



# OFFICE OF INTERNATIONAL REALTIONS

Indian Institute of Technology Kharagpur  
Kharagpur- 721302, India



Ref No.: 1663/2022/OIR

Date: 07/12/2022

**Subject: Budget proposal for approval with respect to Visit by the delegates from ITMO University, Russia to IIT Kharagpur**

This is to bring to your kind attention that two delegates from ITMO University, Russia will be visiting IIT Kharagpur on 19<sup>th</sup> December, 2022, to discuss about the current collaborations between both the institutions and to explore additional engagement opportunities. The expenses with respect to their visit to IIT Kharagpur is given below.

Requirements	Total (INR)
Accommodation (1 suite Room X 1 Day)	2,000
Conveyance from Kolkata Airport to IIT Kharagpur Campus (To and Fro)	11,000
Local Transportation	6,500
Special Lunch for guests, delegates and hosts	20,000
Tea and Snacks	5,000
Flower Bouquets and Mementoes	10,000
Other contingencies	10,000
Total	64,500

Approval may kindly be granted for the estimated amount 64,500 INR, so as to proceed with the activities.

Associate Dean,  
International Relations and Ranking

Dean, Outreach and Alumni Affairs

Deputy Director

Director

13/12/2022