

**To:**

The Registrar  
Harcourt Butler Technical University  
Nawabganj, Kanpur (UP) – 208002.

**Date:** 12-Mar-2026

**Subject:** Application for **Grant of House Rent Allowance (HRA) – Zeebal Akhtar**

Respected Sir,

I am writing to formally request the initiation/continuation of House Rent Allowance (HRA) in my salary, effective from **17<sup>th</sup> Feb 2026**.

I am employed as Computer Programmer in the Department of Computer Science & Engineering since 17-Feb-2026. I am currently residing in private rented accommodation at the following address: Kalyanpur, Kanpur, UP

I hereby declare and certify the following:

1. **No Government Allotment:** I have not been provided with any accommodation owned, hired, or leased by HBTU or any other government agency at my place of posting Kanpur.
2. **No Refusal:** I have not refused an offer of government accommodation.
3. **No Family Allotment:** My spouse/parents have not been allotted any government accommodation at the same station.

I request you to kindly process my HRA claim at the earliest.

Thanking you,

Yours faithfully,

*Zeebal Akhtar*

*Computer Programmer*

*M: +91-9540730683 | E: zakhtar@hbtu.ac.in*