

O/o PCDA(O) Pune, Public Relation office PRO

Subject: Admissibility of House Rent Allowance (HRA) – Issue of Non Availability Certificate.

Your kind attention is invited to Min of Defence, New Delhi, letter No. 1(2)/2021-D(Q&C) dated 08th April 2022 duly extending and reiterating the provisions contained in Min of Finance, New Delhi, OM No. 2/5/2017-E.IIB dated 05th March 2019 regarding revised (modified) Instructions issued as regard to admissibility of HRA to Defence Service Personnel and Dispensation of condition of furnishing ‘No Accommodation Certificate’ (NAC) for admissibility of HRA in respect of Armed Forces Personnel.

As per the earlier practice in vogue, Army Officers were eligible for HRA only on production of ‘Non Availability Certificate’ (NAC) issued by concerned Station Hqrs. However, w.e.f. 08th April 2022, GoI, MoD, New Delhi, vide letter No. 1(2)/2021-D(Q&C) dated 08th April 2022, has issued revised guidelines regarding Dispensation of the condition of furnishing of ‘**NAC**’ for admissibility of HRA for Defence Personnel i.e. Army Officers.

The following point in regard to NAC may please be followed scrupulously while publishing HRA Part II Orders relating to admittance, processing, acceptance and payment of HRA henceforth viz :-

- a. While issuing Part II Orders in the case of Army Officers claiming HRA, responsibility will vest and rest with Commanding Officer so that accommodation shall not remain vacant while individuals are granted HRA.

Cont 2

--2--

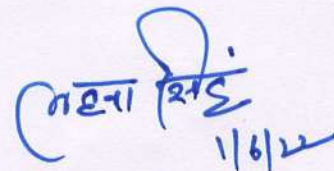
This order is applicable w.e.f. dated 08 April 2022.

This is for your kind information please.

This is issued with kind approval of PCDA (O), Pune.

Regards,

Jai Hind



Shri Lehana Singh, IDAS

(Dy. CDA)

(P.S.: Certificate will be required with all details as mentioned and specified in Documentation Procedure for Publication of Part II Orders (Officers)-2014 as per Annx IV for claiming HRA by the Army Officers.)

RESTRICTED

DOCUMENTATION PROCEDURE (OFFICERS)- 2014
ANNEXURE IV - CERTIFICATES TO BE INCORPORATED IN PART II ORDERS

171

HRA is admissible for duty station in case of peace posting and for home town/SPR/old duty station/ SF Accn station where family actually staying in case of field posting. Change of SPR is not permissible during the tenure of that field posting.

In case of HRA under special dispensation orders, the name of duty station is to be quoted in Pt II order for claiming HRA.

Note:

- i. HRA is not admissible to officers staying in mess in case the family of the officer is also staying in the mess.
- ii. In case an Officer stays in a mess and his family is staying in the same station under private arrangements made by the officer and not in occupation of Govt. accommodation, HRA will be admissible only if the officer cannot stay with the family due to service constraints. The reasons why the officer and his family are living separately are to be intimated. The following additional certificate is to be furnished on Annexure 'A'.

"I certify that my family is not residing with me in the mess accommodation provided to me".

The officers are entitled to get HRA for study leave station during study leave, during the interim period between transfer out from one unit and date of reporting to new unit and also single officers for dependent parents, brothers/sisters, with certain conditions, if incurring expenditure on HRA.

- iii. Certificate for Peace Posting to be furnished by CO/OC Unit

It is certified that

1. Non-availability certificate (NAC) for claiming HRA has been issued to _____ (Personal No., Rank, Name & CDA (O) A/c No.) posted to _____ (Station) by Station Headquarters (Station) _____ vide No. ----- on (date) _____. The HRA-NAC is valid from (date) _____ to _____ (date).

2. The officer is not in occupation of Govt married accommodation in present and previous duty station.

RESTRICTED

RESTRICTED

DOCUMENTATION PROCEDURE (OFFICERS)- 2014
ANNEXURE IV - CERTIFICATES TO BE INCORPORATED IN PART II ORDERS

172

3. The officer has been posted to _____ w.e.f. _____ and was struck of strength from _____ on _____. Accordingly, HRA is admissible for the interim period till the officer registers for Married/SF Accommodation.
4. The officer is unmarried and his dependent family members for whom HRA is claimed are _____ (parents, Brothers/Sisters) with earning less than Rs.2500/- p.m.
5. The officer is staying in mess/single accommodation and family is also residing in the same station under own arrangement due to constraints of service.
6. HRA is claimed for _____ (station) which is a duty station/study leave station of officer i.e. class of city _____ (X/Y/Z).

(Signature of CO/OC)

- iv. Certificate when officer is on field/modified field/operations in field posting/posting to hard non-military station in NCC unit to be furnished by CO/OC unit.

It is certified that

1. The officer is posted in field area/modified field area/operations in field area posting to hard non-military station in NCC unit & family is residing at last duty station _____ (station)/SF accommodation station _____ (station) /SPR----- (Station)/Home Station----- (Station) which will be the SPR for this Field posting tenure. The officer has shifted to his family to home town-----/SPR-----at Govt cost and claimed conveyance of family and baggage etc. vide unit letter No----- dated-----.
2. SPR mentioned in Srl.No.1 ante, being military station, Non availability certificate (NAC) for claiming HRA has been issued to _____ (Personal No., Rank Name & CDA (O) A/c No.) by Station Headquarters _____ (station) vide No. _____ on (date) _____. HRA-NAC is valid from _____ (date) to _____ (date).

OR

RESTRICTED

RESTRICTED

DOCUMENTATION PROCEDURE (OFFICERS)- 2014
ANNEXURE IV - CERTIFICATES TO BE INCORPORATED IN PART II ORDERS

173

SPR mentioned at para 1 ante, being a non-military station, Annexure "D" has been furnished by _____ (Personal No./Rank/Name/CDA (O) A/c No.). Officer's family is residing at _____ (station) w.e.f. _____ (date) under own arrangements.

3. The officer is not in occupation of Govt married accommodation in present and previous duty station.
4. The officer is unmarried and his dependent family members for whom HRA is claimed are _____ (Parents, Brothers/Sisters) with earning less than Rs.2500/- p.m.
5. HRA is claimed for _____ (station) which is a _____ class of city (X, Y, Z).