



**Application Cum Undertaking and declaration for getting H.R.A.**

I \_\_\_\_\_ (Name of the Student) a research scholar in the \_\_\_\_\_ (write name of the Department/School/Cell) with registration No. \_\_\_\_\_, [Aadhar No. \_\_\_\_\_], want to state that I am not residing in the Institute Hostel/Institute Residence from \_\_\_\_\_ as (Please strike off whichever is not applicable):

- Hostel is not available.
- Hostel is available but (write reason for not staying in the hostel)

and I am paying Rs. \_\_\_\_\_ per month as house rent and address of the house is as given below:

\_\_\_\_\_, I, therefore request you to please pay me H.R.A as per rules. I declare that the information given above by me is correct and if any information regarding H.R.A. is found wrong at any time, the Institute may recover from me the H.R.A. paid to me. Further, I will submit the receipt of the rent every month to Accounts Section of the Institute.

Signature of the Student with date	
Recommendation of the Supervisor with comment (s)	
Forwarding by Head of the Department (with Seal of the Department)	
<b>[Submit this form in the Office of the Dean (SW) after getting Signature of HOD]</b>	
Endorsement by the Chief Warden with seal	
Recommendation of Dean (SW)	

Enclosure: Self attested copies of I-card and Aadhar card