



Government of West Bengal  
Office of the District Inspector of Schools (S.E.), Bankura  
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Memo No. 908 /S

Date: Bankura, the 9<sup>th</sup> July, 2020

From : The District Inspector of Schools (S.E.), Bankura.

To : To: All the HOI of Jr. High/High/HS Schools /Madrasahs under the control of this Office.

Sub : **Regarding collection of HRA declaration form from Teaching & Non - Teaching staff.**

It has come to the notice of the undersigned that a huge no of HOI are not collecting HRA declaration from his/her staff under his/her control in prescribed format along with salary slip of employed spouse if any twice in a year i.e January and July as per para-II of Finance Department, Govt. of West Bengal's Memo No-1691-F, dated-23.02.2009 read with Memo No-5839-F(P) dated-09-07-2012.

He/She is again requested to collect HRA declaration from every staff under his /her control then draw HRA as per rules and preserve it under his/her custody for records. He /She has to submit a declaration as "**I have collected HRA declaration from all the staff under my control and drawn HRA as per existing rules**" to this office along with the hard copy of the salary requisition bill for this month to the effect that no HRA to maximum ceiling of Rs.12,000/-per month is drawn in favour of any individual employee or in favour of such employee whose spouse is employed in Private or in Public sector.

So topmost priority should be given.

  
District Inspector of Schools (SE)  
Bankura  
09/07/2020

Memo No. 908/1(4) /S

Date: Bankura, the 9<sup>th</sup> July, 2020

Copy forwarded for information to:

- 1-3) The Assistant Inspector of Schools(SE), Bankura Sadar/ Bishnupur/ Khatra Sub-Division.
- 4) G.A Section.

  
District Inspector of Schools (SE)  
Bankura  
09/07/2020