

APPLICATION FOR SANCTION OF HRA

Application for encashment of House Rent Allowance on classification of Sri. Vijaya Puram/Ferrargunj/Little Andaman.

1. Name of Employee :
2. Designation :
3. Basic Pay Level :
4. Place of Posting :
5. Place of residence :

(Within Sri. Vijaya Puram or outside of Sri. Vijaya Puram)

6. Date from which the HRA is claimed (New case) :
Prescribed certificate with date to be attached
7. In the case of enhancement of HRA the date from which :
HRA at old rate was sanctioned with Order No and Date
8. Details of residence where residing (own house/rented house) :
if rented house indicate the name of the owner of the house
9. Location of own house/rented house where residing :
10. Where sharing Govt. Accommodation allotted any other
Govt. employees. if so indicate the Name of allotted

Certified that the information furnished above is correct to the best of my knowledge. If the information furnished above is period to be false or any stage shall held responsible for the same.

Sri. Vijaya Puram:

Date:

Signature of the Govt. Servant:

Name:

Designation: