

**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

No. IIT/HMC/Quarter/2017/08  
Date: 9th October, 2017

Applications are invited from the regular hall employees in prescribed form available in website ( [www.hmc.iitkgp.ac.in](http://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	41, 122, 155	Lower than 4200

The last date for submission of completed application is 23.10.2017.

  
Chairman, HMC

To  
The Wardens  
Residence } - with a request to kindly display the all halls of  
same in the notice board.

HMC website.

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

Ref. No. IIT/HMC/Quarter/2017/08, dt. 09.10.2017

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)						

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	