



राष्ट्रीय सहकारी प्रशिक्षण परिषद NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(An Autonomous Society Promoted by Ministry of Agriculture & Farmers Welfare)

No.2-2/5/2020-Pers

dated the 30th June, 2020

To

(1) The Registrar,
VAMNICOM, Pune.

(2) The Directors
Regional Institutes of Cooperative Management (5)

(3) The Directors,
Institutes of Cooperative Management (14)

Subject: Drawl of House Rent Allowance (HRA) by the employees of NCCT, including its training institutes- submission of certificate- reg.

Sir

Drawl of House Rent Allowance (HRA) in NCCT and its training institutes is regulated under the rules framed by the Central Government for its civilian employees. In accordance with the instructions issued by the Central Government, HRA can be allowed to the employees only on submission of a certificate by the concerned employee. It has come to notice of NCCT eadquarter that no such certificate has been obtained from the employees in NCCT and its training institutes for grant of HRA to the concerned employee. Resultantly those who are not eligible for grant of HRA are also being granted the same by the DDO. It is a negligence on the part of DDO that without being satisfied whether an employee is eligible for drawl of HRA or not, they are being allowed HRA in contradiction of the instructions issued by the Central Government. This certificate is required to be submitted by the employees when he joins the service and in case of change of each station viz on being transferred to a new place. A copy of the aforesaid certificate is enclosed.

2 All Drawing & Disbursing Authorities in NCCT and its training institutes are directed to obtain the aforesaid certificate from the employees before grant of HRA to any employee, if not already done. Any unauthorized payment of HRA to non eligible employee must be recovered from the concerned employee henceforth. The receipt of this letter should be acknowledged by all DDOs.

3 This issues with the approval of Secretary, NCCT.

Yours faithfully,

(Ashvini Sharma)
Deputy Director (Pers)

Encl: Certificate for drawl of HRA.

Form of certificate to be furnished by all Central Government servants
[Annexure-II in Chapter-II of FR & SR, Part-IV]

(1) I certify that I* (have applied for the Government accommodation in accordance with the prescribed procedure but) have not been provided with Government accommodation / (have refused the allotment of Government accommodation) during the period in respect of which the allowance is claimed.

(2) I certify that I am residing in a house hired / owned by me / my wife / husband / son / daughter / father / mother / a Hindu undivided family in which I am a coparcener.

(3) I certify that I am incurring some expenditure rent
contributing towards rent

Or

I certify that the rent value of the house owned by me / owned by a Hindu undivided family in which I am a coparcener and in which I am residing is ascertainable in the manner specified in Para. 7 of O.M. No. F. 2 (37)-E. II (B)/64, dated 27-11-1965* I certify that I am paying / contributing towards house property tax.

(4) I certify that I am not sharing accommodation allotted to my parent (child) by the State / Central Government, an Autonomous Public Undertaking or Semi-Government Organization, such as, Municipality, Port Trust, etc., allotted rent-free to another Government servant.

(5) I certify that my husband / wife / children / parents who is/are sharing accommodation with me allotted to another employee of the Central / State Government / Autonomous Public Undertakings or Semi-Government Organizations, like Municipality, Port Trust, etc., is/are not in receipt of House Rent Allowance from the Central / State Government / Autonomous Public Undertakings or Semi-Government Organizations, like Municipality, Port Trust, etc.

(6) I also certify that my wife / husband has not been allotted accommodation at the same station by the Central / State Government / Autonomous Public Undertakings or Semi-Government Organizations, such as, Municipality, Port Trust, etc.

Date:

Signature

Designation