

**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

No. IIT/HMC/Quarter/2022/12

Date: 1st September, 2022

Applications are invited for the regular hall employees in prescribed form available in website ( [www.hmc.iitkgp.ac.in](http://www.hmc.iitkgp.ac.in)) of Hall Management Centre for allotment of following quarters. The quarters will be allotted as per the guidelines approved by the Competent Authority of the Institute:

Type of Qrs.	Quarter Nos.	Eligibility 6th CPC (Grade Pay) Rs.	Eligibility 7th CPC (Level in the pay matrix)
G	14, 26, 33, 41, 46, 108, 121, 205, 221, 269, 55/G-27, G-1\2, EMG-01, EMG-05, EMG-06	1300 to 1800  employees having Grade Pay 1900 to 2800 may also apply.	Level 1  Level 2 to 5

The last date for submission of completed application is 15.09.2022.

*Panther Saha*

Chairman, HMC

To  
The All Wardens  
Halls of Residence }  
}

- with a request to kindly display same in the notice board.

**Hall Management Centre, IIT Kharagpur**  
**Application for allotment of Institute Quarters**

Ref. No. IIT/HMC/Quarter/2022/12, dt. 01.09.2022

1.	(a) Name (in block letters)					
	(b) Employee code :		(c) Designation :			
	(d) Hall of Residence:					
2.	(a) Present Basic Pay:		(b) Present Pay Level			
3.	Present Pay Level w.e.f					
4.	Date of joining in the Service:					
5.	Date of retirement :					
6.	Present Quarters No.: (if any) and date of occupation		Previous quarters (if any) and date of occupation			
7.	(a) Whether taken House Building Advance (Give details) (If HBA taken, applicant has to submit a certificate from the Competent Authority regarding construction of the House beyond 8km from IIT)		First Advance Date :			
			Second Advance Date :			
	(b) Present Home Address					
8.	Any change of Quarters already availed of in the same type of present occupation. If "YES" date of occupation					

9. Choice of quarters order of preference. ( please give cross marks in unused blocks)						

Certified that the information furnished under Items 01 to 09 are correct.	
Date:	Signature of applicant
(Through: Warden, respective Hall of Residence)	
To The Chairman Hall Management Centre IIT Kharagpur-721302	