

HALL MANAGEMENT CENTRE  
IIT KHARAGPUR

No. IIT/HMC/7<sup>th</sup> CPC  
Dt. 08.02.2018

OFFICE ORDER NO . IIT/HMC/7<sup>th</sup> CPC/01/2018 DATED dated 8<sup>th</sup> FEBRUARY, 2018

Sub : Implementation of 7<sup>th</sup> Central Pay Commission

The undersigned is directed to convey that the competent authority has been pleased to implement of the revision of pay scale in respect of the Regular Hall Employees working under Hall Management Centre w.e.f. January 01, 2016.

All Regular Hall Employees are requested to submit the "Form of Option" and "Undertaking "in the prescribed format (Annexure-I) to the Assistant Registrar (HMC) on on before 15.02.2018.

This is issued with the approval of the Competent Authority.

Encl. : As stated

  
CHAIRMAN

To :

1. All Wardens, Halls of Residence
2. All Assistant Wardens, Halls of Residence
- 3 .All Managers/Supervisors, Halls of Residence
4. Secretary to Director
- 5.Secretary, Deputy Director's Office
6. Secretary, Registrar's Office

Copy to :

HMC Web Site

**Hall Management Centre  
IIT Kharagpur**

**FORM OF OPTION**

[See rule 692]

**Ref: Office Order No. IIT/7<sup>TH</sup> CPC/01/2018 dt. February 08, 2018**

\*1. I, \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2016.

\* 2. I, \_\_\_\_\_ hereby elect to continue on Pay Band and Grade Pay of my substantive/officiating post mentioned below until:

\* the date of my next increment/the date of my subsequent increment raising my pay to Rs. \_\_\_\_\_ / I vacate or cease to draw pay in the existing pay structure/ the date of my promotion/ upgradation to the post of \_\_\_\_\_.

Existing Pay Band and Grade Pay \_\_\_\_\_.

Signature \_\_\_\_\_.

Name \_\_\_\_\_.

Designation \_\_\_\_\_.

Office in which employed \_\_\_\_\_.

\* To be scored out, if not applicable.

**UNDERTAKING**

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in the Rules, as detected subsequently, any excess payment so made shall be refunded by me to the government either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_.

Name \_\_\_\_\_.

Designation \_\_\_\_\_.

EC No. \_\_\_\_\_.

Name of the Hall \_\_\_\_\_.

Date:

Place: