

## JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

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HAMDARD NAGAR NEW DELHI - 110062

D.No.: Estab/LD/585 Dated: 12/07/2021

## CIRCULAR

## Subject: Payment of House Rent Allowance (HRA) reg.

This is in continuation of Circular No. Estab./LD/207 dated 25.03.2021 on the above cited subject matter. It has been observed that only a few of employees has submitted the desired information to the Administration, till date.

All concerned employees are therefore, once again directed to submit the required information(s) as applicable on the prescribed proforma, already circulated, latest by 20th July'2021 positively. Appropriate action may be taken as per service conduct rules, if concealment of facts is found.

Issued by the order of the competent authority.

(Dr. Sarfaraz Ahsan) Deputy Registrar

## Distribution:

- 1. All Deans/HoDs/Unit Heads/Section In-charges
- 2. Finance Officer
- 3. Controller of Examinations
- 4. D.S.W./Chief Proctor/Provost/Security In-charge
- 5. M.S. Majeedia Unani Hospital
- 6. University Librarian
- 7. Director IQAC/JHRCA/CDOE
- 8. System Analyst- For circulation to all mail users for information.
- 9. Secretary to the Vice-Chancellor
- 10. PA to the Registrar
- 11. Guard File