

HALL MANAGEMENT CENTRE
IIT KHARAGPUR

08/9/17
07/09/2017
Lifed

The instruction regarding hall budget collection and expenditure has been communicated earlier. Further clarification of the same is given in the following.

1. Boarders' contribution towards hall budget should be deposited to a separate account maintained by the hall. Each hall should immediately open one account for this purpose.
2. All expenditure towards hall budget should be met from the above mentioned account only.
3. No advance for hall budget expenditure should be given from any other account.
4. Hall budget contribution should be voluntary and no one should be forced to contribute. Hall office would keep accounts of the hall budget deposits and expenditure.
5. If a boarder does not pay his/her hall budget contribution in a semester then that will not be carried over as a due for the next semester (through the ERP or otherwise).

Chairman

Lifed
8/9/17

To

All Wardens