

No.4-11/2010-PAP
Government of India
Ministry of Communication
Department of Posts
(Establishment Division)/P.A.P. Section

Dak Bhawan, Sansad Marg,
New Delhi-110 001
Dated: 19 Feb 2021

To

All Heads of Circle,

Sub: Initial/ Continued grant of HRA to staffs working in Departmental offices under the provisions of Para 3(b)(iii) of O.M. No. F. 2(37)/ E.II(B)/ 64 dated 27.11.1965, as amended/ modified from time to time—Issuing general instruction to Circles – Reg.

Sir/Madam,

This is regarding proposal for initial grant / Continued House Rent Allowance to staff working in offices situated in village /Gram Panchayat within a 08 KM from the periphery of the municipal limit of qualified city under Rule 03 b (iii) HRA General Rules and orders.


2. It has been noticed while examining the above proposals that proposal are being received in Directorate with abnormal delay from the Circle offices. The delay in submission of proposals are being viewed seriously. The Circle should ensure that the proposal are submitted well in advance.

3. The Circles are further requested to follow the following guidelines while submitting the proposals to the Directorate.

(a) Initial Grant of HRA

- (i) The initial order for grant of HRA under para 3(b) (iii) of the OM. dated 27.11.1965 will continue to be issued by the Ministry of Finance (Department of Expenditure).
- (ii) These issues should be examined at the time of opening of office and submit proposals within 03 months of opening of Offices , which qualify the condition for grant of higher HRA.
- (iii) These proposals should be examined as per instructions issued from time to time and submit proposal in the prescribed check list through Circle Office along with the concurrence of CIFA.
- (iv) The original dependency certificate issued by the collector / Dy. Commissioner having the jurisdiction over the place should be submitted with the proposal.

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