



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL  
P.O. SRINIVASNAGAR, MANGALORE – 575 025, KARNATAKA, INDIA  
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No. NITK/ Academic/ Supdt/2022-23/

Date :23-5-2023.

**CIRCULAR**

Sub: Release of HRA to the Full Time Ph.D Scholars – reg.

Ref:1. Ministry of Education letter No. F.No. 15-2/2019-TC, dated  
16- 7-2019.

2. Resolution of the H.R.A Committee approved by the Director.

With reference to the subject mentioned above, those Research Scholars with Institute Fellowship who have joined prior to Academic year 2020-21, and who were sanctioned H.R.A earlier for the period from 1-7-2022 to 31-12-2022, with permission to stay outside may submit dully filled claim form, rent agreement copy (rent agreement signed on or before the date of occupying the rented properties, and rent agreement should be in force for the duration of the stay )and undertaking form available in the Institute website to claim H.R.A for the period from 1-1-2023 to 30-6-2023 . All the relevant documents to be submitted to the Academic Section on or before 12-6-2023. If the documents are not in proper order, their request for H.R.A re imbursement will not be considered. All such reimbursement of H.R.A will be considered only if the payment is made through Digital Transaction.

As per N.I.T.K Notification dated 31-1-2022, the Un-married Research Scholars who were drawing H.R.A earlier until 30-6-2021, are not eligible for reimbursement of H.R.A from the academic year 2022-23.

*Sandhya*  
Asst.Registrar (Academic) I/c

To Table of the Director.

Copy to : To : All HOD,s to circulate among the Research Scholars.

Copy to : Professor In-charge N.I.T.K Hostel Affairs for information.

Copy to : The Chairman, Central Computer Centre, to kindly arrange to upload the Documents in the Institute website.

Copy to: The Senior Scientific Officer, Central Computer Centre For information.

C.C.C

30 MAY 2023

IN / OUT

Dept. \_\_\_\_\_  
Stipend = \_\_\_\_\_ /-Rs.

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**  
**Application Form for release of House Rent Allowance.**

Name:			
Roll No.			
Current semester		Stipend receiving at current semester w.e.f. 01/01/2023	Rs.
Date of submission of thesis			
Date of Joining:			
Date of Marriage:			
Date of Birth:			
Email id:			
Contact No.			
Full Address of the rented house:			
Date of occupying the rented house:			
Amount of monthly rent being paid/claimed:			

**Documents to be attached:**

- 1) Undertaking with GUIDE's signature with department seal
- 2) Rent agreement or Rent receipt with owner's signature along with owners address (light bill, phone bill, Aadhar card, voter id, driving license) and identity proof (PAN card, Aadhar card, voter id, driving license).

## UNDERTAKING

I Mr/Ms/Mrs<Name of the Ph.D student> S/o,D/o,W/o-----, married research scholar  
(Roll No./Registration No.-----) hereby undertake that:

- 1) I have taken on rent <Details of the rented accommodation>on <Date on which rented> on a monthly rent of Rs -----.
- 2) The portion of accommodation in respect of which house rent allowance is claimed has not been sub-let presently and shall not be sublet in future.
- 3) I have not been provided any hostel accommodation by the institute.
- 4) I am not living in institute hostel accommodation which has been allotted to another person.
- 5) That my spouse (Applicable to married scholar) is not claiming HRA in Mangalore/has not been provided official accommodation in Mangalore/ is not owning any house in Mangalore.
- 6) In case, I change my rented accommodation I shall intimate the same to the Institute immediately as per the stipulated procedure.
- 7) In case any of the information furnished above by me is found to incorrect, the institute is free to take disciplinary action against me and I shall be solely responsible for the same.

Place:

Date:

Name and Signature of the Guide

Name and Signature of the student

WHOMSOEVER IT MAY CONCERN

Date:-

I Mr/Ms/Mrs<Name of Land Lord> S/o,D/o,W/o----- resident of <Place > hereby state that I have rented out my house <Details of the rented accommodation> to Mr/Ms/Mrs<Name of the Ph.D student> S/o,D/o,W/o----- on <Date on which rented> on a monthly rent of Rs ----- ( Rupee-----). Number of persons living in the house are -----

Signature of the Land Lord

Name of the Land Lord

Date:

Place:-

Verified by

(Name of Ph.D. Scholar)

Roll No./Registration No. \_\_\_\_\_