

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Dt. 13.10.2014

The undersigned is to inform that henceforth settlement of advances in respect of medical treatment with the time limit for submission of claim shall be as follows:

- a) Any advance paid to regular staff or to the hospital directly is to be adjusted against the relevant claim within one (1) month from the date of discharge from the hospital.
- b) Any unadjusted balance of advance will be recovered from pay in four (4) installments.
- c) Claims are to be submitted within six (6) months of completion of treatment if no advance is drawn.

This is for information .



(Prof. S.K. Pal)
Chairman

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

Copy to :

Manager/Supervisor of all halls of residence.