

S.E.Railway

No SER/P/ADA/Qtr/HRA/Non-Essential/Policy/480

Adra, Dt: 10.12.2019

To
The All Concerned
Adra Division.

Reg:- HRA format of Non-Essential staff and competency for grant of HRA of Adra division.

With the approval of competent authority, the HRA format is furnished and enclosed herewith for sanction of HRA of the Non-Essential staff of Adra division .The concerned unit supervisor/ Bill clerk/OS are advised to put up the concerned cases for grant of HRA as per the competency mentioned at Annexure-B duly completed the format of HRA by Non-Essential staff concerned.

It is advised to all the concerned unit supervisor/ Bill clerk/OS to follow the above instruction strictly and **No other HRA format/application should be accepted/put up in any circumstance.**

Enc:- HRA format of Non-Essential staff

TH 10.12.19
Divl. Personnel Officer
for Sr. Divl. Personnel Officer
S.E. Rly-Adra

Copy to:-

- OS(G) to DRM for kind information to DRM/Adra
- Steno to ADRM for kind information to ADRM/Adra

TH 10.12.19
Divl. Personnel Officer
for Sr. Divl. Personnel Officer
S.E. Rly-Adra

To
The Sr. Divisional Personnel Officer,
South Eastern Railway, Adra.

Reg: Drawal of HRA in favour of Non-Essential Staff
through Salary Bill.

Respected sir
I, Sri/Smt /Kum. _____ Desig. _____ working under
_____ at _____ beg to state that I am a Non-Essential Staff as per
Sr DPO/Adra's Policy Circular No SER/P/Qtrs/Policy/Allotment/HRA/480 dated 17.10.2019. I have vacated my
existing Rly Qtr No _____ at _____ on _____

I also declare that

1. I have not been provided with Govt. accommodation as per my entitlement in terms of Estt. Srl. 14/2011 and I also incur the expenditure as house rent for house accommodation.
2. I am not sharing accommodation allotted to my parents/ child by the Govt. and/or autonomous public undertaking of semi-Govt. organization allotted rent-free to another Govt. servant.
3. My husband/wife/children/parents/who is/are sharing accommodation with me/allotted to another employee the Railway/Central/state Govt./Autonomous public undertaking or any Govt. organization like municipality, Port trust etc. is/are not in receipt of house rent allowance from the Railway/Central/State Govt./Autonomous public undertaking or semi-Govt. organization like municipality, port trust etc.

I, therefore, request you to arrange to draw my HRA through Salary Bill.

Thanking you.

Yours faithfully

Dated:

Signature of staff

Name:-

Bill Unit No:-

Employee No:-

Rate of Pay:-

Level:-

Forwarded by the concerning unit in-charge

ANNEXURE-B

Srl. No.	Type of application of Non-Essential Staff for grant of HRA	Finance concurrence of Accounts (YES/NO)	Competent Authority for Grant of HRA
1.	When employee has submitted application and living in his own house or rental houses & not sharing any Rly. Accommodation.	NO	Sr.DPO/Adra
2.	When surrender of Rly. Quarters or refuses after allotment	YES	DRM

10-12-19