

PANJAB UNIVERSITY, CHANDIGARH

**PERFORMA TO BE SUBMITTED BY THE EMPLOYEE FOR DRAWN OF
HOUSE RENT ALLOWANCE**

1. Name of the Employee _____
2. Father's Name _____
3. Designation and Office/Branch _____
4. Pay and Special Pay, if any _____
5. Residential Address _____

6. Whether residing at the headquarters? _____

7. Whether the employee and his/her wife/husband has been allotted Residential accommodation at the same station by any State Government/Central Government/ Union Territory Administration and Autonomous Public Undertaking (including LTC and Nationalized banks) or a Semi Government Organization? _____

8. In case the employee was occupying University accommodation it may be certified that he/she did not leave the university accommodation without the approval of Competent Authority and whether the University accommodation was offered to him/her and it was refused? _____

9. Whether more than one member of the Family is an employee of the Panjab University and occupying the same accommodation? _____
If so, whether the employee (claimant) is the head of the family?

10. Whether entitled to rent free accommodation _____
If so, whether the rent free Accommodation had been provided?

Dated

Signature of the employee

Countersigned