



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

निदेशक कार्यालय DIRECTOR'S OFFICE सं/NO.: २६७
IN 23 DEC 2022
OUT..... भा प्री सं खड़गपुर IIT KHARAGPUR

Ref. No. 1674/2022/OIR

Date: 15.12.2022

Sub: Request to make individual payment to the University of Cyberjaya, Malaysia

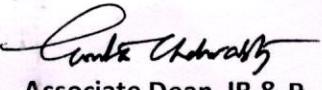
With reference to your official visit to the University of Cyberjaya, Malaysia from 27th Sep to 1st Oct, 2022 with an objective of setting up IIT Malaysia, this is to request you to kindly make a payment of **INR 32,383.00** to the University of Cyberjaya as per the enclosed banking details.

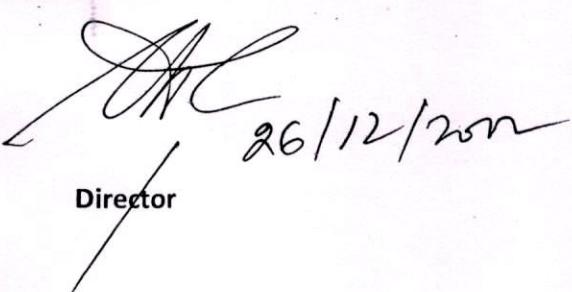
As advised by the administration, the direct payment by the visitors is advised to avoid the tax implications of TDS on payment to the University of Cyberjaya, Malaysia. Once the payment will be made individually, the aforementioned amount will be reimbursed to the payee as per the Institute policy.

Enclosures:

1. A copy of letter of expenses (for a delegate of 4 members) and the banking details received from University of Cyberjaya, Malaysia
2. A copy of detailed advice on implications of TDS on payment to the University of Cyberjaya, Malaysia

Submitted for your kind consideration and the needful.


Associate Dean, IR & R


Director

26/12/2022