



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
संपदा कार्यालय / ESTATE OFFICE

No.IIT/EO/Misc/06/06
Dated: February 05, 2018

CIRCULAR

The undersigned is directed to inform all concerned that any sort of Construction/Addition/Alteration/Renovation work etc. in the Department/Centre/School/Section/Unit/CELC/Halls of Residence/Quarters/Flats Commercial Establishment etc. of the Institute, **is not permitted** without specific approval from Competent Authority. The request for obtaining permission for such work shall invariably be routed through the Office of the Chairman, CCM.

Senior Executive Engineer/Executive Engineer (Civil) and Security Officer will monitor and keep a close watch on any such work e.g. Unauthorised Construction/Additions/Renovation etc. that take place in the Campus without approval of Competent Authority.

All concerned are requested to take a note for compliance of the above.


Registrar

To

1. All HoDs/HoCs/HoSs/Units
2. Chairman, CC&MS
3. Chairman, HMC/CE&LC
4. Superintending Engineer/Executive Engineer (Civil) – for information & necessary action
5. Security Officer

Copy to:

1. All Deans
2. All Chairmen/Professor-in-charge
3. All Wardens, Hall of Residence
4. All Deputy Registrars/All Assistant Registrars
5. All Executive Engineers/Assistant Engineers
6. Secretary to the Director
7. Secretary, Deputy Director's office
8. Secretary, Registrar's office
9. Institute Website

HMC Notice Board
To be circulated to all
the commercial establishments
List 12/2/18