



**MT HALL OF RESIDENCE**  
**INDIAN INSTITUTE OF TECHNOLOGY**  
**KHARAGPUR – 721 302**

TO,

Date-23/3/17

THE COORDINATING WARDEN (MESS-2)

H.MC. I.I.T, KGP

*P. P. Patil*  
*27/03/17*

THROUGH WARDEN MT HALL

**Warden**  
**MT Hall of Residence**  
**IIT, Kharagpur**

Respected Sir,

With reference to your MESS MONITORING REPORT 2016-2017. We are taking strong action on the said problem.

- 1) All mess workers / staff has been instructed to wear proper uniform (including hand gloves & caps) during working hours other wise strict action will be taken against them.
- 2) Store keeper has been instructed to take care of the raw materials (food items) to keep them in proper way (Always in properly covered container).
- 3) Proper care has always been practised for cleaning of cooking area. However further necessary action will be taken to look in to the matter seriously about the issues raised by the mess monitoring committee.

We assure you that we will take necessary action to take care and will try to maintain cleanliness and mess hygiene properly.

Thanking you.

Yours sincerely

*S. K. Choudhury*  
*25/3/17*  
Manager

Mt Hall of Residence

*Site*  
*To HMC webpage for display.*  
*29/3/17.*