



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1611/2022/OIR

Date: 20.10.2022

Subject: Budget proposal for Field Trip to Pingla

This is to bring to your kind notice that the Office of International Relations will be organizing a field trip to Pingla for all the on-campus International Students of IIT Kharagpur on 05th November, 2022 (Saturday).

The estimated budget of this field trip is given below:

Budget for Field Trip to Pingla			
Transportation			
Requirements	Rate (INR)	Unit	Total (INR)
2 Institute Buses			5000
Refreshments			
Requirements	Rate (INR)	Unit	Total (INR)
Breakfast	200	60	12000
Miscellaneous			10000
Total			27000

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

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs