



जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
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DATE:

CIRCULAR

Sub: Submission of HRA claim application form through E-office -reg.

With reference to the above subject, it is to inform that HRA claim application form is processed for approval through E-office only. The HRA application form is available in JIPMER website URL- file:///C:/Users/hp/Desktop/HRA%20APP%20FORM.pdf. It is also informed that need not to get HRA application directly from Pay Bills Section.

All HOD/Officer-in-charge are requested that all Employees HRA claim filled application form may be sent through E-Office in receipt mode forwarded by the concerned department HOD/In-charge to Pay Bills Section (Gaz).

Details of In-charge Name is mentioned in JIPMER Website.

<https://jipmer.edu.in/about-us/organization/administrative-contacts-jipmer>

**SENIOR ACCOUNTS OFFICER
JIPMER**

To

1. All HOD's/Officer in- Charge/Section in- Charge

Copy to

1. The PS to Director/DD(A)/M.S/S.A.O/Sr. Accounts Officer
2. Paybills section(Gazetted)/(Non Gazetted)
3. IT-Wing with a request to upload in JIPMER internal portal.