

Undertaking Form for release of House Rent Allowance (HRA)

[For FARE Fellows]

To,
The Dean
Office of The Dean, Academic Affairs
Indian Institute of Technology Kanpur
Kanpur: 208016

Sub: Regarding release of HRA

Dated:

Through:

Name & Signature, Head of the Department:

&

Name & Signature of the Thesis Supervisor:

Sir,

With reference to the subject cited above, I joined FARE on Currently, I am not residing in any of the Institute's campus establishments. My present residential address is as follows:

Address:

.....

Date (from which he/she starts residing at above mentioned address):

Hence, I hereby submit an undertaking with a request to release House Rent Allowance (HRA) as per prevailing rates of the Institute from the date of residing at above mentioned address.

I accept that in future, at any point of time, if any of the information provided by me for release of HRA is found incorrect, recovery of such HRA paid to me for the whole and/or any part thereof may be made in one lumpsum from my monthly salary.

Thanks and Regards,

Signature:

Name of candidate:

Department:

FARE ID:

PhD Email ID:

***Please attach the original Rent / Lease Agreement or copy of any suitable proof of residence and submit the application in hard copy to DoAA office with duly forwarded from thesis supervisor and HoD.**