



No. AN-III/1074/grant of HRA

Dated: 28 .11.2018

To  
All Sub Offices (as per standard list)  
All GOs/SAOs/AOs in MO  
All Sections in M.O

**Sub: Allotment of Quarters, Issue of NAC and grant of HRA in r/o Officers and Staff under this organization- reg**

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1. Allotment of quarters is made by AN-III section of this office in r/o the Officers and Staff joining this organization on posting /transfers.
2. It is pertinent to mention here that only allotment of quarters and maintenance of quarters is done by AN-III section. Admittance of HRA does not fall under the purview of this section. Off late, it is observed that the applications for grant of HRA are being forwarded to this section.
3. In this regard, it is clarified that AN-III section issues NAC [Non-availability Certificate], if entitled quarters are not available at the time of allotment. Officers/ staff may claim HRA duly enclosing the NAC issued by this section to the DDO (i.e. AN-Pay) for grant of HRA , as drawal of various Pay related allowances such as HRA, TPTL etc., is done by AN-Pay section of this office.
4. Further, employees having own house may directly claim HRA from the DDO (i.e. AN-Pay), duly enclosing all the relevant documents required for the purpose, endorsing a copy to AN-III for information, so as to update the list of officers/staff awaiting allotment of quarters.
5. Hence, it is reiterated that applications for grant of HRA may not be forwarded to AN-III section of this office, please.

GO(AN) has seen.

*sd/-*  
SR. ACCOUNTS OFFICER (AN)

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The Officer i/c  
EDP Section  
Local

----- For placing the communication in Office web site.

*YJW*  
SR. ACCOUNTS OFFICER (AN)