

HALL MANAGEMENT CENTRE  
IIT KHARAGPUR

Date: 11th April, 2022

CIRCULAR

**Sub: Reimbursement of Children Education Allowance (CEA) & Hostel Subsidy.**

Eligible HMC employees may apply through HMC ERP for the claim of reimbursement of CEA & Hostel Subsidy for the Academic session 2021-2022 and submit the hard copy along with the documents forwarded through Wardens Respective Halls of Residence to HMC Office **latest by 2nd May, 2022.**

Link: Login----->Employee----->claim----->(CEA, Medical, LTC. HTC, etc----->CEA (Children Education Allowance)

*Prithu Saha*  
11/04/22  
Chairman, HMC

To  
The Wardens -- with a request to circulate this circular among the HMC regular Employees.  
All Halls of Residence