

School Education Department, West Bengal's memo No. 25-S E(B)/ 1M-102/98  
Dated, Calcutta, the 12<sup>th</sup> February, 1999

I, Sri..... Husband of Smt.....

Declare hereby that I am employed in.....

And draw house rent allowance Rs.....per month from January / July, 20\_\_

Basic Pay..... for the month of January / July, 20\_\_ And date of increment on

..... at the present.

I have been/ have not been allotted family accommodation by the Govt. Aided Institution/State Govt./ Central Govt./Autonomous Public undertaking etc.

.....  
Sign. of Head of Institution/Officer  
(Seal)

.....  
Signature and Date

I Smt ..... wife of Sri.....

Declare hereby that I am employed in.....

And draw house rent allowance Rs.....per month from January / July, 20\_\_

Basic Pay..... for the month of January / July, 20\_\_ And date of increment on

..... at the present.

I have been/ have not been allotted family accommodation by the Govt. Aided Institution/State Govt. / Central Govt./Autonomous Public undertaking etc.

.....  
Sing. of Head of Institution/Officer  
(Seal)

.....  
Signature and Date

- Total H.R.A drawn by husband and wife together must not exceed Rs. 12000.00 per month.
- H.R.A Declaration to be submitted in January and July every year.