

South Eastern Railway

No. P/Qus/Adra/HRA/20/2019

Adra. Dated:-14.03.2019

To  
All Ch OS/Bill Sections  
Sr DPO's Office, Engg & S&T Units

**Sub:- Asking of superfluous/unnecessary documents for proceeding  
HRA application.**

Union has brought to notice that unnecessary documents like rent receipt, agreement between tenant & landlord, residence proof, electricity bill, etc. are being asked by bill clerk for processing of HRA claims. This is leading to unnecessary harassment of staff. In this regard attention is drawn to Para 1703 of Indian Rly Establishment Code which states that HRA is admissible in case other condition are satisfied without reference to quantum of rent paid and without requiring staff to produce rent receipt. Railway servant have only to furnish a certificate that they are incurring some expenditure on rent/contributing towards rent and in case they are living in own house, a certificate that they are paying/contributing towards house or property tax or maintenance of house. This certificate is already incorporated in our HRA form, hence signed HRA form itself is the certificate.

Henceforth if other condition like non-availability of eligible type of quarters in both departmental & general Pool, non belonging to essential category etc. are satisfied and HRA form is properly filled up HRA application should be processed without insisting on unnecessary documents. Any insistence on any other document unnecessarily & harassing staff will be viewed seriously & D&A action will be taken against concerned bill clerk, who insists on such documents.

*Att*  
14/3/19  
Sr. Divl. Personnel Officer/Adra  
S.E.Railway/Adra

Copy to:

DPO, APO-I, APO-II, APO-III, for information and necessary action  
All ADEN's ASTE's/Adra Division for information and necessary action

*Att*  
Sr. Divl. Personnel Officer/Adra  
S.E.Railway/Adra