**ANNEXURE – ‘A’**

**APPLICATION FORM FOR CLAIMING HOUSE RENT ALLOWANCE IN RESPECT OF GOVERNMENT SERVANTS LIVING IN RENTED ACCOMMODATION OR OWN HOUSE.**

1. **Name**
2. **Designation & Department in which employed**
3. **Pay : (i) pay as per Rule 2(1) of**

**these rules.**

**(ii) pay plus pension (for**

**re-employed persons only).**

1. **(i) Full address of the house.**

**(ii) Whether rented or own. 5 Details of Accommodation**

**(No. of rooms, Kitchen, W.C. and bath varandah etc. be shown separately).**

1. **Amount of house rent allowance claimed as admissible under rules.**
2. **Whether certificate required under rules are attached.**
3. **Date of occupation of the accommodation.**

**Signature ............................**

**Designation**

**Date ............................ Department**

FOR USE IN THE OFFICE OF HEAD OF OFFICE.

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 AS PER RULE is hereby sanctioned.**

Signature ............................

(Head of Office)

**Date ...........................** Designation .........................

**No. .............................** Date....................................

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

Signature ............................

Designation .........................

ANNEXURE – ‘B’ CERTIFICATES TO BE FURNISHED BY A GOVERNMENT SERVANT WHO IS

APPLYING FOR GRANT OF HOUSE RENT ALLOWANCE.

Certified that : -

1. **I am living in a rented house situated within municipal limits of ..............................**

(Name of City/ Town) and incurring some expenditure on rent/ contributing towards rent.

1. **The portion of accommodation in respect of which house rent allowance is claimed has not been sub-let / has been sub-let and the monthly rent which is received is Rs p.m.**
2. **I am living in a house situated within municipal limits of (Name of**

City/ Town) and owned by me, my wife/ husband/ children/ father/ mother/ Hindu undivided family in which, I am co-parcener and paying / contributing towards house or property tax or maintenance of the house.

1. **I have not been provided with Government accommodation by the Central Government, State Government or Autonomous public undertakings or Body or Corporation or Semi-Government Organisation such as Municipalities etc.**
2. **I am not living in Government accommodation which has been allotted to another Government servant.**

Signature of the Government Servant