

**OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, SONIPAT**

**Office order:** 26

**Dated:** 05.01.23

It is notified to all the staff members residing in own house/rented accommodation that If they want to claim the house rent allowance, they must complete the following formalities Latest by 25.01.2023, so that HRA may be granted to them w.e.f. January 2023.

1. The Officers/Officials residing in Govt. accommodation are to give complete details like Name, age, relation and profession of the family members residing with them. Also, a Certificate that no part of accommodation is subletted is to be given.
2. The Officers/Officials residing in own house and claiming house rent allowance are to give certificate on the prescribed performa certifying that no other family member (spouse/ Father/Mother/Father in law /Daughter in Law) is claiming house rent for the same house.
3. The Officers/Officials residing in rented accommodation are to submit house rent receipt.

The prescribe Performa can be obtained from, the pay bill clerk. These instructions may be followed strictly. The Officers/Officials not submitting the above-mentioned documents by the said date till 25.01.2023 their house rent allowance for the month of January 2023 will be not released.

Principal  
Govt. Polytechnic, Sonipat

**Endst. No:** 114 - 128

**Dated:** 05.01.23

A copy of the above is forwarded to the following for information and necessary action-

1. T.P.O.
2. HOD. I &C/ ECE/Chem./Electrical/App. Science/Mech./Automobile/ Computer/FAA
3. Workshop Superintendent
4. O/I Library / Exam / Admission
5. Deputy Superintendent

Principal  
Govt. Polytechnic, Sonipat