

SNDT Women's University

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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2016-17/११

Date: 13-05-2016

C I R C U L A R

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.

Ruby Ojha
13/5/16

(Prof. Ruby Ojha)
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.

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 Government 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 _____ from _____ to _____ and I am 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 rent allowance has been claimed by me is not being used for other than bonafide residential purpose.
5. I am residing in a house owned by me/my wife/son/daughter/father/mother from _____ to _____ and paying/contributing towards the municipal and other taxes.
6. I am residing in a flat/house in the _____ Co-operative 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 Rs. _____ per month is derived by the Society. The said income is not 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 but my share is not more than the expenditure which I incur on payment of municipal and other taxes.

Date :-

Signature _____

Name _____

Designation _____

Department/Office _____

N.B.- Strike out whichever is not applicable