

21. Details of family members living with you should be indicated. Please mention below the name(s) and relationship(s) to the applicant.

Name with initials	Relationship	NIC No. (if applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section D. Affidavit & Attestation

22. Affidavit Attached: Yes / No

NOTE: The affidavit should be signed by the housing allowance (Single or Family) recipients/applicants above on a Rs. 50/- stamp.

23. Details of Attester: Vice Chancellor / Registrar / Librarian / Bursar

NOTE: Administrative Officers should sign before the Vice Chancellor. Employees who work under Library should sign before the Librarian. Employees who work under Financial Administration should sign before the Bursar. Other Non-Academic staff members should sign before the Registrar.

23.1 Detail of Attester: Deans of Faculties: _____ (i.e. Dean/)

NOTE: Employees who work under Faculties should sign before the respective Deans of the Faculties.

Section E. Accommodation in Badulla

Details of the accommodating place in Badulla

24. State whether your spouse stay with you in Badulla: Yes / No

25. Name of the owner: _____

26. Present address: _____

27. Monthly rent / lease of the house

28. Monthly rent (Rs.) _____ or lease amount (Rs.) _____

29. Date of occupation at the house: _____ (DD/MM/YYYY)

I do hereby certify that the above given details are true and correct according to the best of my knowledge.

Signature of the Applicant

Date

Please forward the application to the Convener of the Housing Committee through your proper channel with copies of required documents

Recommendation of HoD, Department of _____

Recommended/ Not Recommended (Reason if not recommended) _____

Head of the Department

Date

Recommendation of Registrar/Dean, Faculty of _____

Recommended/ Not Recommended (Reason if not recommended) _____

Registrar/ Dean of the Faculty

Date

Section F. Human Resources

The particulars/ details given in the Section A, B & C are true and correct according to the personal file of the applicant/ are not true and correct due to _____

_____ (Reason)

Signature DR/SAR/AR
Human Resources Division

Date

Recommendation of the Housing Committee

The Housing Committee of Uva Wellassa University of Sri Lanka at its _____ meeting held on _____ considered the application and recommended/ not recommended the Reimbursement of Accommodation Cost – Married.

_____ (Reason if not recommended)

Name	Position	Signature
_____	Chairman	_____
_____	Member	_____
_____	Member	_____
_____	Member	_____
_____	Member	_____
_____	Member	_____
_____	Member	_____

Approval of the Vice-Chancellor

Approved/ Not Approved (Reason if not approved) _____

Vice-Chancellor

Date

INSTRUCTIONS

1. Applicant's full name in CAPITAL LETTERS
2. Applicant's name with initials with salutation
3. Applicant's gender
4. Applicant's civil status
5. Applicant's full designation including grades
6. Applicant's nature of the appointment
7. Applicant's employee number - available in the salary sheet / could be obtained in the finance division
8. Applicant's date of first appointment which could be in UWUSL or any other HEI's
9. Applicant's date of first appointment in UWUSL - copy of the appointment letter shall be attached
10. Applicant's date of duty assumption in UWUSL - copy of the duty assumption letter shall be attached