



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

Office Order No.IIT/HMC/36/2023, Dated August 31, 2023

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 is paid to respective bank accounts with undertaking that the uniforms/liveries will be purchased by the employees, maintained and dressed up regularly during duty hours. Please submit the undertaking before 08/09/2023 in the HMC Office.


31.8.2023
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/36/2023, Dated August 31,2023)

I hereby undertake that I will purchase, maintain and wear regularly the uniform/liveries as sanctioned to me for the year 2023-2024 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