



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

Ref.No: 1549/2022/OIR

Date: 22-07-2022

**NOTE**

We refer to the note raised by Estate Office against our request for raising the invoice of Mr. Damiano Russo's stay – a short term student from Italy who stayed here for 3 months (approx).

In response to the concerns raised by the Estate office, please note the following in order:

1) The matter is under discussion with the competent authorities whose further instructions will be duly followed.

2) The occupants of the PDF rooms are as follows as on date:

1. Mr. Juan Matallana Guerrero – Room No.805 (Allotment letter attached as required).
2. Mr. Pavel Karmanov – Room No.811 (Allotment letter attached as required).
3. Ms. Nandita Barman – Room No. 808 (Allotment letter attached as required).

3) We note a factual error in the statement made by the Estate office and that is the approval (F/E) referred to as 11.03.2022 which is actually dated as 11.03.2020. So, we request to charge the licence fee for the PDFs as per the latest approval dated as 23.02.2021 (F/D) till a further revision on this is decided by the competent authority.

Also, we have taken a note of your request of submitting the occupancy list month wise regularly and the same will be sent to your office from the next month onwards (i.e August 2022).

We request to kindly process the invoice of Mr. Damiano Russo and Mr. Piush Agarwal (Allotment letter and Vacate letter attached as required).

Thank you,

Associate Dean (IR and Ranking)

सह-संकायध्यक्ष (अंतर्राष्ट्रीय संबंध एवं श्रेणी)  
Associate Dean (International Relations & Ranking)  
भा.प्रौ.सं. खड़गपुर/IIT Kharagpur



3/8/22

अध्यक्ष, प्रौद्योगिकी विभाग  
आस्थापक, नगर मुख्यालय  
Prof. Jayanta Mukhopadhyay  
जून आउटरीच/संकायध्यक्ष आउटरीच/Dean Outreach  
आनंदीय दयुक्तिविद्या मठ, खड़गपुर  
भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
Indian Institute of Technology Kharagpur



**ESTATE OFFICE**  
**संपदा कार्यालय**  
**INDIAN INSTITUTE OF TECHNOLOGY KARAGPUR**  
**भारतीय प्रौद्योगिकी संस्थान खड़गपुर**

As per approved N/S placed at F/A, Estate Office are directed to take keys of rooms of PDF Building which are allotted to Dean(IR) for Internatinal Students and process the further allotment.

Estate Office had handed over **12 nos. of rooms (Room No:801 to Room No.:812)** to Dean(IR) to accommodate International PDFs as per approved N/S placed at F/B.

Estate Office received an email from Smt. Alivia Nag for raising an Invoice for staying in PDF-810 for a short ~~term~~ foreign student(F/C).

Smt. Nag mentioned that the charges for the PDF rooms were determined to be a consolidated Rs. 10000 per month (all incusive of electricity & water) as per approval dated 23.02.2021(F/D). But as per the subject of the approved notesheet, it seems that approval was taken for the pandemic period. There is one another approval dated 11.03.2022 from the competetent authority where it is mentioned that "Licence fee may be charged @ Rs. 10,000/- per month from the International PDFs/students of the institute. Electricity & water charges shall be payable as per actuals" (F/E).

In view of the above, Dean (Outreach & AA) may be requested for the following: -

1. Kindly Make arrangement to hand over the keys of vacant rooms of PDF Building.
2. Kindly Provide the occupany details & supporting documents for occupants who are residing in the rooms.
3. Kindly confirm regarding applicable Licence fee (whether Electricity & water charges shall be payable as per actuals or these shall be included in considedated Rs.10000/-).

Submitted please.

Sr. Executive (EO)

Asst. Registrar (EO)

Dean (Outreach & AA)

To  
A. Dean (IR & IR)

J  
14/6.

Recd  
23/6/2022