

HALL MANAGEMENT CENTRE
IIT KHARAGHPUR


Dt. 17.04.2017

It has been observed that some halls either not maintaining the Mess Complaint Register nor maintaining properly wherein the students can lodge their complaint, if any.

In view of the above, henceforth Mess complaint Register be maintained in the formats specified as below:

Sl.No.	Date	Student Name	Room No.	Complaints	Signature	Action taken	Signature of Contractor/Representative	Signature of G sec. Mess

This may be **followed strictly.**


(Kishor Goswami)
Coordinating Warden (Mess-1) 17/04/17

To

1. Wardens, all halls of residence
2. Asstt. Wardens, all halls of residence.
3. All Managers/Supervisors
4. All Mess Contractors
5. All G. Sec. Mess
6. HMC web-site