

**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

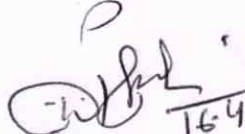
Date: 13<sup>th</sup> April, 2023

**CIRCULAR**

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

Eligible HMC employees may apply through HMC ERP for the claim of reimbursement of Children Education Allowance (CEA) & Hostel subsidy for the Academic Session 2022-2023 and submit the hard copy along with the documents forwarded through Wardens, respective Halls of Residence to HMC Office **Latest by 2<sup>nd</sup> May, 2023.**

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

  
16.4.2023  
**Chairman, HMC**

To;

1. The Wardens -with a request to circulate this circular among the HMC regular employees All Halls of Residence.
2. HMC Website