



# OFFICE OF INTERNATIONAL REALTIONS

Indian Institute of Technology Kharagpur  
Kharagpur- 721302, India

DEPUTY DIRECTOR'S OFFICE	
No.	190
IN	10 AUG 2022
OUT	
IIT KHARAGPUR	

Ref No.: 1555/2022/OIR

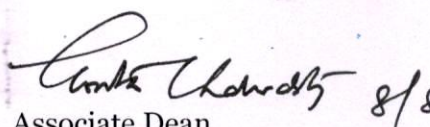
Date: 08/08/2022

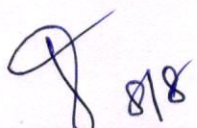
## Subject: Budget proposal for approval with respect to Visit by University of Alberta Delegation to IIT Kharagpur

This is to bring to your kind attention that a high-level delegation from University of Alberta, Canada will be visiting IIT Kharagpur on 25<sup>th</sup> August, 2022, to discuss about the current collaborations between both the institutions and to explore additional engagement opportunities. The expenses with respect to their visit to IIT Kharagpur is given below.

Budget for Visit by University of Alberta Delegation to IIT Kharagpur (25th August, 2022)			
Accommodation			
Rooms	No. of days	Cost per Room per day	Total (INR)
1	1	2,000	2,000
Refreshment			
Requirement	Rate (INR)	Unit	Total (INR)
Special Lunch for Guests and Dignitaries	700	15	10,500
Tea & Snacks	100	50	5000
Items	Rate (INR)	Unit	Total (INR)
Gifts	2200	4	8,800
Total			26,300

Approval may kindly be granted for the estimated amount 26,300 INR, so as to proceed with the activities.

  
Associate Dean,  
International Relations and Ranking

  
Dean, Outreach and Alumni Affairs

Deputy Director

*This is within the Dean's Financial Power and is a routine matter. Be dealt with accordingly.*  
11/8/22