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**Office of International Relations (OIR)
Indian Institute of Technology
Kharagpur – 721 302**

Ref. No. 1420/2021/OIR

Date-10.12.2021

NOTE

As advised by the Deputy Director, Ref. No.1404/2021/OIR dated 26th November 2021, a special committee needs to be formed for the procurement of the camera in the Office of Dean Outreach. The specification of the camera is enclosed herewith.

A local purchase committee may kindly be constituted for the execution of the purchase with the following members:

1. Dean, OR (Chairman)
2. Associate Dean, IR and Ranking (Member)
3. Deputy Registrar- Accounts (Member)
4. Associate Dean, FoEA(Member)
5. SEO, AA&IR (Member)

SEO
(AA&IR)

Associate Dean IR

Dean, Outreach

Deputy Director

Enclosure: (i) Specification of the camera

(ii) Reference note -No.1404/2021/OIR dated 26th November 2021