

Government of Odisha
Home Department

File No. HOME-OE2-SANC4-0084-2020 23130 / Bhubaneswar, Dated 05.07.2021

From

Sri T.K.Mallik,

Under Secretary to Government

To,

The P.S to Special Secretaries to Government, Home Department
The P.S to All Additional Secretaries to Government, Home Department.
All Joint Secretaries to Government, Home Department
All Deputy Secretaries to Government, Home Department
All Under Secretaries to Government, Home Department
All Desk Officers/Section Officers
The Chief Receptionist/Record Keeper, Secretariat Record Room, Home Department
The Superintendent, Issue Section, Home Department.
The Librarian ,Home (Library) Department

Sub: Submission of required certificate in the prescribed proforma for grant of H.R.A w.e.f Dt.01.07.2021

Sir,

I am directed to request that, the required certificate in the prescribed proforma (Copy enclosed) duly filled in for grant of HRA in favour of the Officers and Staff of this Department, who have not been provided with Government quarters for accommodation may please be submitted to Home (OE-II) Department latest by Dt.10.07.2021 positively.

All the Desk officers/ Section Officers of this Department are requested to submit the required certificate of the concerned Staff of their Section in a bunch along with their own to OE-II Section by the stipulated date positively.

Yours Faithfully

A. K. Mallik
21/7/21

Under Secretary to Government

CERIFICATE TO BE FURNISHED BY A GOVERNMENT EMPLOYEE FOR THE GRANT OF HOUSE RENT ALLOWANCE

1. I certify that, I have not been provided with Government accommodation during the period in respect of which the House Rent Allowance is claimed.

2. I certify that, I am incurring expenditure on hiring accommodation my residential purpose within _____ Kms of my headquarters in Village/Town.

I am residing in my own house or house owned by me/Wife /Son /Children /Father/ Mother /Husband.

3. I certify that I have retained my family at my old place of posting and am continuing to incur expenditure on hiring accommodation within 8 Kms. of my present Headquarters.

4. I have been sent on training from _____ to _____ but ,I have retained my family in any place of posting i.e.

5. I certify that my husband/wife is not a Government Servant.

or

I am a widow/widower/unmarried.

or

My husband/wife who is a Government Servant is not drawing house rent allowance although he/she is working in the same Headquarters.

(Strike out which is not applicable)

6. I certify that my Husband/Wife is also posted at my Headquarters and employed at present in the Office of the _____ (mention the detailed correct address of the of the Office) from _____ to _____ and in receipt of house rent allowance/is not in receipt of house rent allowance.

or

My husband/wife is also posted at my Headquarters and employed at present in the office of the _____ (mention the detailed correct address) from _____ to _____ and has been provided with accommodation/ has not been provided with accommodation by _____ (Mention Government/ Government Department/Organization).

or

My husband/wife is a Government servant/employee of central Government or other Organization (mention the detailed address of the Organization) is not posted at my Headquarters.

Signature of the Officer

Designation:

Date:

Present local residential address.