

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

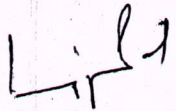
Dt. 06.05.2016

Further to my email dt. 05.05.2016 it is to inform that Spring Semester 2015-16 has already been completed and the Autumn Semester registration for the academic year 2016-17 will be started very soon.

In view of the above it is requested to all Warden of the Halls of residence to advice their good Office Staff to **insert the Mess Dues (positive balance/negative balance)** of all students of the concerned hall in **ERP** so that the amount (**payable/adjustable**), if any, could be adjusted during their ensuing Semester Registration.

The ERP access has been given to all Halls of residence for inserting the same and will remain open for a short period . As such arrangement may be made to complete the work immediately.

This may be treated as most **URGENT**.


(Prof. S.K.Pal)
Chairman

To
Warden of all Halls of Residence - **with the request to take necessary action..**