

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

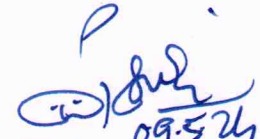
Date: 9th May, 2024

CIRCULAR

Sub: Reimbursement of Children Education Allowance (CEA) & Hostel Subsidy

Eligible HMC employees may apply through HMC ERP for the claim of reimbursement of Children Education Allowance (CEA) & Hostel subsidy for the **Academic Session 2023-2024** and submit the hard copy along with the documents forwarded through Wardens respective Halls of Residence to HMC Office **Latest by 31st May, 2024.**

**Link: Login----->Employee ----->claim-----> (CEA, Medical, LTC.HTC, etc) ----
----->CEA (Children Education Allowance)**


09.5.24
Chairman, HMC

To;

1. The Wardens -with a request to circulate this circular among the HMC regular employees All Halls of Residence.
2. HMC Website