



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur

Kharagpur- 721302, India

144

08/12/2022

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 30th September, 2022 to 01st October, 2022.

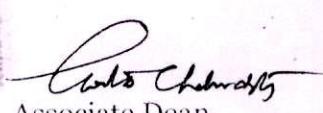
- (1) Ms. Alivia Nag
- (2) Ms. Koushiki Mukherjee
- (3) Ms. Rituparna Chakraborty

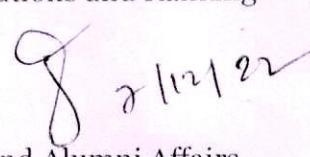
For the visit, a budget was prepared and was approved by the competent authority as per the note no- 1573/2022/OIR dated 09.09.2022. The actual airfare expenses for the trip exceeded the approved amount by INR 8,529.00. The details of the airfare is shown in the following table.

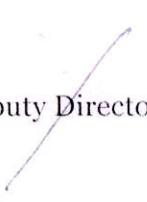
Sl. No.	Bill. No.	Name	Actual Amount (INR)	Amount as per previous budget (INR)	Difference (INR)
1	DL227100406735	Ms. Rituparna Chakraborty	21,843.00	19,000.00	2,843.00
2	DL227100406737	Ms. Koushiki Mukherjee	21,843.00	19,000.00	2,843.00
3	DL227100406739	Ms. Alivia Nag	21,843.00	19,000.00	2,843.00
Total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

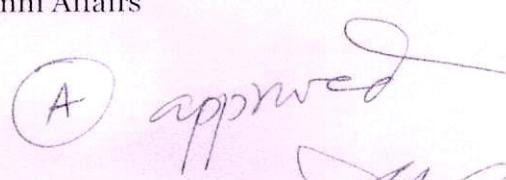
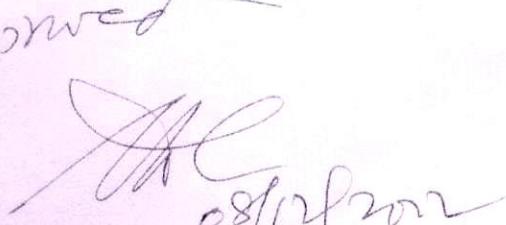
You are requested to kindly approve the excess amount and allow the Institute to pay the amount directly to Balmer Lawrie & Co.

Submitted for your kind consideration and approval.


Associate Dean,
International Relations and Ranking


Dean, Outreach and Alumni Affairs


Deputy Director


Approved

08/12/2022