE FOR CLAIMING HRA-OFFICERS**

I, Rank \_\_\_\_\_ Name \_\_\_\_\_ No. \_\_\_\_\_

Designation \_\_\_\_\_ do hereby certify the following:-

- |                                                                                 |        |
|---------------------------------------------------------------------------------|--------|
| (a) Date of Reporting                                                           | -----  |
| (b) Date of application for Married<br>Accommodation                            | -----  |
| (c) Whether allotted any type of<br>Married (Govt./hired)Accommodation          | Yes/No |
| (d) Whether holding any type of<br>Married accommodation at previous<br>Station | Yes/No |
| (e) If holding accommodation in<br>Previous station, the ground for the same    | -----  |
| (f) Whether holding any single Mess<br>Accommodation at subsidised rates        | Yes/No |
| (g) Whether in receipt of Rent<br>Re-imburement                                 | Yes/No |

1. I further certify that I shall intimate CO,INS \_\_\_\_\_ through respective Director/Head of the Deptt, the details of offer of allotment of any type of married accommodation (Govt hired) immediately on such allotment so that the HRA can be ceased from such date of allotment.

2. I have gone through the contents of NO 2/98 which governs regulations Pertaining to grant of HRA for officers.

(Signature of the officer)

II

**COUNTERSIGNED**

Director/CO/Head of the Deptt.

To  
CO, INS \_\_\_\_\_