



**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

Date: 24.11.2016

Sub : Reimbursement of sweeping material bill

It has been observed that various halls (particularly the bigger Halls like MMM, LBS, BRAH etc.), while claiming from HMC the reimbursement of sweeping material cost, are submitting a single bill exceeding Rs. 25,000/-. This is against the purchase rule. For a purchase exceeding Rs. 25,000/- quotations are to be obtained through limited enquiry. However multiple bills, each amounting less than Rs. 25,000/-, for purchase of materials on different dates, are acceptable for reimbursement.

Dattar Saha 24.11.2016

Coordinating Warden (Maint)

To,
Warden
All Halls of Residence