

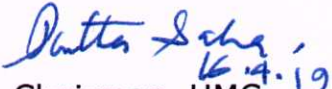
**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

No. IIT/HMC/Quarter/2019/11  
Date: 16th April, 2019

Applications are invited from the regular hall employees in prescribed form available in website ( 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	33, 34, 357, EMG-06	Lower than 4200

The last date for submission of completed application is 29.04.2019.

  
Chairman, HMC

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

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

Ref. No. IIT/HMC/Quarter/2019/11, dt. 16.04.2019

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	