

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

No.: Accounts/ 4007

Date:- 02.12.2020

03-12-2020

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 2021 so that HRA may be paid along with the salary for the month of January 2021. Employees who are residing in rental house must submit rent receipt with the certificate. Employees who are residing outside the Municipal limit of Faridabad must mention distance of his residence from municipal limit on the certificate.

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

M. Ankit Pannu
03-12-2020

CONTROLLER OF FINANCE

1. All Chairpersons/Deans/HOD/HOS/DR(E)/DR(P).
2. Sh. Ankit Pannu, 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.