

भारतीय प्रौद्योगिकी संस्थान रुड़की
#M-dh & 247667 मध्यांचल
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

वकील फुडक; क हकरक गुरगुल इफकु वकनसक ला 04@2002
INSTITUTE ORDER NO. 04/2002 ON HOUSE RENT ALLOWANCE (HRA)

1. मनुस; %
OBJECTIVES :-

edku fdjk; k vkfn ds l UnHkZ ea l इफकु देपकफ; का }jk fd; s tk jgs 0; ; dh ifri firZ djuka
To compensate the Institute employees towards expenditure incurred by them in respect of House Rent etc.

2. Lohdk; rk %
ADMISSIBILITY :-

- (i) , p-vkj-, -&1 i i = ij i ek.ki = nus ij] vkokl fdjk; k HkRrk mu l Hkh l इफकु देपकफ; का गुरगुल Lohdk; ZgsftUga l इफकु@l jdkjh vkokl mi yC/k ugha djk; k x; k gA
H.R.A. is admissible to all employees of the Institute who have not been provided the Institute/Govt. accommodation, on furnishing a certificate on Form HRA -1.
- (ii) i q%&fu; Dr i skul Zdekeyse i skul dk mi {kk u fd; s tk l dus; kx; Hkx] vf/kdre oru eku dh dny l hek ds v/; /khu] okLrfod oru ea tkMk tkuk gA
In case of re-employed pensioners, the non-ignorable portion of Pension to be added with actual pay, subject to the total limit of maximum of pay scale.

3. nj %
RATES :-

वेगु oru \$ifdVI cinh HkRrk \$ ixfr jkd oru of) ½ dk 7-5 ifr'krA
7.5 % of (Basic pay + Stagnation Increment + NPA).

4. Nq/Vh@vokk'k ea %
DURING LEAVE/ VACATION :-

vkokl fdjk; k HkRrk] Nq/Vh@vokk'k@io&vokk'k dh ifke 180 fnu dh l fefyr vof/k gurgu v/; ; u Nq/Vh dks l fefyr djrs gq s l Hkh njg dh Nq/V; का रफक vokk'k ea Hkh Lohdk; ZgsA bl vof/k ds lk' pkr fu/kkZjr i ek.ki = i Lrq djus ij gh HkRrs gurgukok fd; k tk l drk gA
H.R.A. is admissible during leave of all kinds including Study Leave and also during vacation, for the first 180 days of combined period of leave/vacation/holidays. Beyond this period allowances can be claimed by furnishing prescribed certificates.

5. fpdfRI k i ek.ki = ds l kfk Nq/Vh ea %
LEAVE WITH MEDICAL CERTIFICATE :-

vkokl fdjk; k HkRrk] 8 ekgr rd dh fpdfRI k i ek.ki = ds l kfk Nq/Vh e] Lohdk; ZgsA fu/kkZjr i ek.ki = i Lrq djus ds v/; /khu funskd bl vof/k ds lk' pkr HkRrs ds Hkqarku dk fu.kZ ys l drk gA
H.R.A. is admissible upto 8 months on leave with medical certificate. The Director may decide payment of allowance beyond this period subject to furnishing the prescribed certificate.

6. tc deþkjh Nð/Vh ds ckn dk; Hkkj xg.k u djs %&

WHEN THE OFFICIAL DOES NOT JOIN AFTER LEAVE :-

; fn ; g v'kDrrk@eR; q ds dkj .k g§ rks Nð/Vh dh vof/k ea Hkqrku fd; s x; s vkokl fdjk; k HkRrk dh ol w/h ugha dh tk; xhA R; kxi = ds ekeys eþ R; kxi = Lohdkj fd; s tkus l s i wZ ol w/h i Hkkoh gksxhA

If it is due to invalidation/ death, HRA paid for the leave period is not to be recovered. In case of resignation, recoveries to be effected before accepting resignation.

7. fuyEcu ds nkjku %&

DURING SUSPENSION :-

fuyEcu ds nkjku i Fke 180 fnu rd vkokl fdjk; k HkRrk Lohdk; ZgA bl vof/k ds lk' pkr-Hkqrku vko'; d i ek.ki = i Lr¶ djus ds v/; /khu gksxkA

H.R.A. is admissible during suspension for the first 180 days. Beyond this period payment will be subject to furnishing the required certificates.

8. vkokl fdjk; k HkRrk dk vkgj.k %&

DRAWAL OF HRA :-

Hkqrku fd; s x; s fdjk; s dh ek=k dk fcuk l UnHkZ fn; A fdjk; s dh j l hn vko'; d ugha gA

Without reference quantum of rent paid. No rent receipt is necessary.

9. ;fn l ðFkku vkokl ea jg jgs gA rks dkbZ vkokl fdjk; k HkRrk ugha %&

NO HRA IF OCCUPYING INSTITUTE ACCOMMODATION :-

vkokl fdjk; k HkRrk l ðFkku@l jdkjh vkokl ea jg jgs deþkjh l jdkj }kj l pkyr Nk=kokl ea jg jgh efgyk deþkjh Lok; Rr'kk l h rFkk v) & Lok; Rr'kk l h l xBuka }kj de fdjk; s ij deþkj; ka dks vkofv' Nk=kokl ea jg jgs deþkjh rFkk fujh{k.k Hkou ea jg jgs vf/kdkfj; ka dks Lohdk; Z ugha gA

H.R.A. is not admissible to those provided with the Institute/ Government accommodation, female employees staying in Government-run hostels, employees allotted hostel accommodation run by Autonomous and Semi-Autonomous Organizations at subsidized rent and officers staying in Inspection quarters.

10. vkokl l s bdkj %&

REFUSAL OF ACCOMMODATION :-

vkofv' vkokl l s bdkj djus ij mlga vkxs vko'u dh oftr vof/k ea deþkj; ka dks vkokl fdjk; k HkRrk Lohdk; Z ugha gksxkA

H.R.A. is not admissible for the period employees are debarred from further allotment on their refusal of allotted accommodation.

11. vkokl fdjk; k HkRrk cn dj nus dh frffk %&

DATE OF DISCONTINUANCE OF HRA :-

n[ky yus dh frffk] ; k vko'u l svkBoq; fnu tskHk i gysgkA bdkj ds ekeys ea vko'u dh frffk l A

From the date of occupation or from 8th day of allotment, whichever is earlier. In the case of refusal, from the date of allotment.

12. 0; fDr ftudk viuk edku g%

PERSONS OWNING HOUSE :-

L; avi u@vi u h i Ruh@l rku@fi rk@ekr d sedku eajg jgs de p kfj ; ka dks vkokl fdjk ; k HkRrk Lohdk ; Z gA ; fn vi uk edku gS i j r q fdjk ; s ds edku eajgrs g r ks Hkh vkokl fdjk ; k HkRrk Lohdk ; Z gA

H.R.A. is admissible to an employee living in a house owned by him/his wife/children/father/mother. Also admissible if he owns a house but lives in a rented house.

13. fdjk ; k eDr vkokl ea l kfk jgus ij %

SHARING RENT-FREE ACCOMMODATION :-

; fn dkbZ de p kjh] fdl h ml js l jdkjh@l l Fkku de p kjh dks vkofVr fdjk ; k eDr vkokl ea ml ds l kfk jg jg g r ks ml s vkokl fdjk ; k HkRrk Lohdk ; Z ugha gkskA

H.R.A. is not admissible if an employee shares rent-free accommodation allotted to another Government servant or Institute employee.

14. l x&l Ecu/kh dks vkofVr vkokl eajgus ij %

RESIDING IN ACCOMMODATION ALLOTTED TO A RELATIVE :-

vkokl fdjk ; k HkRrk Lohdk ; Z ugha gksk ; fn de p kjh dks ; k@ml ds erk&fi rk@i e@i e h dks dln@j k T ; l jdkj] Lok ; Rr'kkl h fudk ;] l ko z t fud {ks= ds mi Øe ; k v) Z l jdkjh l x Bu] t s fd uxj i kfydk] i k v & VLV] j k"Vh ; dr c d] thou chek fuxe] vkfn }kjk vkofVr vkokl eajgrk gA

H.R.A. is not admissible if the Institute employee resides in accommodation allotted to his/her parents, son/daughter by the Central/ State Government, Autonomous Bodies, Public Sector Undertaking or Semi-Government Organization, e.g. Municipality, Port Trust, Nationalized Bank, LIC, etc.

15. ml h e q ; ky ; ij vkokl %

ACCOMMODATION AT THE SAME STATION :-

vkokl fdjk ; k HkRrk Lohdk ; Z ugha gksk ; fn ml ds ifr@i Ruh dks ml h e q ; ky ; ij l l Fkku dln@j k T ; l jdkj] Lok ; Rr'kkl h fudk ;] l ko z t fud {ks= ds mi Øe ; k v) Z l jdkjh l x Bu] t s fd uxj i kfydk] i k v & VLV] j k"Vh ; dr c d] thou chek fuxe] vkfn }kjk vkokl vkofVr fd ; k x ; k g s p kgs og ml vkokl eajgrk@jgrh g k s ; k og vyx fdjk ; s ds edku eajgrk@jgrh g k A

H.R.A. is not admissible if his wife/ her husband has been allotted accommodation at the same station by the Institute, Central/ State Government, Autonomous Bodies, Public Sector Undertaking or Semi-Government Organization, e.g. Municipality, Port Trust, etc., whether he/she resides in that accommodation or he/she resides separately in the accommodation rented by him/her.

16. ukea ; kx ; y s [kk&'kh"lz %

CHARGEABLE HEAD ACCOUNT

l l Fkku dh x j ; kst ukxr fuf/k ds oru y s [kk&'kh"lz ds ukea Mkyk tk ; skA Debited to Salary Head of the Institute's Non-Plan Funds.

17. **ykw %&**
Applicable :-

29 tu 2002 l s r Fk i i = l f ; k vkbzvkbZVh-vkj , p-vkj-, -&1 ij opu nus ds lk' pkrA
After furnishing an undertaking on Form **IITR H.R.A.-I.**

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

l @ Hkk-i kSl # - @ l kekl; @ , p-vkj-, -@2002@2107 fnukd 20 vxLr 2002
No. IITR/Gen/HRA/2002/2107 Dated 20th August 2002

ifr fyfi %&

Copy to:-

1. l eLr foHkkxk/; {k@dshnk/; {k@dk; kZy; k/; {kA
All Head of the Deptts./ Centres/ Offices.
2. foRr fu; #dA
Finance Controller.
3. funs'kd egkn; ds fuf t l fpo dks funs'kd egkn; ds l pukFkA
P.S. to Director for Director's kind information please.
4. mi & funs'kd egkn; ds vk' kiyfi d dks mi & funs'kd egkn; ds l pukFkA
Steno to Dy. Director for Dy. Director's kind information please.
5. l fefr vutHkkxA
Meeting Section.