


**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

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

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.	Eligibility 6th CPC (Grade Pay) Rs.	Eligibility 7th CPC (Level in the pay matrix)
H <sub>1</sub>	38,41,167	1800-1900-2000- 2400-2800-4200- 4600-4800	Level 1, Level 2, Level 3, Level 4, Level 5, Level 6, Level 7, Level 8

The last date for submission of completed application is 25.10.2019.

  
Chairman, HMC

To  
The Wardens  
Residence

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- with a request to kindly display the all halls of same in the notice board.

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

Ref. No. IIT/HMC/Quarter/2019/16, dt. 11.10.2019

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)

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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