

**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

NO. IIT/HMC/OS-S/2016

Dt. 10.02.2016

Please find enclosed herewith the Check list for Manager/Supervisor for verifying the Sweeping/cleaning/gardening bill of the concerned Hall submitted by the Service Provider for making payment.

As such it is requested that before sending the said bill to the Chairman, Hall Management Centre, the enclosed form may be filled-up properly for avoiding any audit observation in due course.

This is for information and necessary action.

Encl. As stated

(Prof. S.K.Pal)  
Chairman

To  
Warden of all the Halls of Residence