



**Office of International Relations & Ranking  
Indian Institute of Technology  
Kharagpur-721302**

**NOTE**

**Ref. No. 1636 /2022/OIR**

**Date: 14<sup>th</sup> Nov, 2022**

The Office of International Relations (OIR) has shared a comprehensive Financial Budget for the first, second and third quarter of the FY 2022-23 for allocation recurring and nonrecurring grant from the Institute. However the allotted amount is much less than the budgeted amount which will otherwise hamper the normal operation and performance of the office. The recurring head is totally exhausted and a very low balance in the Non-recurring grant which is insufficient to procure the planned assets of the Office of International relations.

The detailed calculation of fund requirement is summarized below for your kind reference.

Types of Grant	Amount (Rs)
Recurring Grant	8,42,518.00
Non-Recurring Grant	63,500.00

You are hence requested to kindly allocate the said fund so that the OIR can execute the activities as planned.

This is for your necessary approval, please

  
Executive F & A

  
Associate Dean IR & Ranking

  
Dean OR & AA 15/11/22

Deputy Director

Annexure:

- Detailed calculation of the fund requirement for the first three quarter of the FY 2022-23

Details of Recuring Fund Requirement for the FY 2022-23 (Upto 14.11.2022)	
Particulars	Amount (Rs)
Fund Received form Institute (A)	442,000.00
Fund Utilised (B)	434,140.00
Bills in hand (C)	496,378.00
Planned Expenses (D)	354,000.00
Total Fund Requirement {E (B+C+D)}	1,284,518.00
Total Fund Requirement { F ( E-A ) }	842,518.00

Details of Non-Recuring Fund Requirement for the FY 2022-23 (Upto 14.11.2022)	
Particulars	Amount (Rs)
Fund Received form Institute (A)	250,000.00
Fund Utilised (B)	0.00
Bills in hand (C)	0.00
Planned Expenses (D)	313,500.00
Total Fund Requirement {E (B+C+D)}	313,500.00
Total Fund Requirement { F ( E-A ) }	63,500.00

Planned recuring expenses upto 31.12.2022	
Description	Amount (Rs)
Regular Office Stationery Exp	6,000.00
Office Refreshment Exp	9,000.00
Event Exp	339,000.00
<b>Total</b>	<b>354,000.00</b>

Plan to invest in capital nature (Upto 10.11.2022)	
Name	Amount (Rs)
Laptop	80,000.00
Heavy Duty Printer	180,000.00
Card Printer Machine	48,000.00
Hard Disk (1TB)	5,500.00
<b>Total</b>	<b>313,500.00</b>