



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

Ref: 1491/2022/OIR

Date: 10.05.2022

To,
The ~~Executive~~ Executive Engineer,
Horticulture Section,
IIT Kharagpur.

Sub: Request for decoration with potted plants for 13.05.2022

Dear Sir/Madam,

The Office of International Relations, IIT Kharagpur is intended for Decoration of Maitryee Auditorium with the potted plants for 13th May, 2022 (Friday).

Professor Christopher Bailey, Associate Dean (Research) from the University of Greenwich, UK will be visiting IIT Kharagpur to deliver talk. In this regard, the Maitryee Auditorium has been reserved to schedule the programme on 13th May, 2022 (Friday) from 03:00 pm to 07:00 pm.

Therefore, you are being requested to kindly do the needful.

Thank you in advance.

Best wishes,

Prof. Goutam Chakraborty
Associate Dean, INTERNATIONAL RELATIONS & RANKING

