

# Jadavpur University

**DECLARATION IN RESPECT OF HOUSE RENT ALLOWANCE AS PER G.O. NO78-Edn(U) dated 23.2.2010**

I..... do hereby declare and certify that:

- 1) I live in a house owned by me,
- 2) I live in a rented house and the rent paid by me,
- 3) I live in a house rented/owned by my parents/spouse/relatives and I contribute towards the rent/maintenance & taxed of the house.
- 4) I am staying in University Quarter allotted for me with a monthly rent of Rs..... at Quarter No .....and address of the Qtr. Is at.....

**[ Strike out which ever is not applicable ]**

\*I further declare that My spouse is an employee of the Central Govt. / State Govt./ .....

Govt. Undertaking/ Govt. Aided Educational Institution and is drawing

Rs.....(Rupees.....only) p.m. as HRA & I would like to draw HRA

and I would like to draw HRA @Rs. .... (Rupees..... only) p.m. from

Jadavpur University.

Details are as under:

- 1) Name of the Spouse:.....
- 2) Name of the Employer of Spouse:.....
- 3) Address & Phone No. of employer:.....  
.....

**Date:**

**Signature:.....**

a) Employee Code..... b) Designation :.....

c) Salary Registrar: .....d) Department :.....

\* To be furnished if the employee has a spouse and is employed in the Govt./Govr-funded Organisations

**FOR OFFICE USE**

Amount of HRA allowed : Rs.....p.m.

The HRA is fixed at above figure.

Dealing Asst. Pay

Suptd. Pay Section

Dy. Finance Officer/ Finance Officer

# Jadavpur University

## FORM OF OPTION

[ AS PER SCHEDULE-I, PART-A OF THE G.O. No. 78-Edn.(U) dated 23.2.2010]

\* (i) I ..... hereby elect the revised pay structure with effect from 1<sup>st</sup> January 2006

\* (ii) I ..... hereby elect the revised pay structure with effect from 1<sup>st</sup> January 2006 and exercise my promotional fixation with effect from.....

\* (iii) I ..... hereby elect to continue on the existing scale of pay of my post mentioned below until:

- a) the date of my next increment
- b) the date of my subsequent increment raising my pay to Rs..... in the existing scale
- c) the date of my promotion/ placement (CAS) to ..... In the existing scale of pay of Rs.....

Declaration: I hereby undertake to refund to the Government any amount which may be drawn by me in excess of what is admissible to me on account of erroneous fixation of pay in the revised pay structure as soon as the fact of such excess drawl comes/ brought to my notice.

Date: .....

Signature.....

Station: .....

Name: .....

Designation: .....

Employee Code: .....

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Counter signature of the Registrar, JU

\* To be scored out, if not applicable.

# Jadavpur University

Ref. No.: REC / N / /2010

Date: 01.3.2010

## C I R C U L A R

### Subject: Invitation of option for revision of pay structures for Officers

It is notified for information of all Officers of the University that the Vice-Chancellor has directed to implement the G.O. No. 78-Edn.(U) dated 23.2.2010, issued by the Higher Education Department, Govt. of West Bengal, stating the detailed order towards the revision of Pay Structures of the Officers of the University.

As per G.O., the Option for revision of pay structures is invited, in the appropriate format provided by the Government, under Schedule-I, Part-A of the G.O. [enclosed as Annex-A] from the Officers of the University for smooth implementation of the same. Relevant documents, including G.O., the Option Form, HRA Declaration Form etc. are also available in the University website [www.jadavpur.edu](http://www.jadavpur.edu), which can be downloaded for further action.

All the Officers of the University are also requested to submit also the HRA Declaration in the prescribed format [enclosed as Annexure-B] for release of HRA under revised scale as per the GO. This format is relevant, if the spouse is employed in any Govt. / Govt.-funded organization etc.

If Such Option forms are submitted to the Pay Section within 15<sup>th</sup> March 2010 the effect of the revision shall be given with the Salary of March 2010, although there is time limit of ninety days for the same. A duplicate copy of both the forms be brought for acknowledgement from the Pay Section.

**For any problem as to the availability of Forms or otherwise, the Finance Officer may be consulted. Co-operation from all concerned is solicited.**

**REGISTRAR**

To,

**All Officers,**

The Vice-Chancellor, ProVC, Dean of three faculties,  
SS-Pay Section/SS-Personnel/ SS-Information/JS-RBCell  
Information Scientist-For uploading in the JU Website.