



Office of International Relations  
Indian Institute of Technology  
Kharagpur-721302

Ref. No. 1660/2022/OIR


Date: 06.12.2022

**Sub: To request a copy of the details of foreigners' visit to the Institute**

With reference to the enclosed Administrative Notification No. 32/2022 dated February 15, 2022, this is to bring to your kind notice that the Office of International Relations would also like to receive a copy of the details of foreigners (students/faculty/delegates) visiting the Institute as and when the visit happens. This is for the purpose of record keeping, ranking et al.

The Office of the Registrar (Nodal Officer) is requested to share a copy of the above mentioned information (in the same format) with the Office of IR as and when received from any Dept/Center/School/Section/Unit.

Thanks in anticipation.

  
Associate Dean, IR & R

Registrar

File Given to (Mam)  
Registrar office on  
08.12.22 Time - 4.05 (pm)





भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Administrative Notification No. 32 / 2022 Dated February 15, 2022

Sub : "Vital Installation Information System (VIIS)"

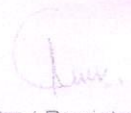
The undersigned is to inform that the Intelligence Bureau, Ministry of Home Affairs, Government of India, have conveyed vide its letter No. 2/IS/VIIS/2021(3)48, Dated 18.01.2022 regarding mechanism to furnish information of foreigners' visit.

Ministry of Home Affairs requested the Institute to upload data of visiting foreigners' details immediately on receipt of request of visit and again when visit actually takes place in the provided fields in the portal [www.indianfro.gov.in/viis](http://www.indianfro.gov.in/viis) regularly from 01.12.2021 onwards.

The details of foreigners' visit [viz Name of the Foreigner, Surname of the Foreigner, Date of Birth, Nationality, Passport No., Visa No., Date of Visit (From), Date of Visit (To), Purpose of visit, Name of Organization/ Company, Contact No.] should be fed on the web portal on real time basis i.e. when process for their visits is initiated in case of prior intimation and again when their visitors' passes are prepared. All information including prior intimation, visitors' passes preparation, reaching/leaving the Institute shall be intimated to the office of Nodal Officer immediately.

In case prior intimation regarding the foreigner is not available or the visit takes place at a short notice, their particulars should be simultaneously recorded in the web portal while preparing their visitors' passes.

All Heads of the Department/Centre/School/Section/Unit are requested to forward the data of foreigners' visits in their respective Department/Centre/School/Section/Unit from 01.12.2021 onwards after obtaining the **approval of the Director** containing all above information of the Foreigner to the office of the Registrar (Nodal Officer) for uploading the data in the web portal.

  
कुलसचिव / Registrar

Copy to :

1. All Deans / Associate Deans
2. All Heads of Department/Centre/School/Section/Unit
3. All Chairmen/Chairpersons /Professor-in-Charge
4. Chief Vigilance Officer
5. President, Technology Students' Gymkhana
6. Librarian, Central Library
7. Head, B.C. Roy Technology Hospital
8. All Wardens / Assistant Wardens, Halls of Residence
9. Chief Engineer/Supdt. Engineers/Sr. Executive Engineers/Executive Engineers
10. All Joint Registrars/Deputy Registrars/Assistant Registrars/Executive Officers
11. Security Officer
12. Secretary to Director
13. Secretary, Deputy Director's Office
14. Secretary, Registrar's Office
15. Apna IITKGP