



APPLICATION FORM FOR CLAIMING HOUSE RENT ALLOWANCE

Name:-	Roll No:-
Department:-	Date of Admission: Date of Registration:
Supervisor:- Co-Supervisor:-	Email ID: Phone No:
Details of accommodation:-	Full Address of the Rented Accommodation House:
	Details(Number of Rooms, Kitchens, Hall, etc):
	Date of Occupying the Rented House:
	Amount of Monthly Rent Being Paid:

Signature of the Student:

Date of Application:

Recommendations & Signature of the Supervisor(s):

Recommendations & Signature of HoD:

Note: New applications for HRA for a month should be submitted between 1st to 10th of that month OR else it shall be considered from the next month

Enclosures to be submitted along with this form:

1. Copy of the Marriage Certificate (self-attested).
2. Approval from Chief Warden.
3. Tenancy Agreement along with copy of PAN Card of the Landlord.
4. Rent Receipt (The rent receipt should have Revenue Stamp affixed with the signature of the landlord)

(For Office Use)

1. HRA claimed by student ₹.
2. HRA admissible as per rules ₹.
3. Date of receipt of application for HRA:
4. Month for which HRA is applicable:

Signature of JA (AA)

Signature of Supdt. (AA)

Signature of AR (AA)

Recommendation of Dean (AA):

Signature of Dean (AA)

Approved/Not Approved:

Signature of the Director