

APPLICATION FOR CLAIM OF HRA

To

The Warden (Hostel),
Mental Health Institute,
Sector -32, Chandigarh.

Subject: Application for issuing non residence certificate for claim of HRA.

Respected Sir/Madam,

I, Dr. _____, S/D/W of Sh. _____
joined as Junior Resident in the Department of _____,
on _____.

I hereby request you to kindly issue me a certificate that I *have never resided in the hostel/have stayed in hostel from* _____ *to* _____ *and have vacated the hostel on* _____. (Strike out which is not applicable).

I hereby certify that the above statement is true to the best of my knowledge. I will be liable for penal action in case in future it comes to the notice of the authorities.

Name: _____

Forwarded by Concerned HOD

Department _____

Batch: _____

Signature of HOD

Mobile number: _____

Email ID: _____

Office Seal:

Date: _____