

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Dt.05.09.2016

This is to inform that up-dated family declaration is absolutely necessary for maintaining the official records for availing the facilities of Medical , LTC ,Children Education allowance etc.

In view of the above all regular HMC employees are informed to down load the enclosed form from the HMC website and submit the same duly filled-in form to the Office of the Hall Management Centre **latest by 12.09.2016.**

Encl. As stated



(Prof. S. K. Pal)
Chairman

To

Warden of all Hall of Residence - with the request to circulate among the Regular Hall employees.

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Name of the Employee: _____ E Code: _____

Designation: _____ Hall: _____

SL No.	Names of the Members(s) of the Family	Date of Birth	Relationship with the Employee	Occupation	Monthly Income, if any	Remarks/Supporting Documents If any
1						
2						
3						
4						
5						
6						
7						
8						

I do hereby declare that the following particulars are true & correct and any change in the status including addition / alteration/ omission shall be intimated at the earliest through a fresh declaration.

It is further certified that all the family members mentioned here-in above are fully dependent on me. The income of my parents/children does not exceed Rs. 3,500 per month from the sources. In the case employed wife or husband I elect medical facility/ LTC from self/other source.

Date:

Forwarded.....
(Warden / Assistant Warden)

Signature of the Employee

To
The Chairman
Hall Management Centre
IIT Kharagpur