

**WAPCOS LIMITED**  
( A Government of India Undertaking )  
76-C, Institutional Area, Sector-18, Gurugram (Haryana)

No. 7/480/HR/HRA/2026/9

19th February, 2026

**C I R C U L A R**

**Sub: Self-declaration from employees regarding drawing HRA while availing/who availed accommodation in Guest Houses/ Transit Camp/ Office Accommodation.**

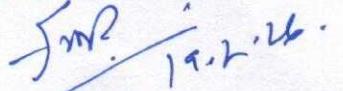
It has been observed that certain employees had availed / are availing company guest house/transit camps/office accommodation for self-accommodation with/without family while simultaneously drawing House Rent Allowance (HRA) from the Company.

The same is in violation to the guidelines issued by Department of Expenditure, Ministry of Finance, Government of India vide O.M. No. 2(37)-E.II(B)/64 dated 27.11.1965 and also the compendium of instructions for HRA issued vide O.M. No.2/4/2022-E.IIB dated 30.12.2022. The guidelines at page no 4, paragraph 4.(a)(i) of O.M. dated 27.11.1965 state that the allowance shall not be applicable to those who occupy accommodation provided by the Government. The guidelines at page no 5, paragraph 4.3 of O.M. dated 30.12.2022 state that "HRA drawn by a Government servant, who accepts allotment of Government accommodation, shall be stopped from the date of actual handing-over of accommodation in immediate habitable condition to the Government servant"

Since availing of HRA while staying in company guest house/transit camps/office accommodation is in violation of rules and norms, hence all such employees who had availed / are availing company guest house/ transit camps/office accommodation for self/family accommodation while simultaneously drawing House Rent Allowance (HRA) from the Company are required to submit a self-declaration (as per attached format) within 15 days from the date of issue of this Circular on email id **pma@wapcos.co.in** only.

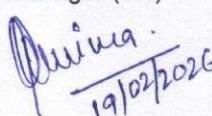
It is informed that any concealment or submission of wrong declaration will attract disciplinary proceedings along with recovery of HRA and other penal provisions.

For WAPCOS Limited

  
(C.P. Arora)  
General Manager (HR)

Copy to:-

1. Director (C&HRD)
2. CEDs/SEDs/SGMs/GMs/CEs/HODs
3. All Field Offices India & Abroad
4. EO to CMD – for kind information please
5. GM(Fin)/DCM(Fin)/DM(Fin)
6. GM(T)- for uploading on website please
7. Hindi Section for Hindi Version

  
Quinn  
19/02/2026

I, \_\_\_\_\_, working at the post of \_\_\_\_\_ declare the following about having availed /  
availing company guest house/ transit camps/office accommodation for self/family accommodation  
while simultaneously drawing House Rent Allowance (HRA) from the Company:

Sl. No.	Name & Designation	Guest house/ transit camps/office accommodation details	Period of stay	
			From date	To date

Signature

Name:

Designation:

RRW No./RR No.

*Deema*  
19/02/2026