



R&D AD-08

Request for House Rent Allowance (HRA)

1. Name of Applicant (In Block Letters): _____
2. Entry No.: _____ b) Contact No.: _____
3. a) Department: _____ b) Designation: _____
c) Full-time/Part-time: _____
4. a) Date of Joining: _____ b) Tenure upto: _____
5. Present Address: _____
6. Permanent address: _____
7. Date of HRA claim (w.e.f.): _____
8. a) Date of hostel vacation (if staying in hostel earlier): _____
b) No Dues from hostel caretaker/warden with hostel stamp attached: _____
9. Name of Landlord and complete address of the rented house:

10. Amount of House Rent allowance claimed as admissible under rules: _____
11. Signature of Applicant: _____ Date: _____
12. Supervisor/Mentor/PI forwarding the request:
Name: _____ Email: _____ Sign: _____

Copies of following documents to be attached with the application (self-attested):

1. Institute Identity Card
2. Joining Office Order
2. Rent Agreement and/or monthly rent paid receipt
3. Proof of hostel vacation (if was in hostel earlier)

For Office Use (R&D)

Verified by Admin (R&D) : _____

Recommended By:

Approved By:

DR / AR (R&D)

Dean (R&D)