

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH**

No. 6038-F

Calcutta, the 22<sup>nd</sup> May, 1984

**MEMORANDUM**

***Subject: Compensatory House rent allowance.***

Under the existing provisions as contained in para 6 of Finance Department Memorandum No. 1925-F dated 21.10.1948 as amended, read with Memorandum No. 46-F, dated 3.1.1975, house rent allowance is admissible to both husband and wife so long as pay drawn by each of them does not exceed Rs. 500 per month. The allowance is payable to only one of them when the pay of one or both exceeds Rs. 500 per month.

2. The matter has been further reviewed by the Government and the Governor has been pleased to decide, in supersession of para 6 of Memorandum No. 1925-F, dated 21.10.1948, as amended, and Memorandum No. 46-F, dated 3.1.1975, as follows :

(a) i) In a case where husband or wife is a State Government employee and the spouse is an employee either of the State Government or of the Central or any other State Government or of an undertaking of a State or Central Government or of an educational institution or a local body etc., the allowance at usual rate will be admissible to both of them without reference to the rent certificate provided the total pay of husband and wife taken together does not exceed Rs. 1000 per month.

(a) ii) If the total pay of the husband and wife taken together exceeds Rs. 1000 per month, the allowance at usual rates will be admissible to both, the total H.R.A. drawn by them being subject to a maximum of 15% of pay of both husband and wife taken together or Rs. 275 p.m., whichever is less. However, for claiming total H.R.A. at a rate higher than Rs. 150 per month, rent certificate will have to be produced and in such cases, the total H.R.A. shall be limited to the actual rent paid.

(b) i) Where both husband and wife are State Government employees, both of them will furnish joint declarations to their respective Heads of Offices. Each Head of Office will determine the H.R.A. admissible to the Government employee under his control in accordance with the provisions contained in para 2(a) of this memorandum.

(b) ii) Where the husband or wife of a State Government employee is an employee of the Central or any other State Govt, or of undertaking of a State or Central Government or of an educational institution or a local body etc., the State Government employee will submit a declaration jointly with his/her wife husband to the concerned Head of Office, who will



**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
Audit Branch**

No. 10826-F

Kolkata, the 18<sup>th</sup> Nov, 2002

**MEMORANDUM**

Certain points have been raised in connection with the drawal of House Rent Allowance of State Govt. employees admissible in terms of para 13 of Finance Deptt. memo No. 7309-F, dated 16-10-98 of W.B.S. (ROPA) Rules, 1998, the undersigned is directed by order of the Governor to offer the following clarification on the same for information and guidance of all concerned :

| <b>Points</b>   | <b>Replies</b>   |
|---|--|
| 1) If an employee shares Govt. accommodation allotted rent free to another Govt. employee, how and at what rate the said employee shall draw house rent allowance.  | No house rent allowance is admissible to him.                |
| 2) Whether an employee residing in accommodation allotted to his/her parents/son/daughter by the State Govt./Central Govt./an autonomous Public Undertaking or Semi-Govt. organisation such as Municipality, Corporation, Port Trust, Nationalised Banks, Life Insurance Corporation of India, etc. will draw house rent allowance as admissible.   | No House Rent Allowance is admissible to the Govt. employee. |
| 3) If husband/wife of an employee has been allotted accommodation at the same station or nearby by the State Govt. Central Govt. an Autonomous Public Undertakings or Semi-Govt, organisations such as Municipality, Corporation, Port Trust etc. whether H.R.A is admissible to him/her if he/she resides in that accommodations or resides separately in accommodation rented by him/her. | No House Rent allowance is admissible to the Govt. employee. |

*Sd/- N. Chakraborti*

Deputy Secretary to the  
Government of West Bengal  
Finance Department.

**DECLARATION UNDER PARA 2(B) OF FINANCE DEPTT,**

Memo. No. 6038-F, dated 22.5.84 read with Memo,

Nos. 1925-F, dt. 21.10.1984 and 46-F, dt. 9.1.75.

I hereby declare for the purpose of para 6 of appendix 20 of W.B.S.R. Part-II that :

**A. I AM NOT MARRIED :**

My wife/husband IS NOT IN SERVICE under the Govt. of India, or any State Govt. or any Govt. Undertaking or any Statutory or Local Body, Educational Institution, etc.

OR,

(a) My wife/ husband IS IN SERVICE and following are the particulars of her/him Name and address

of her/his office : .....

(b) Present pay per

ensem : .....

(c) House Rent Allowance

drawn by her/him per

ensem : .....

**B. HOUSE RENT PAID :**

Date .....

Signature .....

Name .....

Designation .....

Department .....

Office .....

Please strike out which is not applicable

hereby declare that the particulars given above are true.

Signature of wife/husband of the Government employee

Name .....

Designation .....

Department .....

Office .....

Date .....



D. Ghosh  
P. Ghosh  
13/11/07

Government of West Bengal  
School Education Department  
(Budget Branch)  
Bikash Bhavan, Salt Lake, Kolkata 700091

HRA  
beyond 250kms

No.538-SE(B)/1M-67/03

Dated, the 24th October, 2007.

M E M O R A N D U M

The question of extending the benefit of full admissible House Rent Allowance to both husband and wife in case where both the husband and wife are teaching/non-teaching employees or one of them is a teaching/non-teaching employees of an approved non-Govt./approved educational institutions including libraries and employees of District Primary Educational Council and other spouse is an employee of a State Govt./Central Govt./Public Undertakings/Local Bodies etc. and in case where they live in separate establishments at their respective working stations at a distance of more than 250 kms.(two hundred and fifty kilometers) from one another has been under active considerations of the Govt. for sometime.

2. Governor, after careful consideration, is pleased to decide that where both the husband and wife are teaching/non-teaching employees or one of them is a teaching/non-teaching employee of an approved non-Govt./approved educational institutions including libraries and employees of Dist.Primary Educational Council and other spouse is an employee of a State Govt./Central Govt./Public Undertakings/Local Bodies etc. and in case where they live in separate establishments at their respective working stations at a distance of more than 250 kms.(two hundred and fifty kilometers) from each other, the benefit of full admissible HRA to both husband and wife will be allowed subject to a maximum of Rs.2,000/- per month subject to the following conditions :-

- 1) That they would give full address of their working places mentioning the nearest railway station/bus terminus and the actual distance of the working place from the railway station or main bus terminus.
- 2) That they should produce the original rent receipt/certificate of Prodhans of Gram Panchayat/tax receipts etc. in their individual names.
- 3) They will be liable to intimate any change of their place of work within 15 days of joining in new place/(s) to the authority allowing such benefit and also to the D.D.O. The operation of G.O. sanctioning this benefit will automatically cease to exist from the date of change of place of posting of ~~tm~~ either of the spouse and D.D.O. will allow after change of working place such amount as HRA to the incumbent as will be admissible as per normal rules.
- 4) After being satisfied, the concerned Managing Committee of the institution will recommended the case of the State Govt. in the School Education Department through proper channel for allowing the full admissible HRA to the incumbent.



3. This has the concurrence of the Finance Department Group-P (Service) vide their U.O. No.3675 dated 28.09.2007.

sd/- S. Mahapatra  
Joint Secretary to the Govt. of West Bengal

No. 539/1(6) SE(B)

Dated, the 21<sup>st</sup> October, 2007.

Copy forwarded for information and necessary action to:

- 1) D.I. of Schools (S.E)
- 2) D.I. of Schools (PE)
- 3) The Director of School Education, West Bengal.
- 4) The Dy. Director of School Education (G.A), West Bengal.
- 5) Finance Department, Group-P (Service), Writers' Bldgs., Kolkata 700001
- 6) Assistant Secretary, Budget Branch/Secondary Branch/ Primary Branch, School Education Department.

sd/- S. Mahapatra  
Joint Secretary to the Govt. of West Bengal

No. 2495 (20)-GA

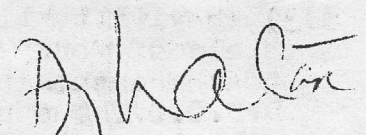
Kolkata, the 6th November, 2007.

Copy forwarded for information and necessary action to:

The Dist. Inspector of Schools (S.E), -----

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for Director of School Education  
West Bengal

GOVERNMENT OF WEST BENGAL  
Finance Department  
Audit Branch  
Writers' Building, Kolkata -700001

No. 5839-F(P)

Kolkata, the 9th July, 2012

MEMORANDUM

In the matter of drawal of HRA by both husband and wife a question has arisen if the same drawn by the spouse of a State Government employee in the employment of a private organization will be taken into account for deciding the ceiling as per Para 11 of Finance Department Memo No. 1691-F dt 23.02.2009.

The matter has been examined with reference to Rule 6(a) (i) of Appendix 20 of WBSR Part-II which read as "In a case where the husband or wife is a State Government or of Central Government or any other State Government or of an educational institution or a local body etc. the allowance at usual rate will be admissible to both of them without reference to rent certificate."

The amount as mentioned therein must be within the prescribed ceiling as prescribed by the Government from time to time. Presently it is as used in the said Rule has wider application and is not restricted to employees of Central or State Government or educational institutions or local bodies but includes others also.

Now, with a view to removing the confusion persisting in the matter the undersigned is directed by order of the Governor to say that Governor is pleased to clarify that as the spirit of the existing provision of the rules goes in the matter of granting HRA to a State Government employee whose spouse is working in a private organisation where HRA is allowed as a separate element the HRA of the spouse shall be taken into account as done in the case where spouse is the employee of any Government or Semi-Government organization.

This will take immediate effect.

Sd/- A.K.Das  
Secretary



**GOVERNMENT OF WEST BENGAL  
FINANCE (AUDIT) DEPARTMENT  
NABANNA, MANDIRTALA, HOWRAH-711 102**

No. 8012-F(P<sub>2</sub>)/FA/O/2M/206/17(N.B.).

Dated, Howrah, the 27<sup>th</sup> December, 2018.

**C O R R I G E N D U M**

In this Department's Memorandum No.5839-F(P), dated 09.07.2012, for the **words** 'Now, with a view to removing the confusion persisting in the matter the undersigned is directed by order of the Governor to say that Governor is pleased to clarify that as the spirit of the existing provision of the rules goes, in the matter of granting HRA to a State Government employee whose spouse is working in a private organization, where HRA is allowed as a separate element, the HRA of the spouse shall be taken into account as done in the case where spouse is the employee of any Government or semi-Government organization' **please read** 'Now, with a view to clarifying the doubt persisting in the matter, the undersigned is directed by order of the Governor to say that Governor is pleased to clarify that as the spirit of the existing provision of the rules goes in the matter of granting HRA to an employee of State Government / a sponsored / aided Educational Institution / Board / Corporation / Statutory Body / Autonomous Body and / other agencies or other instrumentalities of the State which is / are wholly or substantially owned and / or controlled by the Government, whose spouse is working in a private organization, where HRA is allowed as a separate element, the HRA of the spouse shall be taken into account as done in the case where spouse is the employee of any Government or semi-Government organization'.

By order of the Governor,

Sd/- H. K. Dwivedi.

Additional Chief Secretary to the  
Government of West Bengal.

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No. 8012/1(70)-F(P<sub>2</sub>)/FA/O/2M/206/17(N.B.).

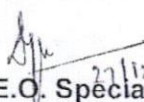
Dated, Howrah, the 27<sup>th</sup> December, 2018.

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal,  
Treasury Buildings, Kolkata-700 001.
- 2) The Director, Treasuries and Accounts, West Bengal,  
New India Assurance Buildings (2<sup>nd</sup> and 3<sup>rd</sup> Floor),  
8, Lyons Range, Kolkata-700 001.
- 3) The Additional Chief Secretary / Principal Secretary / Secretary,  
----- Department.

It is requested to circulate this Corrigendum to the Offices / Organisation(s) under the control of his / her Department.

- 4) ✓ The Network Administrator, Finance Department.  
He is requested to upload this Corrigendum in the Web-Site of Finance Department.

  
O.S.D. & E.O. Special Secretary  
to the Government of West Bengal.





**Government of West Bengal  
Department of Higher Education,  
C.S. Branch  
Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 644-Edn(CS)/ 3A-04/2019

Date:11.11.2020

**ORDER**

The undersigned is directed by order of the Governor to say, that in conformity with the Finance Department's Memo No. 8012-F(P2) dt 27.12.2018, read with Memo No. 5839-F(P) dt. 09.07.2012, the matter of granting HRA to an employee of a Sponsored/Aided Educational Institution, whose spouse is working in a private organisation, where HRA is allowed as a separate element, the HRA of the spouse shall be taken into account, as done in the case, where spouse is the employee of any Government or semi-Government organisation.

All concerned are being informed accordingly.

*sd/-*  
Deputy Secretary

No. 644/1(6)-Edn(CS)/ 3A-04/2019

Date:11.11.2020

Copy forwarded for information to:-

1. The Principal Accountant General (A&E), W.B.
2. The Director of Public Instruction, W.B.  
He is requested to circulate the order to all concerned under his control.
3. Finance (Audit) Department, Govt of W.B.
4. P.A. to Hon'ble MIC, Higher Education Department.
5. P.A. to Principal Secretary, Higher Education Department.
- ✓ 6. The IT Cell of this Department, with the request to upload this order in the Departmental Website.

*[Signature]*  
Deputy Secretary