

TO ,

THE Sr MANAGER (FINANCE) Estb.
ACCOUNTS DEPT, WCL H.Q ,

THROUGH :- PROPER CHANNEL

SUBJECT:- FORM OF APPLICATION FOR H.R.A

SL NO	PARTICULAR	
1	NAME OF APPLICANT	
2	EIS NUMBER	
3	DESIGNATION	
4	DEPARTMENT / SECTION	
5	PLACE OF POSTING	
6	BASIC PAY	
7	ADDRESS OF HOUSE OCCUPIED	
8	WETHER RENTED OR OWNED BY HIM /FATHER/MOTHER/WIFE	
9	IF RESIDING IN GUEST HOUSE /TRASIT FLAT, PROOF OF RENT PAID	
10	HOUSE RENT ALLOANCE CLAIMED	
11	DATE FROM WHICH CLAIM	
12	IS THE FIRST CLAIM OR IS MODIFICATION OF SANCTION GIVEN EARLIER	
13	DECLARATION IN FORM 'A' ATTACHED	YES / NO

CERTIFICATE

Certify that I have not been alloted any bunglow/ house owned or controlled by the Company.

I have read and understood the House rent Allowance Rules and I certify that the particulars given by me as above are correct to the best of my knowledge.

Date _____

X

Signature of the Applicant

DECLARATION

I hereby declare the following for claiming House Rent Allowance as per my entitlement .

1. I am residing at the following address , which is the house is owned by me/ my wife/ Father/Mother//Children or on rental basis .
2. That I am not residing or sharing the accomadation with any person who is geting HRA or provided with accomadation owned by or taken on lease by CIL/Subsidiaries /Goverment or PSU .

Any change in the status shall be intimated by me immediately to the company .

Dated :- _____

Signature _____

Name _____

Designation _____

Residential Adress _____
