

DDO/CIC-118

14.1.2026



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A+' GRADE' NAAC Accredited

A/cs No./25-26/AS-1/ 64-120

Dated: 12/1/2026

MOST IMPORTANT

To

All Chairpersons/Branch Officers & Head of Offices
Guru Jambheshwar University of Sc.& Tech., Hisar.

Sub: - Submission of House Rent Receipt/Certificate.

As per instructions Revision of House Rent Allowances admissible to Haryana Government Employees under 7th CPC the following categories of employees are required to submit 'House Rent Form' and 'Certificate' (Format Overleaf):-

1. Employees who are living in their own house.
2. Employees, who are claiming HRA of Rs.5000/- & above are required to submit a rent receipt alongwith address proof in the office & those who are claiming HRA of Rs. 10000/- and above are required to submit a copy of PAN CARD as well as rent receipt.

The above documents are required to be submitted, along with the absentee statement in the month of Jan, 2026 up to 20th Jan.2026. Accordingly, it is requested that the employees working in your office/Deptt., may be asked to submit the required document (referred as above) immediately and the same may be forwarded, along with the absentee statement of Jan., 2026, failing which it will not be possible to draw the house rent allowance from Jan., 2026 and onwards in respect of the concerned employee(S).

This may kindly be treated as MOST IMPORTANT.

Dy. Supdt.(A/cs)

- 2 F.A.(IAC), GJUS&T, Hisar
3. Joint Director(Audit) GJUS&T, Hisar Hisar

HOUSE RENT CERTIFICATE

1. I certify that no Government accommodation or rent free accommodation has been allotted to me or my spouse by any Department or Organization under Haryana Government or any other Government upto 20kms outer limits of the Municipal limit of place of my posting.
2. I certify that I am not residing in a Government accommodation or rent free accommodation allotted to any member of my family, by any department or organization under Haryana Government or any other Government upto 20 kms outer limits of the Municipal limit of I place of my posting.
3. I certify that I am residing in a rented house and have paid Rs. _____ as rent for the month of JAN.,2026 for House No. _____ Street _____ Sector _____ city _____
4. I certify that I am residing in own house i.e. in a house owned by me/myspouse/son/daughter/parents/grand-parents/parents-in-law, House No. _____ Sector/Street _____ City _____

Signature

Name

Designation

Employee Code

Office

Counter Signed

Chairman/ Branch Officer