

**CERTIFICATE TO BE FURNISHED BY SERVICE OFFICERS FOR  
CLAIMING HOUSE RENT ALLOWANCE**

ANNEXURE 'A' TO GOVT OF INDIA, MINISTRY OF DEFENCE LETTER NO  
10(55)/98/D (Q&C) DATED 29-09-1999

1. I certify that I have applied for the Govt accommodation in accordance with the prescribed procedure but have not been provided with Govt accommodation/have refused the allotment of Govt 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 co-partner.
3. I certify that I am incurring some expenditure on rent/contribution 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 co-partner and in which I am residing is ascertainable. I am paying/contributing towards house or property tax.

4. I certify that I am not sharing accommodation allotted to my parent/child by the State/Central Govt, 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 accn with me allotted to another employee of State/Central Govt, an autonomous public Undertaking or semi government organization such as Municipality, Port Trust etc is/are not in receipt of house rent allowance from the State/Central Govt, an autonomous public Undertaking or semi government organization such as Municipality, Port Trust etc.
6. I also certify that my wife/husband had not been allotted accn at the same station by the State/Central Govt, an autonomous public Undertaking or semi government organization such as Municipality, Port Trust etc.
7. I have not been provided with any rent-free accommodation.

Place:

Signature:

Date:

Rank & Name:

Service No:

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ANNEXURE 'B' TO GOVT OF INDIA, MINISTRY OF DEFENCE LETTER NO  
10(55)/98/D (Q&C) DATED 29-09-1999

**APPLICATION FOR ISSUE OF NOC FOR CLAIMING HRA**

To,

The Station Commander

1. I opt to claim HRA in accordance with Govt of India, Ministry of Defence Letter No 10(55)/98/D (Q&C) dated 29-09-1999. My particulars are given below: -

- (a) Service Number :  
(b) Rank & Name :  
(c) CDA (O) Account Number :  
(d) Unit  
(e) Station Located in:  
(Peace/Field/Mod Field/Op Area/Sea Service)  
Strike out whichever is not applicable  
(f) Pay Details (i) Basic Pay :  
(ii) Rank Pay :  
(g) If re-employed(i) Date of termination of employment:  
(ii) Post against which re-employed:  
(h) Date of Promotion :

2. It is certified that: -

- (a) I am posted to \_\_\_\_\_ (Name of Unit/Ship/Fmn/Est) located at \_\_\_\_\_ on permanent duty w.e.f \_\_\_\_\_. I have registered for regular/SF accn on \_\_\_\_\_.
- (b) I am not in occupation of any married/SF/Transit accn.
- (c) I opt to claim HRA till I am allotted a Govt accn, as applied for by me.
- (d) I shall not claim HRR for the period I have opted to claim HRA.

(Signature of the officer)

**COUNTERSIGNED BY OC UNIT**