

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Dt. 24.03.2017

NOTICE

It is to inform that henceforth all official **bills/letters** will be received in this office on the following scheduled times only. **No** official bills/letter (**except emergency**) will be received beyond the following times.

Morning session	Afternoon session
9.00 a.m. to 12.30 p.m.	2.30 p.m. to 5.30 p.m.

This may be followed strictly.



Chairman

To

1. All Wardens of Halls of Residence
2. All Assistant Wardens of Halls of Residence
3. All Managers/Supervisors of Halls of Residence
4. All Part-time Clerks-cum-Accountants of Halls of Residence
5. HMC website.