



MAHARSHI DAYANAND UNIVERSITY, ROHTAK  
(A State University established under Haryana Act No. XXV of 1975)  
'A+' Grade University Accredited by NAAC

MOST URGENT  
DATE BOUND  
To

No.FO/Bills/19/ \_\_\_\_\_  
Dated: \_\_\_\_\_

All the Deans of Faculties/  
Heads of University Teaching Department /  
Directors/ Branch Officers,  
M.D.University, Rohtak

Sub: Submission of Rent agreement

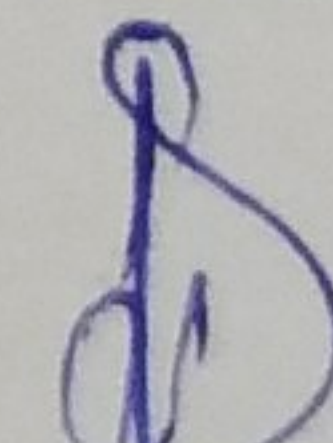
Sir/ Madam,

As provided in the rules, an Employees shall be granted house rent allowance at the rate prescribed from time to time by the compentent authority, provided it shall be certified by him, in the prescribed form (format attached) in form of affidavit duly attested by the Notary/ First Class Magistrate once in a year or at the time of any changing. It is also mandatory to mention PAN Number and Name of the Landlord, in case of residing in a rented house.

Therefore, I am directed to request you to bring this to the notice of all employees working in your office/ Department enable them to submit the required information upto 20<sup>th</sup> August, 2019 postiviely, so that the benefit of HRA may be given to them.

Encl's: As above

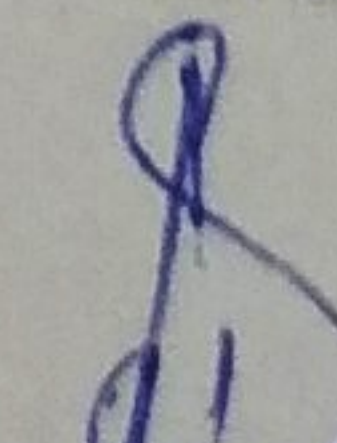
Yours faithfully,

  
Superintendent (Bills)

Endst. No. FO/Bills/19/ \_\_\_\_\_ dated:

Copy of the above is forwarded to the following for information and necessary action:

1. OSD to Vice-Chancellor/Registrar, M.D.University, Rohtak for kind information of the Vice-Chancellor/Registrar.
2. P.A. to Dean Academic Affairs/Controller of Exams, M.D.University, Rohtak for kind information of the Dean Academic Affairs/Controller of Exams.
3. President, MDUNTEA and Teaching association, M.D.University, Rohtak

  
Superintendent (Bills)



Format

1. I certify that I am not residing in a University accommodation or rent free accommodation allotted to any member of my family by any Department or organization upto 20 Kms outer limits of the Municipal limit of Rohtak.
2. I certify that I am residing in a rented house and have paid Rs. \_\_\_\_\_ as rent from the month of \_\_\_\_\_ for House No. \_\_\_\_\_ Street/ \_\_\_\_\_ Sector \_\_\_\_\_ city \_\_\_\_\_ Name \_\_\_\_\_ of my landlord is \_\_\_\_\_ and his/ her PAN NO. is \_\_\_\_\_. (photocopy of PAN is attached)
3. I certify that I am residing in own house i.e. in a House owned by me/ my spouse/ son/ daughter/ parents/ grand-parents/ parents-in-law, House No. \_\_\_\_\_ Street/ Sector \_\_\_\_\_ city \_\_\_\_\_.
4. I hereby undertake that in case of any changing, I shall submit fresh affidavit to this effect.

Date;

(Signature) \_\_\_\_\_  
Designation \_\_\_\_\_  
Emp. No. \_\_\_\_\_