

**JOINT DECLARATION FOR DRAWAL OF HOUSE RENT ALLOWANCE (H.R.A.)**

**As on 1st January / July \_\_\_\_\_ (Year)**

**PART – A**

I am Married / Unmarried / Widow / Widower (*strike out which is not applicable*)

My wife / husband is not in service under the Govt. of India or any other State Govt. or any Govt. Undertaking or any Statutory or Local Body or Educational Institution etc.

**OR**

My wife / husband is in service and the particulars of her / his employment and pay etc. drawn by her / him are furnished hereunder in PART – B.

1. Name of the Employee :
2. Designation of the Employee :
3. Name of the Office / School :
4. Address of the Office / School :
5. (a) Present Pay of the Employee :
- (b) Present HRA drawn by the Employee per month :

I have / have not been provided with a quarter by the school authority.

I do hereby declare that the details furnished in PART – A are true at the best of my knowledge.

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Full Signature of the Employee

**PART – B**

1. Name of the Spouse :
2. Designation of the Spouse :
3. Name of the Office / School :
4. Address of the Office / School :
5. (a) Present Pay of the Spouse :
- (b) Present HRA drawn by the Spouse per month :
6. Whether the Spouse has been provided with a quarter by the school authority : YES / NO

I do hereby declare that the details furnished in PART – B are true at the best of my knowledge.

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Full Signature of the Spouse

**To be Countersigned**

**by the H.M./T.I.C./Administrator/D.D.O.  
of the school / office of the spouse**

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