

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA

Guidelines to claim HRA

In pursuance of the M.H.R.D., Govt. of India, New Delhi guidelines (regarding House Rent Allowance) stipulated in orders No. 25-2/2010-TS.II & 17-2/2014-TS.I dated 18.02.2015 and based on the decision taken, the following policy/guidelines shall be applicable w.r.t grant of HRA to the Ph.D. students:

1. All the research fellows may be provided hostel accommodation by the institute (wherever available). Students residing in Hostel shall not be eligible for HRA.
2. Reimbursement of Hostel fee is not permissible.
3. In accordance with the M.H.R.D. guidelines, the basis of calculating HRA for a month shall be fellowship amount paid to the student for that month.
4. The HRA applicable for Mangalore city is calculated as per the formula: HRA is 20% of fellowship amount.
5. No HRA shall be applicable for the period of unauthorized leave and period of semester withdrawal.
6. The HRA admissible to a student shall be either the HRA amount calculated as per Sr. No- 4 above or the Actual rent amount paid by him /her (as indicated in the rent receipt submitted by the student) whichever is less.
7. For claiming HRA every student shall have to submit the documents detailed below at the time of registration of every semester to the Academic Section. However, the new students shall submit these documents after registration in the institute and submission of the requisite fee. Irrespective of the case, the HRA shall be applicable only from the month the student submits the required documents to the academic section or the date of occupation of the rented accommodation, whichever is later.
 - a. Application form in the prescribed format.
 - b. Undertaking in the prescribed format.
 - c. Rent receipt in the prescribed format (Rent receipt is to be submitted for the first month of every registered semester or for the month from which HRA is to be claimed. The rent receipt should have revenue stamp affixed with the signature of the landlord).
 - d. PAN card of the landlord (Self attested)
8. In case a Ph.D. student changes the rented accommodation, he/she shall have to re-submit the documents mentioned above at S.No.7 b, c & d to the academic section for updating the records.

9. The Ph.D. students shall not be entitled for HRA if the accommodation is available in the institute as certified by the Quarters allotment committee chairman/President/Hostel In-charge. However, in case:
 - a. The student does not wish to avail the hostel accommodation he/she would have to give an undertaking (giving reasons) to this effect on Rs 10/- non-judicial stamp paper.
 - b. In case a student who is availing the hostel accommodation vacates the same and applies for the HRA he/she also would have to give the reason/justification for the same on a Rs. 10/- non judicial stamp paper.
 - c. Irrespective of the case, the approving authority for grant of HRA to a Ph.D. student shall be Director.
10. Quarters will be allotted as per seniority based on date of joining then date of marriage and date of birth.
11. Only Single HRA will be given if married couple is working in NITK.
12. QIP and Sponsored candidates are not eligible for HRA.
13. Only license fees will be charged if accommodation is provided by the institute.
14. HRA will be given w. e. f. 1 July, 2016.
15. Specified documents need to be submitted on or before 31st October else claim shall be considered from next month (November).

NOTE: The format for claiming HRA, Rent receipt and Undertaking are available at NITK website.

Copy to:

1. Director for kind information
2. All Deans, HoDs.
3. All Faculties.
4. Registrar
5. Deputy Registrar (A/C)
6. Faculty in charge hostel
7. RE
8. Security Officer
9. Institute website
10. All Ph.D. students