



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR HALL MANAGEMENT CENTRE

NOTIFICATION

No. IITKGP/HMC/R&MWorks/2025-26/02 (revised)

Date: 21.11.2025

Ref. No. 1. IITKGP/HMC/R&MWorks/24-25/01 dated 29.01.2025 and
2. IITKGP/HMC/R&MWorks/2025-26/02 dated 15.07.2025

Sub.: Revised Notification regarding Guidelines for minor maintenance works for Halls of Residence- reg.

With reference to the above and in pursuance of the approval of the Competent Authority, certain modifications have been made to the earlier notifications bearing reference numbers 1. IITKGP/ HMC/ R&MWorks/24-25/01 dated 29.01.2025 and 2. IITKGP/HMC/R&MWorks/2025-26/02 dated 15.07.2025. **It is hereby notified that henceforth this process shall be applicable.** The modifications have been highlighted in **bold for clarity.**

The budget allocated for the financial years **2024-25 and 2025-26** has been revised in accordance with the approximate number of boarders/rooms in the Halls of Residence.

The process for bill processing has already been provided in the notifications referred to above. However, the same is reproduced below for ready reference:

Process 1: Repair and Maintenance Expenditure up to Rs. 50,000.00

- i. For petty expenditures related to repair and maintenance incurred by the respective Halls of Residence, Wardens have the power to make complete the expenditure with record of detailed justification and may compile a consolidated list of expenditures once the small repair and maintenance cost reaches Rs. 50,000.00 or near to Rs. 50,000.00. The consolidated list of expenditure to be submitted in the HMC Office with this format, Tax Invoice, Work Completion Certificate etc. for process of payment.
- ii. HMC Office will verify Tax Invoice and supporting documents and send **to the Accounts Section** on periodical basis for release of payment to the respective vendors.
- iii. **Warden of the respective Halls should certify the work of requisite quality and specification and having purchased from a reliable supplier at a reasonable price as per Rule 154 of GFR 2017.**

Process 2: Repair and Maintenance Expenditure exceeding Rs. 50,000.00 but up to Rs. 6,00,000.00 for a single instance.

- i. For repair and maintenance works with an estimated cost exceeding Rs. 50,000.00 for a single instance but not more than 6,00,000.00 or allocated budget whichever is lower, the Wardens of the respective Halls must obtain approval for the Limited Tender Enquiry (LTE).
 - a. LTE for single instance above Rs. 50,000.00 but up to Rs. 2,00,000.00, the approval to be taken from the Chairman, HMC with the recommendation of Committee Members and identified vendors.
 - b. LTE for single instance above Rs. 2,00,000.00 but up to Rs. 6,00,000.00, the approval to be taken from the Dean, Administration through the Chairman, HMC with the recommendation of the Committee Members and identified vendors.

- ii. List of vendors must include at least four vendors, and no more than eight vendors.
- iii. For LTE, the following Committee members should be proposed during the request for LTE
 - a. Warden of the Respective Halls
 - b. Assistant Wardens of the Respective Halls
 - c. Manager/Supervisors of the Respective Halls
 - d. Warden/Assistant Warden from other Halls
- iv. Subject to the approval of the above, an LTE enquiry format (copy attached) should be sent to the respective vendors and the LTE format should be uploaded on the HMC Website for 21 days for quotation. The list must include at least four vendors, and no more than eight vendors.
- v. Required documents like GST, PAN, Income Tax Return, Certificate of Incorporation etc. should be asked from the vendors with relevant experience certificate in the LTE format.
- vi. The work order should be issued to the technically qualified lowest quoted bidder by the respective Halls of Residence.
- vii. **After the completion of the work, the same will be reviewed by a committee headed by Coordinating Warden, Maintenance (HMC) with four members including Warden of the respective Hall of Residence. Based on satisfactory completion of the job by the vendor, the Committee will recommend for process of payment. HMC Office will verify the recommendation, Tax Invoice and supporting documents and send to the Accounts Section through Chairman, HMC for the bills below Rs. 2,00,000 and through Dean, Administration for the bills above Rs. 2,00,000.00 but up to Rs. 6,00,000.00 on periodical basis for release of payment to the respective vendors.**

Process 3: Maintenance of Record, Budget etc.

- i. A manual register as well as soft copy should be maintained by the respective Hall to track expenditure payments related to repairs and maintenance for the respective Halls.
- ii. A manual register as well as soft copy should also be maintained in the HMC Office for tracking expenditure payments related to repairs and maintenance on a Hall-wise basis.
- iii. All the details should be reflected in the HMC Website/ERP and should be update on regular basis by the HMC Office in the earlier given format.
- iv. As per the need, the above allocated budget may be reallocated from one Hall to another Hall with proper justification on the ground of unutilized fund.



**Chairman
Hall Management Centre**

To:

1. Wardens/ Assistant Wardens, all Halls of Residence
2. Managers/ Supervisors, all Halls of Residence

Copy To:

1. Dean, Administration
2. Dean, Infrastructure
3. Joint/Deputy Registrar, Office of Accounts
4. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office
7. HMC Website