



## ANNEXURE 'A'

### APPLICATION FORM FOR CLAIMING HOUSE RENT ALLOWANCE

1. Name
2. Designation & Department in which employed.
3. Pay (including personal pay, special pay, dearness pay, merit pay, if any ) indicate amount of gross pension and pension equivalent of death-cum-retirement benefit if the claimant is a re-employee pensioner.
4. Name of Land Lord and complete address of the rented house.
5. Details of accommodation taken on rent (No. of rooms, Kitchen, W.C. and bath. Varandah etc. be shown separately.)
6. Monthly rent paid.
7. Amount of House Rent allowance claimed as admissible under rules.
8. Whether certificates required under rules are attached.

Signature :

Designation :

Department:

\* *Applicable in case of officers drawing pay more than 1000/- P.M.*

#### For use in the office of the Head of Office/Head of Department.

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. .... in hereby sanctioned.

SIGNATURE  
(Head of Office/Head of Deptt.)  
Designation

No.....

Dated.....

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

Signature.....

Designation.....

## CERTIFICATE

I Certify that :--

1. I do not own a house and I am not living in a house belonging to or owned by me father/mother/wife/children, Substitute by the following :--
2. I am living in a rented house situated within municipal limits of (name of city/town) ..... (given house number and full address) and paying a monthly rent of Rs. .... to Shri.....  
(name of land lord) (to be filled in by officers drawing pay more than Rs.1000/- P.M.)
3. I have not been provided with Government accommodation.  
OR  
I was provided with Government accommodation but refused it or surrendered the same after occupying it and I now hereby give an undertaking that I shall ask for Government accommodation for a period of 5 years from the date of allotment of surrender of Government accommodation which is .....  
.....(Mention date)  
(strik out whichever is inapplicable)
4. No portion of accommodation in respect of which house rent allowance is claimed is sublet or occupies by adult (S) other than those belonging to my family or who are wholly dependent upon me.  
(If the case is covered by exception below rule ? the fact should be mentioned in this Certificate)
5. I am also owner or a joint owner of an ancestral house, no portion of which has been let out on rent, and that accommodation in my possession or available for my use, the details of which are given below is not adequate according to my status and size of the family.

Signature

Designation

Department

Date : \_\_\_\_\_

No. :

Date :

Forwarded to the Registrar/Asst. Secretary, Department of personnel (B- ) Govt. Sectt., for necessary action.

SIGNATURE