



**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**Guwahati – 781 039**  
**Section: Students' Affairs**

Ref.: IITG/SA/HAB/POLICY/270/2021/271  
Date:03.08.2021

**NOTICE- 39/2021**

This is for the information of all concerned that the release of mess bill payment on time is very important for smooth function of mess services in the hostel. Therefore, it is required for all the hostel offices to submit all the mess related data/bill to HAB office of every month by the 7<sup>th</sup> of next month in the prescribed format provided by the HAB office. Hostel offices must inform the mess manager to submit the mess bill of every month to Hostel office by 3<sup>rd</sup> of next month or next working day in prescribed format provided by the HAB office.

This is issued with approval of the Competent Authority.

**Joint Registrar & HoS**  
**(Students' Affairs Section)**

**Copy for information to:**

1. All concerned hostel staff is to coordinate with mess managers
2. DoSA/ADoSA-1/ADoSA-2
3. Chairman, HAB/Vice Chairman, HAB(Services)/Vice Chairman, HAB(Infrastructure)
4. Wardens/Associate Wardens
5. Notice Boards/Intranet