

HALL MANAGEMENT CENTRE  
IIT KHARAGHPUR

Dt. 17.04.2017

It has been observed that some halls either not maintaining the Mess Complaint Register nor maintaining properly wherein the students can lodge their complaint, if any.

In view of the above, henceforth Mess complaint Register be maintained in the formats specified as below:

Sl.No.	Date	Student Name	Room No.	Complaints	Signature	Action taken	Signature of Manager/Supervisor	Signature of G sec. Mess

This may be followed strictly.

*Kishor Goswami*  
(Kishor Goswami)  
Coordinating Warden (Mess-1) 17/4/17

To

1. Wardens, all halls of residence
2. Asstt. Wardens, all halls of residence.
3. All Managers/Supervisors
4. All G. Sec. Mess
5. HMC web-site