



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ସଙ୍ଗଠନ
ODISHA ADARSHA VIDYALAYA SANGATHAN
N-1/9, Nayapali, PO: Sainik School, District- Khurda,
Bhubaneswar, Odisha- 751005, Website: oav.edu.in
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(Despatched)

No. 1075 /OAVS .

Date: 10-03-2026

From

Sri Samarendra Bhutia, OAS
Officer on Special Duty

To

The Principal / Principal (I/c)
OMAV, Jeypore, Kaliapani, Barbil,
Suakati & Rourkela

Sub: Grant of House Rent Allowance (HRA) to Regular Teachers and Principals of OMAVs

Madam/Sir,

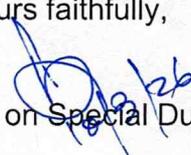
In inviting reference to the subject cited above, I am directed to inform that pursuant to Finance Department Office Memorandum No. 55376 dated 26.11.2008, No. 6747/F dated 14.03.2024 and Letter No. 1725 dated 03.02.2026 of OMC Ltd., House Rent Allowance (HRA) has been sanctioned in favour of Regular Teachers and Principals of OMAVs with effect from the date of their respective joining under OAVS and shall continue till completion and allotment of staff quarters.

The HRA shall be drawn and disbursed by the Head Office on receipt of a certificate in the prescribed format from the concerned employee. A copy of the relevant orders along with the prescribed certificate format is enclosed herewith for necessary action.

All Principals / Principal (I/c) are directed to verify the eligibility of applicants strictly in accordance with the prescribed guidelines and ensure that no employee avails HRA in violation thereof. The concerned Principal / Principal (I/c) shall be personally responsible for due verification before forwarding the claim.

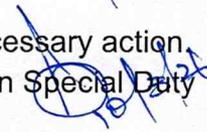
Encl: As above

Yours faithfully,


Officer on Special Duty

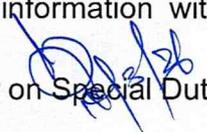
Memo No. 1076 / **Date** 10-03-2026

Copy forwarded to Finance Section / MIS Section for information and necessary action.


Officer on Special Duty

Memo No. 1077 / **Date** 10-03-2026

Copy submitted to the Special Officer & Head (CSR), OMC Ltd., for information with reference to Letter No. 1725 dated 03.02.2026.


Officer on Special Duty



FINANCE DEPARTMENT

**O.M. No. 5 5 3 7 6 /F, Dated 26.12.2008
CS-IV-2/2008**

Sub:- Revision in the rate of House Rent Allowance

Government of India effected revision of Scale of all Central Government employees with effect from 01.01.2006 and on such revised Scale of Pay and Grade Pay, they have allowed House Rent Allowance w.e.f. 01.09.2008 in the revised scale after reclassifying Cities / Towns / other places in 'X', 'Y' & 'Z' category. Having regard to the above decision of Government of India, State Government have decided to allow House Rent Allowance to Government employees on the revised Scale of Pay & Grade Pay w.e.f. 01.12.2008 in the following rate and manner.

Sl. No.	Name of the Cities / Towns	Rate of H.R.A. Admissible
1.	BBSR & Cuttack (Urban Area)	20% of Basic Pay and Grade Pay
2.	Rourkela, Berhampur, Sambalpur, Puri, Baragarh , Brajarajnagar, Bhadrak, Balasore Bolangir, Bhawanipatna, Barbil, Baripada, Dhenkanal, Jeypore, Jharsuguda, Jatni, Keonjhar, Paradeep, Rayagada Sunabeda (Urban Area).	10 % of Basic Pay and Grade Pay
3.	In other areas	5% of Basic Pay and Grade Pay

2. The term of "Basic Pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay, but does not include any other type of pay like special pay etc.

3. The Government have further decided that HRA would be admissible to the employees of the State Government at the above rates subject to the following stipulations.

- a) The rate at which House Rent Allowance would be admissible shall be determined according to the places in which the Government employee is residing and if the residence of the employee is located within 8 Kms from the Headquarters. The rate as applicable to the place in which the headquarters is located, shall be taken into account. A Government employee staying in a hired accommodation / living in his own house within 8 Kms of his headquarters shall be eligible to H.R.A. as admissible under this order. A Government employee staying

in a rented accommodation / living in his own house at a place beyond 8 Kms of his Headquarters shall not be eligible for H.R.A.

- b) A Government employee who is living in a house which belongs to him / her father or mother or owned by his wife or children or who is staying in a hired accommodation will be eligible to get house rent allowance as admissible to him/her. **However, a Government servant sharing Government accommodation allotted by Government to another Government servant shall not be eligible for H.R.A.**
- c) If both the husband and wife are Government servants and are posted at the same Headquarters, H.R.A. will be payable to one of them. Similarly, **H.R.A. will not be admissible to a State Government employee whose husband/wife is in receipt of H.R.A. or provided with accommodation by the Central Government or Reserve Bank of India, Nationalized Banks or Regional Rural Banks, Co-operative Organizations of State Government, autonomous body, local body, undertakings, companies etc. owned, controlled or aided by Central/State Government** and such Government employees shall furnish a certificate in the prescribed form.
- d) House Rent Allowance shall be admissible to a Government employee who refuses Government accommodation when offered or surrenders the same after occupying to move to his own house or hired accommodation. This will not be applicable to earmarked Government quarters. **However, Government employees debarred from allotment of Government accommodation due to unauthorized subletting or for breach of allotment rules will not be eligible for H.R.A.**
- e) Grant of House Rent Allowance during leave and transfer will be regulated by the relevant provision of Rule 101 of Orissa Service Code. The allowance will be admissible during absence from headquarters on tour.
- f) A Government employee shall continue to draw house rent allowance during joining time at the same rates at which he was drawing the allowance at the station from where he was transferred. Where, however, joining time is affixed to leave, payment of house rent allowance shall be regulated by the provision of Rule 101 of Orissa Service Code.

- g) A Government employee who on transfer, has been permitted to retain Government accommodation at the old station on payment of normal rent or penal rent, will be eligible for House Rent Allowance at the new station, provided he is other-wise eligible for House Rent Allowance at the new station.
- h) House Rent Allowance shall be admissible to a Government employees deputed on training provided the period of training is treated as duty and he has retained his family at the old station where Government accommodation has not been provided.
- i) House Rent Allowance will also be admissible to the employee during the period of suspension if at the place of his Headquarters as fixed by the competent authority, Government accommodation has not been provided.
- j) In the case of re-employed Government employees whose pay plus pension exceeds the sanctioned maximum pay of the post, the House Rent Allowance will be calculated on that maximum.
- k) This concession shall apply mutatis mutandis to the Government employees borne in work-charged establishment but-shall not apply to staff paid out of contingencies and labourers employed on Casual and Nominal Muster Rolls.
- l) The Government employees shall furnish a certificate in the form prescribed in FD Memo No.46151 (265)/F., dated 29.09.2005 along-with his first claim for House Rent Allowance and also in July of each year.
- m) The grant of House Rent Allowance to the employees shall be made by the Head of Office on receipt of the certificate from him in the prescribed form.

Sd/- D.P.Das
SPECIAL SECRETARY TO GOVERNMENT

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

NO. 6747 /F.
FIN-CS2-ALW-0013-2022

Date 14/03/2024

OFFICE MEMORANDUM

SUB: Revision in the rate of House Rent Allowance.

Consequent upon implementation of Odisha Revised Scales of Pay, 2017, the State Government have been pleased to revise the House Rent Allowance in respect of Government employees in the revised Scale of Pay i.e. ORSP Rules, 2017 in the following rate and manner:

Sl. No.	Category	Rate of H.R.A
1.	Municipal Corporation of Bhubaneswar, Berhampur, Cuttack, Rourkela, Sambalpur.	16% of Basic Pay
2.	District Headquarters/Municipalities of Balangir, Balasore, Baragarh, Bhadrak, Bhawanipatna, Barbil, Dhenkanal, Jharsuguda, Keonjhar, Baripada, Puri, Rayagada, Rajgangpur, Brajaraj Nagar, Paradeep, Jeypore, Jatni, Sunabeda.	12% of Basic Pay
3.	District Headquarters/Municipalities of Angul, Talcher, Titilagarh, Jaleswar, Soro, Basudevpur, Choudwar, Deogarh, Paralakhemundi, Hinjilicut, Jagatsinghpur, Jajpur, Vyasagar, Belpahar, Kendrapara, Pattamundai, Anandapur, Joda, Khordha, Koraput, Malkangiri, Rairangpur, Nayagarh, Nabarangpur, Umerkote, Phulbani, Gunupur, Sonapur, Birmitrapur, Sundargarh, Nuapada, Boudh.	8% of Basic Pay
4.	In other areas	4% of Basic Pay

2. The term basic pay in the revised pay structure means the pay drawn in the prescribed pay levels in the pay matrix but does not include any other type of Pay like Special Pay.
3. The Government have further decided that House Rent Allowance would be admissible to the employees of the State Government at the above rates subject to the following stipulations.
 - a) The rate at which House Rent Allowance would be admissible shall be determined according to the place in which the Headquarters of the Government employee is located.
 - i. However, a Government employee staying in a hired accommodation/ living in his own house within 8 KM of his Headquarters shall be eligible to draw House Rent Allowance.
 - ii. For Urban Headquarters, a Government employee staying in a hired accommodation / own house either within a radius of 8 KM from Headquarters or the limits of Urban Local Body (Municipal Corporation, Municipality and Notified Area Council) as per F.D.O.M No.8741/F, dt.31.03.2017 shall be eligible to draw House Rent Allowance as per admissible rate.

(b) A Government employee who is living in a house which belongs to him / her father or mother or owned by his wife or children or who is staying in a hired accommodation will be eligible to get house rent allowance as admissible to him/her. However, a Government servant sharing Government accommodation allotted by Government to another Government servant shall not be eligible for House Rent Allowance.

(c) If both the husband and wife are Government servants and are posted at the same Headquarters, House Rent Allowance will be payable to one of them. Similarly, H.R.A. will not be admissible to a State Government employee within the same Headquarters whose husband/wife is in receipt of House Rent Allowance or provided with accommodation by the State Government / Central Government or Reserve Bank of India, Nationalized Bank, or Regional Rural Banks, Co-operatives Organization of State Government, autonomous body, local body, Public Sector Enterprises, Government Societies, undertakings, companies etc. owned, controlled or aided by Central / State Government and such Government employees shall furnish a certificate in the prescribed form.

(d) House Rent Allowance shall be admissible to a Government employee who refuses Government accommodation when offered or surrenders the same after occupying to move to his own house or hired accommodation. This will not be applicable to earmarked Government quarters. However, Government employees debarred from allotment of Government accommodation due to unauthorized subletting or for breach of allotment rules will not be eligible for House Rent Allowance.

(e) Grant of House Rent Allowance during leave and transfer will be regulated by the relevant provision of Rule 101 of Odisha Service Code. The allowance will be admissible during absence from Headquarters on tour.

(f) A Government employee shall continue to draw house rent allowance during joining time at the same rates at which he was drawing the allowance at the station from where he was transferred. Where, however, joining time is affixed to leave, payment of house rent allowance shall be regulated by the provision of Rule 101 of Odisha Service Code.

(g) House Rent Allowance shall be admissible to a Government employee deputed in training provided the period of training is treated as duty and he/she has retained his / her family at the old station where Government accommodation has not been provided.

(h) House Rent Allowance will also be admissible to the employee during the period of suspension if at the place of his Headquarters as fixed by the competent authority, Government accommodation has not been provided.

(i) This concession shall apply mutatis mutandis to the Government employees borne in Work-charged establishment but shall not apply to staff paid out of contingencies and laborers employed on casual and nominal muster rolls.

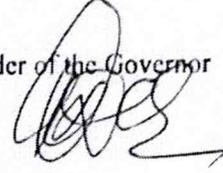
(j) The Government employees shall furnish a certificate in the prescribed form (as at Annexure) along with his first claim for House Rent Allowance and also in July of each year.

(k) The grant of House Rent Allowance to the employees shall be made by the Head of office on receipt of the certificate from him in the prescribed form.

(l) This shall be applicable to regular State Government employees.

(m) This shall be effected from its date of issue.

By order of the Governor



(Vishal Kumar Dev)
Principal Secretary to Government

Memo No. 6748 /F,

Date 14/03/2024

Copy forwarded to Principal Secretary to Governor /Secretary to Chief Minister / P.S. to Minister, Finance / P.S. to Chief Secretary / P.S. to DC-cum-ACS / P.S. to Principal Secretary, Finance Department / Principal Accountant General (A&E) Odisha / Accountant General (Audit), Odisha, Bhubaneswar / Deputy Accountant General, Puri, Odisha / Deputy Accountant General (Projects) Odisha, Koraput / All Departments of Government / All Heads of Department / Member, Board of Revenue, Odisha, Cuttack / DG Police, Odisha / Secretary, Lokayukta, Odisha / All Financial Advisers / All Assistant Financial Advisers / All RDCs / All Collectors / All Sub-Collectors / DT&I (O) / All Treasury Officers of District Treasuries, Special Treasuries and Sub-Treasuries / Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / Principal, Shorthand and Typewriting Institute, Bhubaneswar / Registrar of All Universities / Principal, Secretariat Training Institute, Bhubaneswar / Director General, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar for information and necessary action.

MS-1

14.3.24

Under Secretary to Government

Memo No. 6749 /F,

Date 14/03/2024

Copy forwarded to All Officers /All Branches of Finance Department for information.

MS-1

14.3.24

Under Secretary to Government

Memo No. 6750 /F,

Date 14/03/2024

Copy forwarded to Portal-in-Charge, FID, Finance Department with a request to upload this Office Memorandum in the Website of Finance Department at www.finance.odisha.gov.in for general information.

MS-1

14.3.24

Under Secretary to Government

**CERTIFICATE TO BE FURNISHED BY A GOVERNMENT EMPLOYEE
FOR GRANT OF HOUSE RENT ALLOWANCE**

Particulars furnished by the Officer

Sl No	Description of the particulars	Remarks
(1)	(2)	(3)
1	Whether Government accommodation has been provided to the self/spouse during the period at place of posting	Yes/No
2	Staying in house owned by me/wife/son/children/father/mother/husband within a radius of 8 KM from Headquarter	Yes/No
3	Staying in house owned by me/wife/son/children/father/mother/husband within the limits of the Urban Local Body (Municipal Corporation, Municipality, Notified Area Council) of Headquarter	Yes/No
4	Staying in a hired accommodation within a radius of 8 KM from Headquarter	Yes/No
5	Staying in a hired accommodation within the limits of the Urban Local Body (Municipal Corporation, Municipality, Notified Area Council) of Headquarter	Yes/No
6	Allowed to retain the Government accommodation at my old place of posting to retain my family on payment of normal rent/penal rent for the period from to	Yes/No @
7	My spouse is a State Government / Central Government or Reserve Bank of India, Nationalized Bank or Regional Rural Banks, Co-operatives Organization of State Government, autonomous body, local body, Public Sector Enterprises, Government Societies, undertakings, companies etc. Name, Employer details & place of posting:	Yes/No *
8	Whether widow/widower/unmarried	Yes/No
9	My spouse is posted in the same Headquarter	Yes/No
10	My spouse is in receipt of House Rent Allowance	Yes/No

Strike out which is not applicable.

@ If the answer is yes, the period is to be mentioned in Column No.-2.

* If the answer is yes, the details of the employer & place of posting of the spouse is to be mentioned in Column No.-2.

I certify that the above particulars are true to the best of my knowledge.

Present local residential address

Signature of the Officer

Designation:

Date:

RCPal
PT2 paid up
04/2/26



Mining Happiness

No. 1725 /OMC/PD-CSR/2026

Date: 2nd February 2026

3

To

Sri Samarendra Bhutia, OAS
Officer on Special Duty
Odisha Adarsha Vidyalaya Sangathan (OAVS)
N1/9, Near Doordarshan Kendra, PO- Sainik School Nayapalli,
Bhubaneswar, Odisha-751005

Sub: Approval for release of remuneration to additional Guest Teachers at OMAV and payment of HRA to regular staff of OMAVs.

Ref: Your Letter No 6915 dated 5.12.2025.

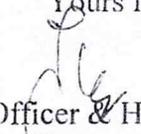
Sir,

With reference to the subject and the letter cited above, it is hereby informed that the OMC Management has approved the requirement of funds for payment of remuneration to the additional Guest Teachers engaged at OMAVs, with effect from June 2025, and for provision of HRA to regular teachers and Principals of OMAVs until completion and allotment of staff quarters.

It is pertinent to mention here that the administration of OMAV is being carried out by OAVS. The aforesaid staff-related expenditure may be undertaken as per the norms, rules, and regulations of OAVS and in accordance with the MoU executed in between OMC and OAVS. The proposed expenditure may be met from the unspent OMC CSR funds already available with OAVS.

Therefore, it is requested to take necessary action accordingly and furnish UC to OMC Ltd. for record and audit purposes.

Yours faithfully,


Special Officer & Head, CSR