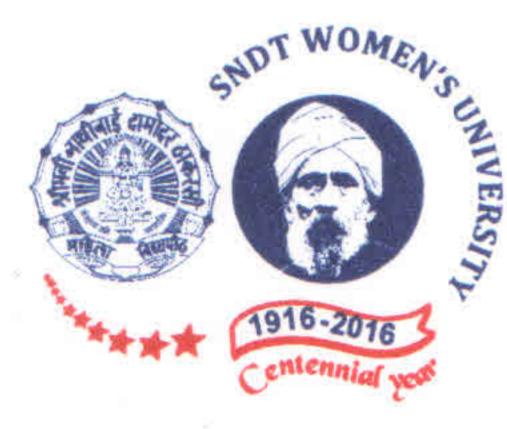
SNDT Women's University

1, Nathibai Thackersey Road, Mumbai 400 020

Phone: +91 22 2203 1879 Fax: +91 22 2201 8226



श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग मुंबई ४०० ०२०

Telegram: UNIWOMEN
Website: sndt.ac.in

Ac/Finance/2016-17/91

Date: 13-05-2016

CIRCULAR

Sir/Madam,

You are requested to bring it to the notice of all teaching and non-teaching employees and ensure that 'Annexure II is duly filled up by all the employees and sent to this office on or before 30th May, 2016. This will help this office to claim the House Rent Allowance of all the employees correctly from the government.

(Prof. Ruby Ojha) 1315116

Finance and Accounts Officer (Addl.Charge)
SNDT Women's University

To,

- 1. All Principals of the Colleges conducted by SNDTW University
- 2. All Directors/Heads/Co-ordinators/In-Charge/Hostel Incharge of the University Departments at Churchgate, Juhu and Pune Campuses
- 3. Campus in-Charge at Churchgate, Juhu and Pune Campuses
- 4. Dean of Students Welfare
- 5. Asst. Director of Physical Education
- 6. All Deputy Registrar of the University
- 7. All Assistant Registrar of the University
- 8. In-Charge, Patkar Hall
- 9. Store Keeper

Copy submitted to :-

- 1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai 400 020.
- 2. Hon. Pro. Vice-Chancellor, S.N.D.T. Women's University, Mumbai 400 020.

Copy for Information:-

- 1. The Registrar, S.N.D.T. Women's University, Mumbai 400 020.
- 2. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai 400 020.
- 3. The Controller of Examination, S.N.D.T. Women's University, Mumbai 400 049.
- 4. The University Librarian, S.N.D.T. Women's University, Mumbai 400 020.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File.

Accompaniment TO Government Resolution, Finance Department No.RPS.1287/643/ SER-10, dated 25th April 1988

ANNEXURE II

Certificate to be furnished by a Government servant for drawal of House Rent Allowance
In the month of April each year or whenever there is a change in the contents
of the certificate

I certify that-

1.	I have not been provided with Govern	ment accommodation during	the period in
	respect of which the allowance is claimed.		
2.	I am residing in a rental house as a tenant/sub-tenant in a house rented by		
		to	6
	Incurring some expenditure/contributing towards rent.		
3.	My wife/husband has not been allotted family accommodation at the same station by		
	Central Government/Public Undertaking/Semi-Government Organization such as		
	Municipality, Port Trust, etc.		
4.	The accommodation for which house ren	t allowance has been claime	d by me is not
	being used for other than bonafide residential purpose.		
5.	I am residing in a house owned by		/father/mother
	from to and paying/contributing towards the municipal and		
	other taxes.		
	I am residing in a flat/house in the	Co-one	rative Housing
	Society from and paying/contributing towards the Municipal		
	and other taxes. No portion has been leased/A portion has been leased to		
	with effect from for which an income of		
		ed by the Society. The said	
	apportioned between the members and there is no direct pecuniary nexus between the member and the income/ The said income is apportioned between the members		
	municipal and other taxes.		
		Date:-	Signature
		Name	
		Designation	
		Department/Office	

N.B. - Strike out whichever is not applicable