

Notice
DAC/N-14/2020-21, dated 09.07.2020

All members of teaching and non-teaching staff holding regular appointment against substantive posts are requested to kindly note that the college is yet to receive any filled in HRA declaration form in terms of the college **Notice No. DAC/N-5/2020-21, dt. 30.05.2020** till date.

All are aware that the submission of duly filled in HRA declaration form once in a year is mandatory for the purpose of release of salary grant by the government.

Under the circumstances, all are requested to please submit the filled in HRA Declaration Form duly signed by self and the spouse (if any).

The HRA Declaration Form may be downloaded from college website
(Form No. 42 under downloadable forms).

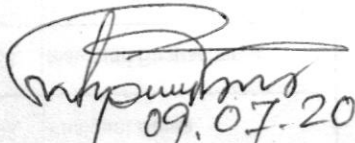
For those employees who share the HRA between the self and the spouse, the HRA declaration form should be countersigned by the **Employer of the Spouse**, and a **HRA Certificate** (specifying the amount of HRA to be drawn by the Spouse from **July, 2020 to June, 2021** under normal circumstances) from the Employer of the Spouse is **mandatory**.

The filled in HRA Declaration form may be submitted to the college as per following schedule:

Date	Time
16.07.2020	12-30 p.m. to 3-00 p.m.
21.07.2020	12-30 p.m. to 3-00 p.m.

The Principal will be available in person in the college as per above schedule for issuing HRA Certificate and signing the HRA Declaration Form as the case may be.

All are requested to kindly note that **non-submission of HRA declaration Form** of all employees completed in all respect may adversely affect the release of Pay Packet Grant for the period from August, 2020 to December, 2020.


09.07.2020
Principal
Dinabandhu Andrews College