

**Office of Dean, Student Affairs**  
**Indian Institute of Technology Delhi**  
**Application Form for claiming House Rent Allowance (HRA)**

Date: \_\_\_\_\_

1. Name of Applicant (In Block Letters): \_\_\_\_\_
2. Entry No.: \_\_\_\_\_ b) Contact No.: \_\_\_\_\_
3. a) Department: \_\_\_\_\_ b) Name of Programme (Ph.D/M.Tech/MS(R)): \_\_\_\_\_  
c) Full-time/Part-time: \_\_\_\_\_
4. a) Date of registration: \_\_\_\_\_ b) Duration of the Programme (years): \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Permanent address: \_\_\_\_\_
7. Date of HRA claim (w.e.f.): \_\_\_\_\_
8. a) Date of hostel vacation (if staying in hostel earlier): \_\_\_\_\_  
b) No Dues from hostel caretaker/warden with hostel stamp attached: \_\_\_\_\_
9. Name of Land Lord and complete address of the rented house: \_\_\_\_\_  
\_\_\_\_\_
10. Amount of House Rent allowance claimed as admissible under rules: \_\_\_\_\_
11. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_
12. Supervisor/Guide/PI forwarding the request:  
Name: \_\_\_\_\_ Email: \_\_\_\_\_ Sign: \_\_\_\_\_

**Copies of following documents to be attached with the application (self-attested):**

1. Institute Identity card.
2. Admission offer letter (Ph.D/M.Tech/MS(R))
2. Rent Agreement and/or monthly rent paid receipt
3. Proof of hostel vacation (if was in hostel earlier)

**Declaration by Applicant**

I, \_\_\_\_\_ of Programme & Entry No.: \_\_\_\_\_, living at \_\_\_\_\_

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Certify that: --

1. I am residing outside IIT Delhi Campus on rent/parental/own house.
2. I am not sharing accommodation allotted to my parent/spouse/child by government/semi-government organization or an autonomous public undertaking organization.
3. My parent/spouse/child, who is sharing accommodation with me are not in receipt of HRA from government/semi-government organization or an autonomous public undertaking organization.
4. No portion of accommodation in respect of which I am claiming HRA is sublet or occupied by adults other than those who belong to my family or are my dependent.

Applicant's signature:

Name: \_\_\_\_\_ Entry No.: \_\_\_\_\_ Email: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_ Date: \_\_\_\_\_

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**For office use**

Verified by: \_\_\_\_\_

Sign (Official on duty): \_\_\_\_\_

Date: \_\_\_\_\_

Certified that: --

1. I have received and examined the request application for issuing House Rent allowance certificate and I am satisfied that the request is in accordance with the rules. The certificates prescribed by Government have been obtained from the applicant.
2. House Rent Allowance certificate is issued to:
  - a. Name: \_\_\_\_\_
  - b. Entry-number: \_\_\_\_\_
  - c. Contact no.: \_\_\_\_\_
  - d. Sign: \_\_\_\_\_