



**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

No.IIT/HMC/Misc/20

Date : 20/02/2018

NOTICE

This has come to our notice that in different halls of residence the outsourced workers (Mess and Maintenance) / HMC employees are coming for the hall duty without approved dress.

Managers / Supervisors are hereby instructed to confirm that

1. Workers both mess and maintenance are coming with their approved dress (including Gloves, Cap, etc., as applicable).

Non-fulfillment of the condition deserve natural absent with a warning without any explanation and reoccurrence of such incident should be treated strictly in consultation with the Warden and HMC Chairman.

In addition, the Managers / Supervisors are hereby instructed to confirm that

2. Attendance of the outsourced workers are checked and printout is taken on weekly basis.

Wardens / Assistant Wardens (Mess/Maintenance) are requested to ensure that the instructions are followed properly.

Kishu Goswami
20/2/18

Coordinating Warden (Mess - I)

HMC