

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Dt. 07.12.2016

CIRCULAR

It is requested to all Wardens for opening a new **Current Bank Account** for maintaining the accounts as received from guest room collection of the hall, **if any**.

Further, it is requested to take 1 (one) **POS Machine** from the Bank against the said account as early as possible so that the guest room collection money can be received through the said machine instead of cash collection.



(Prof. S. K. Pal)
Chairman

To
All Wardens - for information and necessary action.

HMC website