



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1593/2022/OIR

Date: 22.09.2022

Subject: Budget proposal for procurement of necessary items for the Office of International Relations

This is to bring to your kind attention that the Office of International Relations requires to procure the following items:

- (1) Hard Disk of 1TB storage (Price: 4500 INR)
- (2) Card printer Machine (Price: 47000 INR) for generating and printing ID cards for the Short Term Visitors as well as for the International students and IR Cell students during the IR events.

This is being placed for your necessary review and possible approval.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs