



भारत सरकार
रक्षा मंत्रालय
रक्षा लेखा नियंत्रक, गुवाहाटी
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI



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CIRCULAR NO. 11

No. AN/III/118/ OHRA/CORR/VOL-V

Date- 23 /01/2020

To,

The Officer-in-Charge,
(All offices)

Subject: Format for application of OLD DUTY STATION HRA

Reference: This Office Memo No. AN/III/OHRA/Corrs/Vol-III dt-11/04/2019

In this connection, an amendment to the Old Duty Station HRA Certificate issued by this office vide above cited Memo has been issued as Annexure enclosed please; duly approved by the Competent Authority.

For the purpose of convenience of admitting the claim of Old Duty Station HRA, all officers and staff are hereby requested to submit the application of Old Duty Station HRA duly filled in the enclosed Certificate along with the documents mentioned therein.

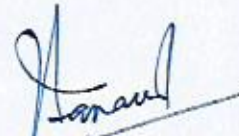
-sd-

(M H N Singh)
SAO (Admin Pay)

Copy to:

01. EDP Centre
Local

Along with a copy of the above certificate;
For uploading of the same on CDA Guwahati Website
please.


(M H N Singh)
SAO (Admin Pay)

CERTIFICATE FOR CLAIMING OLD DUTY STATION HRA

(Strike out whichever is not applicable)

Certified that:-

1. Consequent upon my transfer, I have been relieved from the office of on..... and joined in the office of on.....
2. My dependent family members (as per service record) as mentioned below are residing at the "Old Duty Station" ie.....(Name of Old Duty Station) at the following address (write below the address in detail).....
.....
.....
at hired private accommodation or own house/flat for which the relevant documents are attached.
Names of dependent family members (as per service record) residing at the old duty station at the above address:-
 - 1.
 - 2.
 - 3.
 - 4.
3. The above accommodation is put to bonafide use by the dependent family members mentioned above.
4. I have not retained any Govt. accommodation at my old duty station or any other station.
5. I have vacated Govt. accommodation at the "Old Duty Station" on
6. I was drawing /not drawing HRA at my old Duty Station.

Documents to be enclosed :-

- (i) **FOR HIRED PRIVATE ACCOMMODATION** - Lease Agreement or Rent Agreement or License & Leave Agreement
- (ii) **FOR OWN HOUSE/FLAT/ANCESTRAL HOUSE** - Mutation Certificate or Property Tax Receipt or Flat ownership Document
- (iii) **ELECTRICITY BILL** payment receipt or **LPG CONNECTION DOCUMENT**
- (iv) **VACATION REPORT** of Govt accommodation (in cases where the Govt servant occupied Govt accommodation earlier)
- (v) **LAST PAY SLIP** or **LPC**

(Note:- All Documents mentioned above as applicable are to be enclosed invariably)

Date

Signature of Govt. servant
(Name/A/C No.)

Countersigned

Undertaking

I,.....do hereby undertake that I am ready to refund to the Govt, the amount of Old Duty Station HRA paid to me in case the same is found to be irregular, excess or unauthorized for any reason at any time in future. I also undertake that the Department may recover the amount so paid to me from any source due to me suo moto.

Name of Office

Date

Signature of Govt. servant

Name/A/C No.

Designation