



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

**Office Order No. IIT/HMC/12/2022, Dated July 11, 2022**

The undersigned is directed to convey that the competent authority has approved the payment of Dress Allowance to all eligible regular Hall employees as detailed in the Annexure - I.

The Dress Allowance to be paid subject to submission of undertaking that the uniforms/liveries will be purchased by the employees, maintained and worn regularly. Please submit the undertaking before 18/07/2022 in the HMC Office.

*Pankaj Sahas 11/07/2022*  
**Chairman, HMC**

To

1. Person concerned  
Through : Respective Warden / Asst. Warden Halls of Residence.
2. Salary Unit.

Copy to:  
HMC website for circulation.



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

**Undertaking for Purchasing of Uniforms / Liveries**

**(Ref: Office Order No. IIT/HMC/12/2022, Dated July 11, 2022)**

I hereby undertake that I will purchase, maintain and wear regularly the uniform/liveries as sanctioned to me for the year 2022-2023 by utilizing the Dress Allowance paid by the Institute in lieu of uniform/liveries.

Date:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

EC: \_\_\_\_\_

Designation: \_\_\_\_\_

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

\_\_\_\_\_  
Warden / Asst. Warden Hall of Residence.

To  
The Chairman  
Hall Management Centre