

**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

No. IIT/HMC/Guest-charge/2015  
Date: 8<sup>th</sup> December, 2015

**Sub: Centralized guest accommodation charges to various halls of residence**

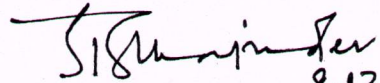
It is to inform that based on the feedback received from the Wardens of various halls of residence on the guest accommodation charges; the competent authority has approved the following charges for the centralized guest accommodation to various halls of residence with effect from **1<sup>st</sup> January, 2016**.

Type of room in the hall	Facilities provided	Duration of stay	Room rent
Single	Cot, Table and Chairs , shared toilet	Up to 31 days More than a month	Rs 75 per day Rs 2000 per month
Single	Cot with bedding, table and chairs , shared toilet	Up to 31 days More than a month	Rs 100 per day Rs 2500 per month
Double shared	Cot, Table and Chairs , shared toilet	Up to 31 days More than a month	Rs 60 per day Rs 1500 per month
Double shared	Cot with bedding, table and chairs , shared toilet	Up to 31 days More than a month	Rs 70 per day Rs 1800 per month
Triple shared	Cot, Table and Chairs , shared toilet	Up to 31 days More than a month	Rs 50 per day Rs 1200 per month
Triple shared	Cot with bedding, table and chairs , shared toilet	Up to 31 days More than a month	Rs 70 per day Rs 1800 per month
Special guest room	Fully furnished, AC with attached bath	Up to 31 days	Rs 400 per day

**For Post Doctoral Fellow (PDF), charge for mess (Rs. 13500), HOH (Rs. 8250) and hall budget contribution (as applicable to respective hall) will be charged per semester.**

Further it has been decided to centralize the room allocation in all such cases (viz. for interns, conference participants, individuals, etc), from HMC. It is requested to forward all the accommodation requests to the undersigned notifying the room availability at the respective halls so that allocation can be made only through HMC.

Payment of the room rent should strictly be made in favor of the Warden of the respective hall and a money receipt should be given to the occupant. The copy of the money receipt should positively be submitted to HMC.

  
(S.B. Majumder) 8.12.15  
Coordinating Warden, Allotment HMC

To  
Wardens, all halls of residence

Copy to;

1. Dean students' affairs
2. Chairman, HMC