

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)



F.No. MANUU/ER.I (B)/110/2019/ 565

Dated: 29th June, 2019

ORDERS

Sub: Release of House Rent Allowance to teaching and non-teaching staff of
MANUU- Furnishing of mandatory Certificate for claiming HRA - regarding

The University has been following Government of India (GoI) rules and regulations/guidelines for grant of H.R.A. to its teaching and non teaching employees. As per the existing instructions issued by the Ministry of Finance, Department of Expenditure vide OM No. 1113/2/86-E.II(B) dated 23.9.1986 as applicable to central government employees, every Government servant should furnish along with his/her first claim for HRA a certificate in form as per the prescribed format. Any payment of HRA to a Government employee shall be only on the basis of furnishing of such certificate on individual basis.

2. It has been observed by the competent authority that HRA is being released by the University without complying with the above Ministry of Finance instructions and without obtaining the requisite certificate from the employees who are drawing HRA.
3. It is, therefore, decided to obtain the necessary certificate in the prescribed format from all those employees who are presently drawing HRA. All the employee concerned are hereby requested to furnish the certificate to the ER.I or ER.II Section as the case may be either through hard copy or signed copy sent through email latest by 15.7.2019. A copy of the certificate is uploaded along with this circular on the website.
4. It may be noted that HRA shall be released only on the receipt of the said certificate failing which they are not entitled to HRA from the month of July, 2019 onwards.


Registrar

Copy to:-

1. All Teaching and Non-teaching employees (Hyderabad and Off campuses)
2. Finance Officer
3. Office of the VC/PVC/Registrar/Consultant (Audit)



**CERTIFICATE TO BE FURNISHED BY A CENTRAL GOVERNMENT SERVANT
FOR CLAIMING HOUSE RENT ALLOWANCE**

(Ref: Ministry of Finance (Deptt. of Expenditure) OM No.1113/2/86-E.II(B). dated 23.9.86)

1. I certify that I (have applied for the Government Accommodation in accordance with the prescribed procedure but) have not been provided with Government accommodation/have refused the allotment of Government accommodation) during the period in respect of which the allowance is claimed.

2. I certify that I am residing in a house hired/owned by me/my wife/husband/ son/daughter/ father/mother a Hindu Undivided family in which I am copartner.

3. I certify that I am incurring some expenditure on rent/contributing towards rent.

OR

I certify that the rental value of the house owned by me/owned by a Hindu Undivided family in which I am a copartner and in which I am residing is ascertainable in the manner specified in para 7 of O.M. No. F-2(37)-E. II(B)/64 dt 27.11.65. I certify that I am paying/contributing towards house or property tax or maintenance of the house.

4. I certify that I am not sharing accommodation allotted to my parent(child) by the State/Central Government, on autonomous public undertaking or semi-government organization such as municipality port etc. allotted rent free to another Government servant.

5. I certify that my husband/wife/children/parents who is/are sharing accommodation with me allotted to another employees of the central/State Government/autonomous public undertakings or semi-Government organizations like municipality, port trust etc. is/ are not in receipt of house rent allowance from the central/State Government, autonomous public undertakings or Semi-Government organizations like municipality, port trust etc.

6. I also certify that my wife/husband has not been allotted accommodation at the same station by the Central State Government organizations such as municipality, port trust etc.

Local Address _____

Signature _____
Name _____
Designation _____
Place of posting : _____

Date: