


**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

Dt. 16.09.2016

The undersigned is to inform that it reveals from the reimbursement bills of Children Education Allowance (CEA) submitted by some of the regular hall employees for the back log year i.e. 2015-16 by splitting more than one time during the current year i.e. 2016-17.

In view of the above, it is hereby informed to all regular hall employees working under HMC that henceforth the previous year's Children Education reimbursement bills may be submitted at one time only **within the month of April of the following year. After the month of April no second time bill for the back log year will be processed during the current financial year.**

  
( Prof. S. K. Pal )  
Chairman

To  
Warden of all Halls of Residence - with a request to bring it to the notice of regular hall employees.

Copy to :  
Manager of all Halls of Residence