



(Accredited with Grade 'A' by NAAC)

No. 2716 /Estt.-I ,3/B/03

Date: 16.06.2025

NOTIFICATION

In pursuance to the the Government of Odisha, Finance Department Office Memorandum No.6747/F, dtd.14.03.2024, it is notified for information of all concerned that the University Employees eligible for House Rent Allowance for the period from 01.07.2025 to 30.06.2026 are requested to furnish a certificate, in the prescribed format (copy enclosed) and submit the same to the undersigned on or before 23.06.2025, failing which the House Rent Allowance shall be discontinued w.e.f. July, 2025.

16/6/25
Registrar

Memo No. 2717 /Estt-I

Dated 16.06.2025

Copy forwarded for information and necessary action to:

1. Chairman, PG Council, Sambalpur University.
2. All Heads, PG Departments/Director, CDC/HRDC/SUIIT/ CDOE/ PEC / e-Governance/Warden P.G. Hostel/ All Hostel Superintendents/ Librarian, Central Library/Convenor USIC/Programme Coordinator, NSS/ Medical Officer, Health Centre/ Manager, University Guest House, Sambalpur University.
3. Principal, L.R. Law College/Jyoti Vihar Higher Secondary School, SU.
4. All Officers/ All Section Officers/ Personal Assistants/Type Superintendents, SU.
5. Secretary to VC for kind perusal of Vice-Chancellor, Sambalpur University.

16/6/25
Registrar

Annexure

**CERTIFICATE TO BE FURNISHED BY A GOVERNMENT EMPLOYEE
FOR GRANT OF HOUSE RENT ALLOWANCE**

Particulars furnished by the Officer

Sl No	Description of the particulars	Remarks
(1)	(2)	(3)
1	Whether Government accommodation has been provided to the self/spouse during the period at place of posting	Yes/No
2	Staying in house owned by me/wife/son/children/father/mother/husband within a radius of 8 KM from Headquarter	Yes/No
3	Staying in house owned by me/wife/son/children/father/mother/husband within the limits of the Urban Local Body (Municipal Corporation, Municipality, Notified Area Council) of Headquarter	Yes/No
4	Staying in a hired accommodation within a radius of 8 KM from Headquarter	Yes/No
5	Staying in a hired accommodation within the limits of the Urban Local Body (Municipal Corporation, Municipality, Notified Area Council) of Headquarter	Yes/No
6	Allowed to retain the Government accommodation at my old place of posting to retain my family on payment of normal rent/penal rent for the period from to	Yes/No @
7	My spouse is a State Government / Central Government or Reserve Bank of India, Nationalized Bank or Regional Rural Banks, Co-operatives Organization of State Government, autonomous body, local body, Public Sector Enterprises, Government Societies, undertakings, companies etc. Name, Employer details & place of posting:	Yes/No *
8	Whether widow/widower/unmarried	Yes/No
9	My spouse is posted in the same Headquarter	Yes/No
10	My spouse is in receipt of House Rent Allowance	Yes/No

Strike out which is not applicable.

@ If the answer is yes, the period is to be mentioned in Column No.-2.

* If the answer is yes, the details of the employer & place of posting of the spouse is to be mentioned in Column No.-2.

I certify that the above particulars are true to the best of my knowledge.

Present local residential address

Signature of the Officer

Designation:

Date: