

**Hall Management Centre
IIT Kharagpur**

OFFICE ORDER NO. HMC/IIT/R&PR/2026/01, DATED 16TH FEBRUARY 2026

With reference to the Advertisement No. HMC/R/Circular/2025/01, Dated 16-12-2025, Hall Management Centre (HMC) invited applications for Promotion in various posts from the eligible staff members of the HMC fulfilling the required qualifications and experiences. The shortlisted candidates were called for Written Test and Interview on 11.02.2026 and 12.02.2026, respectively for the posts of 'Manager' cadre and 'Supervisor' cadre. The Assessment Committee recommended the names of the candidates for promotion based on performance in Written/Trade Test, APARs reports and assessment as per guidelines of R&PR.

The Competent Authority has been pleased to approve the recommendation of Assessment Committee for promotion of the following candidates in the post with Level of Pay Matrix as mentioned below:

Post: Manager

Pay Matrix Level: Level-5 of Pay Matrix ₹ 29200-92300/-

Sl No	Name With EC	Hall
1	GUNANAND JHA (09H46)	VGH

Post: Manager Grade-II

Pay Matrix Level: Pay Matrix Level: Level-7 of Pay Matrix ₹44900-142400/-

Sl No	Name With EC	Hall
1	M VENUGOPAL RAO (99H12)	LBS

Post: Supervisor

Pay Matrix Level: Level-3 of Pay Matrix ₹ 21700-69100/-

Sl No	Name With EC	Hall
1	CHANDAN BOSE (17H01)	HMC

Post: Supervisor Grade-III

Pay Matrix Level: Level-5 of Pay Matrix ₹ 29200-92300/-

Sl No	Name With EC	Hall
1	BIMAN DAS (02H04)	NVH

1. The effective date of Promotion in the posts is 01-01-2026.
2. The employees promoted to the Posts of 'Manager' and 'Supervisor' are placed on probation for a period of two (02) years with effect from 01.01.2026.
3. The employees concerned are requested to send their acceptance in the promoted post through proper channel to the undersigned immediately.



4. The pay fixation order in respect of the aforesaid employees shall be issued separately on receipt of acceptance of the individual employee concerned.

This is issued with the approval of the Competent Authority.


Chairman, HMC 6.2.28

To
The persons Concerned
(Through: Warden, Respective Halls of Residence, IIT Kharagpur)

Copy to:

1. HMC Part-time Auditor-Cum-Clerk – for necessary action and record
2. Personal file of the concerned employee
3. Office order file.

To
The Chairman
Hall Management Centre
IIT Kharagpur

(Through proper channel)

ACCEPTANCE FORM

Sir,

I do hereby accept the offer of appointment on Promotion for the post of _____ on the terms and conditions mentioned in the Office Order No. HMC/IIT/R&PR/2026/01, DATED 16th February 2026.

Thanking you,

Yours sincerely,

Date:

Place: IIT Kharagpur

Signature : _____

Name in Full : _____

Emp. Code : _____

Place of Posting : _____