

F.NO.GGSIPU/Estate/Staff Quarters Guidelines/2025/29

Date: 25/09/2025

**Guidelines for Finalization of Date for Deduction of House Rent Allowance (HRA)
for Employees Allotted Staff Quarters**

After successful allotment of staff quarters to employees, an adequate period is provided for shifting into the quarters

Employees may apply for utilities like electricity and gas connections at their convenience during this period.

Instances have been observed where allottees shift to staff quarters with considerable delay, attributable to personal reasons or renovation timelines.

To safeguard the University's interests and ensure fairness, the following criteria determine the commencement date for HRA deduction:

1. *Date of Shifting as communicated by the allottee.
2. *Date of Energization*: As per the BSES (electricity) bill.

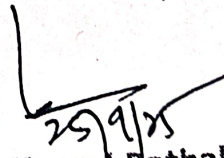
The earlier of these two dates is considered for initiating HRA deduction.

Now upon *surrender of the staff quarter*, the date mentioned on the *No Objection Certificate (NOC) issued by BSES* will be taken into account for continuation of HRA.

Purpose

These guidelines aim to establish a fair and transparent process for determining the date from which HRA deductions commence and for processing HRA continuation upon quarter surrender.

This issues with the approval of Competent Authority


(Dr. Kamal Pathak)
Registrar

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(Dr. Pankaj Agrawal)
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