

**NATIONAL INSTITUTE OF TECHNOLOGY UTTARAKHAND**

**FORM FOR CLAIMING HOUSE RENT ALLOWANCE OF THE MONTH OF \_\_\_\_\_**

<b>Name:-</b>	<b>Roll No.:-</b>	<b>Status: (JRF/SRF)</b>
<b>Department:-</b>	<b>Date of Registration:-</b>	
<b>Email ID:-</b>	<b>Phone No:-</b>	
<b>Date of Joining:</b>	<b>Duration in Ph.D. Programme:.....Y .....M</b>	
<b>Details of accommodation:-</b>	<b>Full Address of the rented accommodation house:-</b>	
	<b>Details</b>	
	1) <b>Number of Rooms</b> :	
	2) <b>Kitchens</b> :	
	3) <b>WC and bath</b> :	
4) <b>Verandah etc</b> :		
<b>Date of occupying the rented house:</b>		
<b>Amount of monthly rent being paid:</b>		

**Signature of the student:** ..... **Date of Application:** .....

**Note:** - (the application for HRA for a month should be submitted between 1<sup>st</sup> to 5<sup>th</sup> of the concerned month or along with fellowship claim form of the concerned month)

**(For Office Use)**

1. I have examined the claim of house rent allowance and I am satisfied that the claim is accordance with the rules. The documents prescribed by the institute have been submitted by the research scholar.
2. HRA claimed by student Rs. ....
2. HRA admissible as per rules Rs. ....
3. Date of receipt of Application for HRA.....
4. Month of which HRA is applicable.....

Signature of dealing assistant: .....

Signature of Superintendent (A/F): .....

Signature of Assistant Registrar: .....

## **RENT RECEIPT**

Date:-

I, Mr/Ms/Mrs... (Name of Land Lord)  
S/o,D/o,W/o.....resident of.....  
.....(address of Landlord) having  
PAN.....( PAN of Landlord) hereby state that I have  
rented out my house.....(Details of the rented  
**accommodation**) to Mr/Ms/Mrs.....( Name of the Ph.D  
**Scholar**) S/o,D/o,W/o.....on.....  
(Date on which rented) on a monthly rent of Rs .....( Rupee..... ).

In this connection I, Mr/Ms/Mrs.....(Name of Land  
**Lord**) have received an amount of Rs.....( Rupee.....  
.....(in words ) as rent for the month of .....

Signature of the Land Lord

Name of the Land Lord

Date:

Place:-

Verified by

(Name of Ph.D. Scholar)

Roll No: \_\_\_\_\_

**UNDERTAKING BY THE PH.D. SCHOLAR**

Date:-

I Mr/Ms/Mrs .....(Name of the Ph.D Scholar )

S/o,D/o,W/o..... Student Roll. No .....hereby

undertake that:

- 1) I have taken on rent.....(**Details of the rented accommodation**)  
on..... (**Date on which rented**) on a monthly rent of Rs.....
- 2) The portion of accommodation in respect of which house rent allowance is claimed has not been sub-let presently and shall not be sublet in future.
- 3) I have not been provided any hostel accommodation by the institute.
- 4) That my spouse (applicable to the married scholars) is not claiming HRA in Srinagar (Garhwal) / has not been provided official accommodation in Srinagar (Garhwal) / is not owning any house in Srinagar (Garhwal).
- 5) In case I change my rented accommodation I shall intimate the same to the Institute immediately as per the stipulated procedure.
- 6) In case any of the information furnished above by me is found to incorrect, the institute is free to take any action against me and I shall be solely responsible for the same.

Signature of the student

Name of the student

Date:

Place:-