



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

Ref. No.: 1362/2021/OIR

Sep 08, 2021

To:

The Director  
IIT Kharagpur

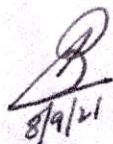
Dear Sir,

**Sub: Renewal of 89-day contract of IR staff**

The 89-day contract of three IR Employees is coming up for renewal on 30-09-2021.

All three have performed very well, and in order to continue with smooth operations of IR activities, it is strongly recommended that their contracts be renewed for the next statutory period at the same contract value.

Name & Designation	Responsibilities	Date of expiry of current contract	Current contract value	Revised contract value
<b>Suman Sutradhar (Visual Artist)</b>	<ol style="list-style-type: none"><li>1. Designing Magazines</li><li>2. Designing Brochures</li><li>3. Designing Institute website Banners</li><li>4. Designing posters for Social media</li><li>5. Creating Illustrations for Publications and Posters</li><li>6. Designing E-Newsletter</li><li>7. Photography</li><li>8. Editing and Retouching Photographs for use in publication and social media</li></ol>	30.09.2021 (renewable)	Rs. 84,000/-	Rs. 84,000/-
<b>Arup K. Roy (Junior Executive)</b>	<ol style="list-style-type: none"><li>1. OIR Database Management</li><li>2. Creating application package for international students</li><li>3. Generating Offer &amp; Invitation letters</li><li>4. Creating Note for MHRD clearance.</li><li>5. Filing Documents</li><li>6. Data maintaining in Master Online Register</li><li>7. Recordkeeping of Bills.</li><li>8. Overseeing of guests at International PDF House</li></ol>	30.09.2021 (renewable)	Rs. 57,000/-	Rs. 57,000/-

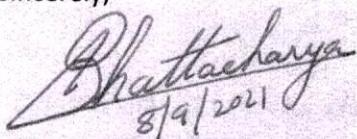


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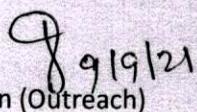
<b>Bhola Dey (Job Assistant)</b>	<ol style="list-style-type: none"> <li>1. Bills entry in register</li> <li>2. Publication distribution, Filing, Dispatch</li> <li>3. Visit to Departments/Sections for signing office notes</li> <li>4. House Keeping service for International guests' at PDF guest house</li> <li>5. Day to day refreshment service and office cleaning</li> </ol>	30.09.2021 (renewable)	Rs 36,000/-	Rs 36,000/-
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This is placed for kind consideration and approval.

Sincerely,

  
8/9/2021

Associate Dean (IR & Ranking)

  
8/9/21

Dean (Outreach)