

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Date: 8th April, 2025

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 2024-2025** and submit the hard copy along with the documents forwarded through Wardens respective Halls of Residence to HMC Office **Latest by 20th April, 2025.**

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


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