



Government of West Bengal
OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS (S.E.), NADIA
SIKSHA BHAWAN, COLLEGE STREET,
KRISHNAGAR, NADIA. PIN-741101

Memo No 5/GEN/SE

Date 04-01-2024

From : The District Inspector of Schools (S.E) Nadia.

To : The Head of the Institutions,
All Jr. High/High/H.S.Schools / Madrasahs,
Sadar Sub-Division, Nadia.

Sub: Submission of H.R.A declaration (with pay certificate of Spouse)
with the Salary Bill of January-2024.

With reference to the subject noted above the undersigned request him/her to submit their salary bill for the month of January-2024 along with H.R.A declaration (with pay certificate of Spouse) within 12/01/2024 (On line) and Hard copy with in 15.01.2024 positively.

This may be treated as urgent.

District Inspector of Schools (S.E) Nadia

Memo No 05/01/GEN/SE

Date 05/01/2023

Copy for information to:

- 1) The Assistant Inspector of Schools, Sadar Sub-Division with a request to inform all Institutions under his/her jurisdiction.

District Inspector of Schools (S.E) Nadia

As on 1st January/July.....(Year)
(Go. No. 97SE(B), Dt-07.03.2001)

PART-A

I am Married/Unmarried/Widow/Widower: (Strike out which is not applicable)

1. Name of the office/School:.....
2. Name of the Employee:
3. Designation of the Employee:

a) Employees' Present Pay (Band Pay+Grade Pay):

b) HRA:

c) Opted for Swasthyasathi? Yes ☐/No ☐

d) Whether you get Swasthyasathi card? Yes ☐/No ☐

If, Yes then write the no. of card.....

I do hereby declare that the details furnished in **PART-A** are true at the best of my knowledge.

Date:

.....
Signature of Employee

PART-B

My wife/husband is/was not in service under the Government of India or Government undertaking or any statutory/local body, educational Institute. (Strike out which is not applicable) **Or,**

My wife/husband is/was in service and following are the particulars of her/his employment and pay etc drawn by her/him: (Strike out which is not applicable)

i) Name of the Spouse:

a) Name of the office:.....

b) Address of the Office:.....

c) Spouse's Present Pay (Band Pay+Grade Pay):.....

d) Spouse's HRA:

e) Whether spouse is opted for Govt. Housing:.....

f) Whether spouse is opted for W.B. Health Scheme:.....

g) Whether spouse is opted for under Swasthyasathi Scheme: Yes ☐/No ☐

I do hereby declare that the details furnished in **PART-B** are true at the best of my knowledge.

Date:

Enclosed: Salary Certificate of Spouse

.....
Signature of Spouse

Verified by

.....
Sign of HT/TIC with seal

HOI/HOO