

From

The Chief Executive Officer,  
Haryana State Rural Livelihoods Mission,  
Akshay Urja Bhawan, 2<sup>nd</sup> Floor,  
Institutional Plot No.-1, Sector-17,  
Panchkula

To

All the Additional Deputy Commissioner-  
Cum-District Mission Director,  
Haryana State Rural Livelihoods Mission.

Memo No.HSRLM-2014/2926  
Panchkula, dated 27-10-2014

**Subject:- Grant of house rent to the contractual staff of Haryana State Rural Livelihoods Mission.**

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The Executive Committee of the Haryana State Rural Livelihoods Mission in 3<sup>rd</sup> Meeting held on 27.08.2014 has approved the Human Resource Development Manual and Finance Manual of the HSRLM. In order to give effect to the provisions of the Salary & Benefits Policy contained in Chapter 6 of the Human Resource Development Manual, the instructions regarding grant of house rent are being issued:-

The table below gives the HRA applicable for contractual staff of HSRLM as per their place of posting.


Sr. No	Place of Posting	HRA applicable (per month)
1.	State Level	20% of basic pay or actual basis whichever is less
2.	District Level	15% of basic pay or actual basis whichever is less
3.	Block Level	10% of basic pay or actual basis whichever is less

A certificate to the effect as prescribed in Annexure-I will have to be obtained from the employee every month who resides in rented house accommodation and a certificate appended as Annexure-II will be obtained from employee who is residing in a house owned by him/his wife/husband/son/daughter/father/mother/Hindu Undivided Family.

It is requested that the contents of this communication may be brought to the notice of all concerned contractual staff for their information and compliance, wherever required.

These instructions will come into force from the date of issue of this letter.

Encl.. Annexure-I & II

  
Assistant Manager (Personnel),  
for Chief Executive Officer,  
Haryana State Rural Livelihoods Mission,  
Panchkula.

## Annexure-I

Certificate to be submitted by the employees working in Haryana State Rural Livelihoods Mission and residing in rented accommodation at the place of posting or in the tricity for SMMU staff for the grant of House Rent Allowance.

1. I Certify that I have neither been provided with government accommodation nor have I refused such accommodation during the period in respect of which allowance is claimed.
2. I certify that I am residing in a rented house.
3. I certify that I am not sharing accommodation allotted to my parents, child/wife/husband/any other govt. servant by the State Govt., an autonomous public undertaking (including LIC and Nationalised banks) or semi-govt. organizations such as municipality etc.
4. I also certify that my wife/husband has not been allotted family accommodation at the same station by the State Govt., Central Govt., an autonomous public undertaking or semi- govt. organizations such as municipality etc.
5. I further certify that I am residing in a rented house and have paid Rs. \_\_\_\_\_ as a rent for the month of \_\_\_\_\_ for House No. \_\_\_\_\_ street \_\_\_\_\_ sector \_\_\_\_\_ and that no portion of accommodation for which house rent allowance is claimed was sublet or occupied normally by others who do belong to my family and that the rent paid was exclusive of water and electricity charges.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_

## Annexure-II

Certificate to be submitted by the employees working in Haryana State Rural Livelihoods Mission and residing in houses owned by them at the place of posting or in tricity in case of SMMU staff or their relations for the grant of House Rent Allowance.

1. I certify that I have not been provided with government accommodation nor have I refused such accommodation during the period in respect of which allowance is claimed.
2. I certify that I am residing in a house owned by me/ my wife/husband/son/daughter/father/mother/Hindu undivided family in which I am a co-partner.
3. I certify that I am incurring some amount in the maintenance of house/contributing towards maintenance expenditure.
4. I also certify that my wife/husband has not been allotted family accommodation at the same station by the State Govt., Central Govt., an autonomous public undertaking or semi- govt. organizations such as municipality etc.
5. I certify that I am residing in a house detailed below and owned by me/ my wife/husband/son/daughter/father/mother/Hindu undivided family in which I am a co-partner.

House No. \_\_\_\_\_  
Sector/Street \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_