



# INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

## HALL MANAGEMENT CENTRE

### NOTIFICATION

No. IITKGP/HMC/R&MWorks/2026-27/01

Date: 16.07.2026

**Sub.: 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, the budget allocated for the financial year 2026-27 is allocated for various Halls of Residence for carrying out minor maintenance works.

The repair and maintenance works shall be undertaken centrally by the HMC Office against the requirements received from the respective Halls of Residence. The following procedure shall be followed:

**Process 1: Submission of Maintenance Requirements by Halls**

- i. All repair and maintenance requirements shall be reported by the respective Halls of Residence to the HMC Office through the online complaint registration system is made operational on the HMC ERP.
- ii. The HMC Office shall scrutinize the requests and undertake the works centrally, subject to availability of funds and approval of the Dean, HM, wherever required.
- iii. The expenditure incurred for each work shall be accounted for against the budget allocation for Halls of Residence.

**Process 2: Execution of Repair and Maintenance Works by HMC Office**

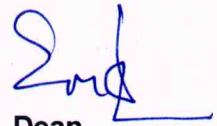
- i. For petty repair and maintenance works, the HMC Office shall arrange execution of the work through local vendors/service providers and process the bills in accordance with Institute rules and procedures.
- ii. For repair and maintenance works exceeding Rs. 50,000/- and up to Rs. 6,00,000/- for a single instance, the HMC Office shall initiate procurement through Limited Tender Enquiry (LTE) or any other approved procurement method as per GFR 2017 and Institute norms.
- iii. Approval for Limited Tender Enquiry shall be obtained from the Dean, HM.
- iv. The LTE shall be issued by the HMC Office to eligible vendors and uploaded on the HMC Website for obtaining quotations as per the prescribed procedure.
- v. The bids received shall be evaluated by a duly approved committee and the work order shall be issued to the technically qualified lowest bidder.
- vi. Upon completion of the work, the concerned Hall shall certify satisfactory completion of the work, wherever applicable.
- vii. The HMC Office shall verify the Tax Invoice, Work Completion Certificate and all supporting documents and forward the same to the Accounts Section through the Dean, Hall Management for release of payment to the respective vendor(s).

**Process 3: Maintenance of Records and Budget Monitoring**

- i. The HMC Office shall maintain both manual and electronic records of all repair and maintenance works undertaken under this notification.
- ii. Hall-wise expenditure shall be recorded and monitored against the budget allocated to the respective Hall of Residence.
- iii. The details of budget allocation, expenditure incurred and balance available shall be updated periodically in the HMC ERP.

- iv. The HMC Office shall monitor utilization of funds on a Hall-wise basis and ensure that expenditure remains within the approved allocation.
- v. As per requirement, the allocated budget may be re-appropriated from one Hall to another Hall with proper justification and approval of the Dean, HM based on availability of unutilized funds.
- vi. This notification shall come into force with immediate effect and shall remain valid for the financial year 2026-27 unless otherwise modified by the Competent Authority.

**Notwithstanding the above, in cases where the Halls of Residence have already initiated or completed repair and maintenance works due to the delayed allocation of funds for the financial year 2026-27, the processing of such bills shall be carried out in accordance with the procedure prescribed in Notification Ref. No. IITKGP/HMC/R&MWorks/2025-26/02 (Revised), dated 21.11.2025. Such expenditures shall, however, be accounted for against the budget allocation of the respective Hall of Residence for the financial year 2026-27.**



**Dean**

**Hall Management**

**To:**

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

**Copy to:**

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