



**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
HALL MANAGEMENT CENTRE**

**NOTIFICATION**

No.: IITKGP/HMC/R&MWorks/24-25/01

Date: 29.01.2025

**Sub.: Notification regarding Guidelines for minor maintenance works for Halls of Residence - reg.**

In pursuance of the approval of the Competent Authority, minor repair and maintenance works can now be undertaken by the respective Wardens of the Hall of Residence. The following budget is allocated for the financial year 2024-25 according to the approximate boarders/rooms in the Hall of Residence:

Sl.	Hall of Residence	Allocated Budget (Rs.)	Sl.	Hall of Residence	Allocated Budget (Rs.)
1	AZD	5,30,000.00	13	BRM	10,00,000.00
2	NHR	3,20,000.00	14	BCR	2,50,000.00
3	PTL	3,20,000.00	15	GKL	2,50,000.00
4	HJB	2,50,000.00	16	SNG	2,80,000.00
5	JCB	2,50,000.00	17	MTS	2,90,000.00
6	LLR	2,60,000.00	18	SNV	8,90,000.00
7	MMM	10,00,000.00	19	RLB	2,50,000.00
8	LBS	10,00,000.00	20	VSRC-1	3,20,000.00
9	MNS	4,00,000.00	21	VSRC-2	3,00,000.00
10	RDK	4,60,000.00	22	ZKH&RDF	2,50,000.00
11	RJP	5,90,000.00	23	Misc.	2,70,000.00
12	VDS	2,70,000.00	Total:		<b>1,00,00,000.00</b>

For smooth repair and maintenance works, the following **processes** to be followed:

**Process 1: Repair and Maintenance Expenditure up to Rs. 50,000.00**

- i. For petty expenditures related to repair and maintenance incurred by the respective Halls of Residence, Wardens have the power to make complete the expenditure with record of detailed justification and may compile a consolidated list of expenditures once the small-small repair and maintenance cost reaches Rs. 50,000.00 or near to Rs. 50,000.00. The consolidated list of expenditure to be submitted in the HMC Office with this format, Tax Invoice, Work Completion Certificate etc. for process of payment:

Sl.	Hall Name	Expenditure Details/Repair Works details	Date of Repair	Name of the Vendor	Vendor Code	Total Expenditure	Bank Account Details (Bank Name, Account Number, IFSC Code)	Remarks



- ii. HMC Office will verify Tax Invoice and supporting documents and send to the Accounts Section through Dean, Infrastructure on periodical basis (preferably within 7 days) for release of payment to the respective vendors.

**Process 2: Repair and Maintenance Expenditure exceeding Rs. 50,000.00 but up to Rs. 6,00,000.00 for a single instance**

- i. For repair and maintenance works with an estimated cost exceeding Rs. 50,000.00 for a single instance but not more than 6,00,000.00 or allocated budget whichever is lower, the Wardens of the respective Halls must obtain approval for the Limited Tender Enquiry (LTE).
- ii. LTE for single instance above Rs. 50,000.00 but up to Rs. 2,00,000.00, the approval to be taken from the Chairman, HMC with the recommendation of Committee Members and identified vendors.
- iii. LTE for single instance above Rs. 2,00,000.00 but up to Rs. 6,00,000.00, the approval to be taken from the Dean, Infrastructure through the Chairman, HMC with the recommendation of the Committee Members and identified vendors.
- iv. List of vendors must include at least four vendors, and no more than eight vendors.
- v. For LTE, the following Committee members should be proposed during the request for LTE
  - a. Warden of the Respective Halls
  - b. Assistant Wardens of the Respective Halls
  - c. Manager/Supervisors of the Respective Halls
  - d. Warden/Assistant Warden from other Halls
- vi. Subject to the approval of the above, an LTE enquiry format (copy attached) should be sent to the respective vendors and the LTE format should be uploaded on the HMC Website for 21 days for quotation. The list must include at least four vendors, and no more than eight vendors.
- vii. Required documents like GST, PAN, Income Tax Return, Certificate of Incorporation etc. should be asked from the vendors with relevant experience certificate in the LTE format.
- viii. The work order should be issued to the technically qualified lowest quoted bidder by the respective Halls of Residence.
- ix. After the completion of the work, the same will be reviewed by a Committee headed by Coordinating Warden, Maintenance (HMC) with four members including Warden of the respective Hall of Residence. Based on satisfactory completion of the job by the vendor, the Committee will recommend for process of payment. HMC Office will verify the recommendation, Tax Invoice and supporting documents and send to the Accounts Section through Dean, Infrastructure on periodical basis (preferably within 7 days) for release of payment to the respective vendors.

Sl.	Hall Name	Expenditure Details/Repair Works details	Date of Repair	Name of the Vendor	Vendor Code	Total Expenditure	Bank Account Details (Bank Name, Account Number, IFSC Code)	Remarks

**Process 3: Maintenance of Record, Budget etc.**

- i. A manual register as well as soft copy should be maintained by the respective Hall to track expenditure payments related to repairs and maintenance for the respective Halls.
- ii. A manual register as well as soft copy should also be maintained in the HMC Office for tracking expenditure payments related to repairs and maintenance on a Hall-wise basis.

iii. All the details should be reflected in the HMC Website/ERP and should be update on regular basis by the HMC Office in the following format:

Hall Name	Period for Maintenance Work	Hall Wise Budget Allocated	Expenditure Made from the Hall	Balance	Last Update on

iv. As per the need, the above allocated budget may be reallocated from one Hall to another Hall with proper justification on the ground of unutilized fund.

  
29.01.2025  
Chairman

Hall Management Centre

Encl.: as stated above.

**To:**

1. **Wardens/ Assistant Wardens, all Halls of Residence**
2. **Managers/ Supervisors, all Halls of Residence**

**Copy To:**

1. Dean, Infrastructure
2. Dean, SA
3. Joint/Deputy Registrar, Office of Accounts
4. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office
7. HMC Website