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## Annexure I

1. Name of the Government Servant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Name of Ministry/Dept/Org. : \_\_\_\_\_
4. Scale of Pay : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Date of Joining Service : \_\_\_\_\_
7. Basic Pay : \_\_\_\_\_
8. Name for accumulation under the Pension Account: \_\_\_\_\_

Sl. No.	Name of Nominee	Age	Percentage of share payable	Relationship with Government Servant.
1.				

/10/2023

Signature of the Govt. Servant.

ANNEXURE - I I

(In substitution of a certificate prescribed in Annexure 11 A & 11 B of the Ministry of Finance O.M. No.2 (37)-E-II (B)/64 dated 27-11-65)

**CERTIFICATE TO BE FURNISHED BY CENTRAL GOVERNMENT SERVANTS DRAWING PAY UPTO RS. 750/- P.M. AS WELL AS BY CENTRAL GOVT. SERVANTS DRAWING PAY ABOVE RS. 750/- P.M. FOR CLAIMING HOUSE RENT ALLOWANCE WITH REFERENCE TO PAY OF RS. 750/- P.M. IN TERMS OF PARA 1(5) OF O.M. NO. 11011/1/E-II (B)/75 dated 25-2-77.**

1. I certify that I\* (I have applied for the Govt. accommodation in accordance with the prescribed procedure but) have not been provided with Govt. accommodation/ (have refused the allotment of Govt. accommodation) during the period in respect of which the allowance is claimed.

2. I certify that I am residing in a house hired/owned by me/my wife/husband/son/daughter/father/mother/a Hindu Undivided family in which I am co-partner.

3. I certify that I am incurring some expenditure on rent  
Contributing towards rent  
OR

\*\* I certify that rental value of the house owned by me/owned by a Hindu undivided family in which I am a co-partner and in which I am residing is ascertainable in the manner specified in Para 7 of O.M. No. F 2(37) E.II (B)/64 dated 27-11-65 I certify that I am paying /contributing towards house or property tax.

4. I certify that I am not sharing accommodation allotted to my parent (Child) by the State/Central Government an autonomous public undertaking or Semi-Government organization such as municipality, port trust etc., allotted rent free to another Govt. Servant.

5. I certify that my husband/wife/children/parents who is/are sharing accommodation with me allotted to another employee of the Central/State Government/Autonomous Public Undertaking or Semi-Govt. Organization like municipality, Port Trust etc., is/are not in receipt of house rent allowances from the Central/State Govt. autonomous public undertakings or Semi-Government organizations like municipality, port trust etc.

6. I also certify that my wife/husband has not been allotted accommodation at the same station by the Central/State Govt. and autonomous public undertakings or semi-Govt. organizations such as Municipality, Port Trust etc.

Certify that I am contributing towards House Tax/Municipal Tax.

Signature .....

Designation .....

Date: .....

\* The words shown in the brackets may be omitted if the Govt. servant is not eligible for Govt. accommodation or if his case is covered by Notes under Para 4(b) O.M dated 27-11-65 or where it is not obligatory for him to apply for Govt. accommodation for eligibility for H.R.A in terms of Min. of Finance O.M No. 11022/1/E.II (B)/75 dated 25-2-77.

\*\* To be furnished by Govt. servant living in his own house or in a house owned by Hindu undivided family in which he is a co-partner.

To be furnished by another Govt. servant being the wife, husband, son, daughter, Father or Mother or the Govt. Servant owning the house who is sharing accommodation with the latter.

Name of employees : .....  
 Designation : .....

Form No. I

Statement of immovable property on first appointment as on ..... (e.g. Land, House, Shops, Other Buildings etc.)

Sr. No	Description of Property	Precise location (Name of District, Division, Taluka & Village in which the property is situated and also its distinctive number etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not, in own name, state in whose name held and his/her relationship, if any to Government servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned)	Value of the property	Particulars of sanction of prescribed authority, if any	Total Annual Income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature : .....

Date : .....

Name of employees : .....  
 Designation : .....

Form No. III

Statement of movable property on first appointment as on .....					
Sr. No	Description of items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government Servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Signature : .....  
 Date : .....