

J.C BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, FARIDABAD

No.: Accounts/1948

Date:- 24.12.2025

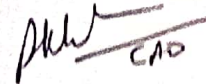
NOTICE

It is to inform to those employees who are receiving House Rent Allowance that they are required to submit a certificate on prescribed Performa duly certified by the concerned employee to the Accounts Branch in the 1st week of January 2026 so that HRA may be continued along with the salary for the month of January 2026. Employees who are residing in a rental house must submit a rent receipt with the certificate. **Employees who are residing outside the Municipal limit of Faridabad, must mention the distance of their residence from the outer municipal limit on the certificate.**

Chairpersons/HODs is requested to collect the HRA certificate from employees and submit to Accounts Section with a covering letter. No individual form will be accepted.

Prescribed Performa is enclosed and available on University website and has also e-mailed to all Head of Departments.

1. All Chairpersons/Deans/HOD/HOS/DR(E)/DR(P).
2. Sh. Ankit Pannu, System Analyst, for uploading on website.
3. P.A. to V.C., for kind information of Vice-Chancellor.
4. P.A. to Registrar, for information of Registrar.


CAO

/CONTROLLER OF FINANCE

