



**WEST BENGAL**  
**ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.**  
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

11-A, Mirza Ghalib Street, Kolkata - 700 087

E-mail us at- acctecsc@gmail.com

No. ECSC/AC/A/2817

Dated: 27 March, 2023

**CIRCULAR**

Vide Memo No. 6038-F dated 22.05.1984 read with Memo nos. 1925-F dated 21.10.84; 46-F dated 09.01.75 and 8012-F(P2)/FA/0/2M/206/17(N;B) dt. 27.12.18 the Finance Department(Audit Branch) of the Government of West Bengal has made it compulsory to submit House rent Allowance Declaration by the regular employees of the corporation. Accordingly HRA declaration form may be circulated amongst the employees of the corporation through respective General Manager(s) / District Manager(s).

After filling up the Form the same are to be forwarded to the Finance Division through respective General Manager (s) District Manager (s) within 13<sup>th</sup> day of April, 2023 positively otherwise no HRA will be drawn in April, 2023 pay bill in respect of Govt. servant from whom such declaration has not been received.

**General Manager (Finance) & F.A**  
**WBECSC Ltd**

No. ECSC/AC/A/2817

Dated: 27 March, 2023

**Copy forwarded for kind information and necessary action to:**

1. Chief General Manager, WBECSC Ltd
2. General Manager (Personnel/GA/Vigilance) WBECSC Ltd.
3. General Manager (Procurement/Jute) WBECSC Ltd. for
4. General Manager (PDS/Legal/SMT/ICDS/Relief) WBECSC Ltd.
5. P.A. to The M.D, WBECSC Ltd.
6. All District Manager(s), WBECSC Ltd.
7. IT Division for web circulation

**General Manager (Finance) & F.A**  
**WBECSC Ltd**

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**DECLARATION FORM FOR DRAWAL OF HOUSE RENT ALLOWANCE**

Declaration under Para 2(B) of Finance Deptt. Memo. No. 6038-F, dated 22.05.1984 read with Memo Nos. 1925-F, dt. 21.10.1984, 46-F, dt. 09.01.1975 and 8012-F(P2)/FA/0/2M/206/17(N;B.). dt. 27.12.2018.

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 in a private organization, where HRA is allowed as a separate element.

OR,

(a)	My wife/husband IS IN SERVICE and following are the particulars of her/him Name and address of her/him Office	
(b)	Present pay per mensem	
(c)	House Rent Allowance drawn by her/him per mensem	

B. HOUSE RENT PAID:

Date .....

Signature .....

Name .....

Designation .....

DIVISION .....

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 .....

Date .....

Department .....

Office .....