

HALL MANAGEMENT CENTRE  
IIT KHARAGPUR

No.IIT/HMC/F-ADV/2019  
Date: 13th September, 2019

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 installments commencing October, 2019.

Those employees who are **not interested** to draw the Festival Advance may inform Assistant Registrar, HMC latest by **18th September, 2019** in prescribe Option Form, failing which it shall be presumed that they are interested to draw the advance.

*Santhosh Kumar*  
13.9.19  
Chairman, HMC

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 2019-20

Date \_\_\_\_\_

I am **not interested** to draw the Festival Advance for the financial year 2019-20.

Name: \_\_\_\_\_, EC: \_\_\_\_\_, Designation: \_\_\_\_\_

Hall: \_\_\_\_\_

With regards.

Yours faithfully,

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( Signature of applicant with date )

To  
The Assistant Registrar  
Hall Management Centre  
IIT Kharagpur