

J.C BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, FARIDABAD

No.: Accounts/3237/


Date:- 27/12/24

NOTICE

It is to inform to those employees who are receiving House Rent Allowance that they are required to submit a certificate on prescribed Performa duly certified by the concerned employee to the Accounts Branch in the 1<sup>st</sup> week of January 2025 so that HRA may be continued along with the salary for the month of January 2025. Employees who are residing in a rental house must submit a rent receipt with the certificate. **Employees who are residing outside the Municipal limit of Faridabad, must mention the distance of their residence from the municipal limit on the certificate.**

**Chairpersons/HODs is requested to collect the HRA certificate from employees and submit to Accounts Section with a covering letter. No individual form will be accepted.**

Prescribed Performa is enclosed and available on University website and has also e-mailed to all Head of Departments.

  
CONTROLLER OF FINANCE

1. All Chairpersons/Deans/HOD/HOS/DR(E)/DR(P).
2. Sh. Ankit Pannu, for uploading on website.
3. P.A. to V.C., for kind information of Vice-Chancellor.
4. P.A. to Registrar, for information of Registrar.