

**Form- 7:** Declaration form for claiming HRA

After joining, this form shall be submitted in Administration after obtaining signature from in-charge guest house / Hostel as case may be if official stays initially in the institute accommodation. If official does not stay in the institute accommodation, duly filled form with the signature of the official shall be submitted in administration section.

Administration section would forward this to Accounts section for releasing HRA to him/her by keeping a copy in the file.