

**HALL MANAGEMENT CENTRE**  
**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

May 28, 2018

**CIRCULAR**

This is to inform you that *Hall Management Centre (HMC)* has implemented its own ERP system, named **hmcERP ver 1.0** ( <http://www.hmc.iitkgp.ac.in/erp> ). It is presently available with the following modules:

- (a) Employee profile
- (b) Employee dependent details
- (c) Leave application(EL, VL, CL, *Special Casual leave, Commuted leave, & Station Leave*)
- (d) Children education allowance (CEA) application, with subsequent bill generation
- (e) Payslip view and download
- (f) 7<sup>th</sup> CPC pay fixation report
- (g) Annual performance assessment report (APAR) application.

Very soon other features such as applications for medical, LTC/HTC reimbursement, travelling allowance, PF advance/ NRW, and 7<sup>th</sup> CPC arrear calculation will also be available in the *hmcERP*.

Wardens and Assistant Wardens of all the halls have already been given the login & password required for necessary approval in the *hmcERP*.

**All Wardens and Assistant Wardens are thus requested to do the needful in the *hmcERP*, before signing on the hardcopy of the application, generated through *hmcERP*, before forwarding the applications of HMC regular employees to the office of the Chairman, HMC.**

**Please note that the last date of the filling up the APAR (for calendar year 2017) is on June 30, 2018.**

Lip 1  
28/5/18  
Chairman

To

**ALL Wardens and Assistant Wardens of Halls of Residence**

Cc:

1. HMC website