



**WEST BENGAL
ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.**

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)


11 A, Mirza Ghalib Street, Kolkata – 700 087

No. ECSC/AC/A/...4937.....

Dated, 27..... day of June'2019.

CIRCULAR

Vide Memo. No. 6038-F dated 22.05.1984 the Finance Department (Audit Branch) of the Government of West Bengal has made it compulsory to submit House Rent Allowance Declaration by the Regular employees of the Corporation Twice a year once in January and another in July. Accordingly HRA declaration Form may be circulated amongst the employees of the Corporation through respective General Manager(s)/District Manager(s). After filling up the Form the same are to be forwarded to the Finance division through respective General Manager(s)/District Manager(s) within 15th day of July'2019 positively, otherwise no HRA will be drawn in July'2019 pay bill in respect of Govt. servant from whom such declaration has not been received.



General Manager (Finance) & F.A.
WBECSC Limited

No. ECSC/AC/A/...4937(15)

Dated, 27..... day of June'2019.

Copy forwarded for kind information and necessary action to;

1. Chief General Manager-I, WBECSC Limited.
 2. Chief General Manager-II, WBECSC Limited.
 3. General Manager (Personnel/Cement/ICDS/Relief/Vigilance), WBECSC Limited.
 4. General Manager (GA/Legal/SMT/PDS), WBECSC Limited.
 5. General Manager (Procurement/IT), WBECSC Limited.
 6. P.A. To M.D.
 7. All District Manager(s), WBECSC Limited.
- ✓ Shri Subhojit Roy, Jr. A.M. (IT) for web circulation.


General Manager (Finance) & F.A.
WBECSC Limited.

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DECLARATION FORM FOR DRAWAL OF HOUSE RENT ALLOWANCE

Declaration under Para 2(B) of Finance Deptt. Memo. No. 6038-F, dated 22.05.1984 read with Memo Nos. 1925-F, dt. 21.10.1984, 46-F, dt. 09.01.1975 and 8012-F(P2)/FA/0/2M/206/17(N;B.). dt. 27.12.2018.

I hereby declare for the purpose of Para 6 of appendix 20 of W.B.S.R. Part-II that:

A. I AM NOT MARRIED:

My wife/husband IS NOT IN SERVICE under the Govt. of India, or any State Govt. or any Govt. Undertaking or any Statutory or Local Body, educational Institution, etc. or in a private organization, where HRA is allowed as a separate element.

OR,

(a)	My wife/husband IS IN SERVICE and following are the particulars of her/him Name and address of her/him Office	
(b)	Present pay per mensem	
(c)	House Rent Allowance drawn by her/him per mensem	

B. HOUSE RENT PAID:

Date

Signature

Name

Designation

DIVISION

Please strike out which is not applicable

Hereby declare that the particulars given above are true.

Signature of wife/husband of the Government Employee

Name

Designation

Date

Department

Office