

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No. IIT/HMC/Quarter/2017/1
Date: 09.01.2017

Applications are invited from the regular hall employees in prescribed form available in website (www.hmc.iitkgp.ac.in) of Hall Management Centre for allotment of following quarters. The quarters will be allotted as per the guidelines approved by the competent authority of the Institute:

Type of Qrs.	Quarter Nos.	Eligible Grade pay (Rs.)
G	1/2, 41, 53, 312	Lower than 4200

The last date for submission of completed application is 23.01.2017.


Chairman, HMC

To
The Wardens
Residence

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- with a request to kindly display the all halls of same in the notice board.

Hall Management Centre, IIT Kharagpur
Application for allotment of Institute Quarters

Ref. No. IIT/HMC/Quarter/2017/1, dt. 09.01.2017

1.	(a) Name (in block letters)					
	(b) Employee code :		(c) Designation :			
	(d) Hall of Residence:					
2.	(a) Present Basic Pay: Pay (PPB+GP)		(b) Present Grade Pay			
3.	Date on which present grade pay drawn:					
4.	Date of joining in the Service:					
5.	Date of retirement :					
6.	Present Quarters No.: (if any) and date of occupation		Previous quarters (if any) and date of occupation			
7.	(a) Whether taken House Building Advance (Give details) (If HBA taken, applicant has to submit a certificate from the Competent Authority regarding construction of the House beyond 8km from IIT)	First Advance Date :				
		Second Advance Date :				
	(b) Present Home Address					
8.	Any change of Quarters already availed of in the same type of present occupation. If "YES" date of occupation					

9. Choice of quarters order of preference. (please give cross marks in unused blocks)

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Certified that the information furnished under Items 01 to 09 are correct.

Date:

Signature of applicant

(Through: Warden, respective Hall of Residence)

To
The Chairman
Hall Management Centre
IIT Kharagpur-721302