



# OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur

Kharagpur- 721302, India

Ref No.: 1657/2022/OIR

Date: 06.12.2022

## NOTE

The following officials of the Office of International Relations (OIR), IIT Kharagpur attended the International Relations Conclave held at IIT Gandhinagar during 30<sup>th</sup> September, 2022 to 01<sup>st</sup> October, 2022.

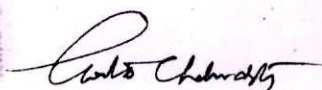
- (1) Ms. Alivia Nag
- (2) Ms. Koushiki Mukherjee
- (3) Ms. Rituparna Chakraborty

For the visit, a budget was prepared and was approved by the competent authority as per the note no- 1573/2022/OIR dated 09.09.2022. The actual airfare expenses for the trip exceeded the approved amount by INR 8,529.00. The details of the airfare is shown in the following table.

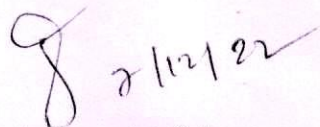
Sl. No.	Bill. No.	Name	Actual Amount (INR)	Amount as per pervious budget (INR)	Difference (INR)
1	DL227100406735 DL227100406736	Ms. Rituparna Chakraborty	21,843.00	19,000.00	2,843.00
2	DL227100406737 DL227100406738	Ms. Koushiki Mukherjee	21,843.00	19,000.00	2,843.00
3	DL227100406739 DL227100406740	Ms. Alivia Nag	21,843.00	19,000.00	2,843.00
<b>Total</b>			<b>65,529.00</b>	<b>57,000.00</b>	<b>8,529.00</b>

You are requested to kindly approve the excess amount and allow the Institute to pay the amount directly to Balmer Lawrie & Co.

Submitted for your kind consideration and approval.



Associate Dean,  
International Relations and Ranking



Dean, Outreach and Alumni Affairs

Deputy Director

