

HALL MANAGEMENT CENTRE
IIT KHARAGPUR

No.IIT/HMC/F-ADV/2018
Date: 5th October, 2018

The undersigned is directed to convey that the Competent authority has approved the payment of Festival Advance of Rs. 4,500/- (Rupees four thousand five hundred only) to all eligible staff members upto Level 8 (7th CPC Pay Matrix). The advance will be recovered in 10 equal instalments commencing October, 2018.

Those employees who are not interested to draw the Festival Advance may inform Assistant Registrar, HMC latest by **9th October, 2018 (Tuesday)**, failing which it shall be presumed that they are interested to draw the advance.

Santha Saha.
Chairman, HMC^{05.10.18}

To
Wardens of all the Halls of Residence

- with the request to bring the same to the notice of the staff members.

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OPTION FORM

Festival Advance 2018-19

Date _____

I am not interested to draw the Festival Advance for the financial year 2018-19.

Name: _____, EC: _____, Designation: _____

Hall: _____

With regards.

Yours faithfully,

(Signature of applicant with date)

To
The Assistant Registrar
Hall Management Centre
IIT Kharagpur