

SNDT Women's University

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श्रीमती ना. दा. ठाकरसी विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2019-20/473

Date :- 19-09-2019

URGENT

CIRCULAR

To,

1. All Principals of the Colleges conducted by SNDTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses

Subject :- 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.

Dear 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 30-09-2019. This will help this office to claim the House Rent Allowance of all the employees correctly from the government.

This is for your information and further necessary action.

(CA Janhavi P. Bhole)

Finance and Accounts Officer (Addl.Charge)

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. Officer on Special Duty, S.N.D.T. Women's University, Mumbai - 400 020.
3. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai - 400 049.
4. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.

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.

S. N. D. T.
FINANCE & A/C. DEPT.
1783
DATE 18 SEP
MUMBAI-400 020.

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 Organisation such as Municipality, Port Trust, etc.

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

*Pravin
Circulars to be
issued.
JPB
19/9/19*

N.B.—Strike out whichever is not applicable.

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