



Office of International Relations & Ranking  
Indian Institute of Technology  
Kharagpur-721302

NOTE

Ref. No. 1595/2022/OIR


Date: 23<sup>rd</sup> Sept, 2022

The Office of International Relations (OIR) has shared a comprehensive Financial Budget for the first second quarter of the FY 2022-23 for allocation recurring and nonrecurring grant from the Institute. However the allotted amount is much less than the budgeted amount which will otherwise hamper the normal operation and performance of the office. The detailed calculation of fund requirement is summarized below for your kind reference.


Types of Grant	Amount (Rs)
Recurring Grant	10,66,067.00
Non-Recurring Grant	63,500.00

You are hence requested to kindly allocate the said fund so that the OIR can execute the activities as planned.

This is for your necessary approval, please

  
Executive F & A

  
SEO

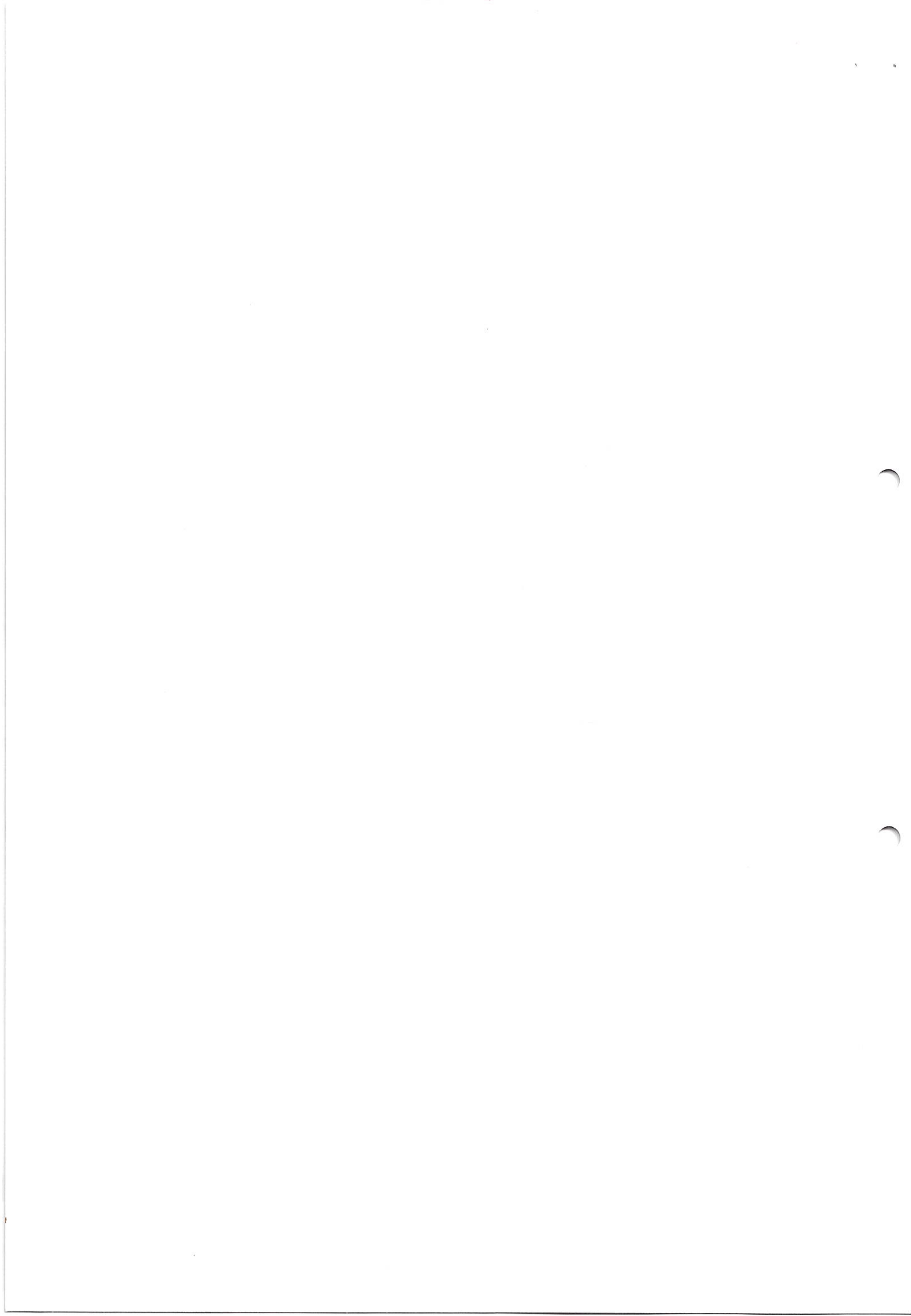
  
Associate Dean IR & Ranking

  
Dean OR & AA

Deputy Director

Annexure:

- Fund requirement sheet of the 3<sup>rd</sup> quarter of the FY 2022-23
- Detailed calculation of the fund requirement for the first three quarter of the FY 2022-23



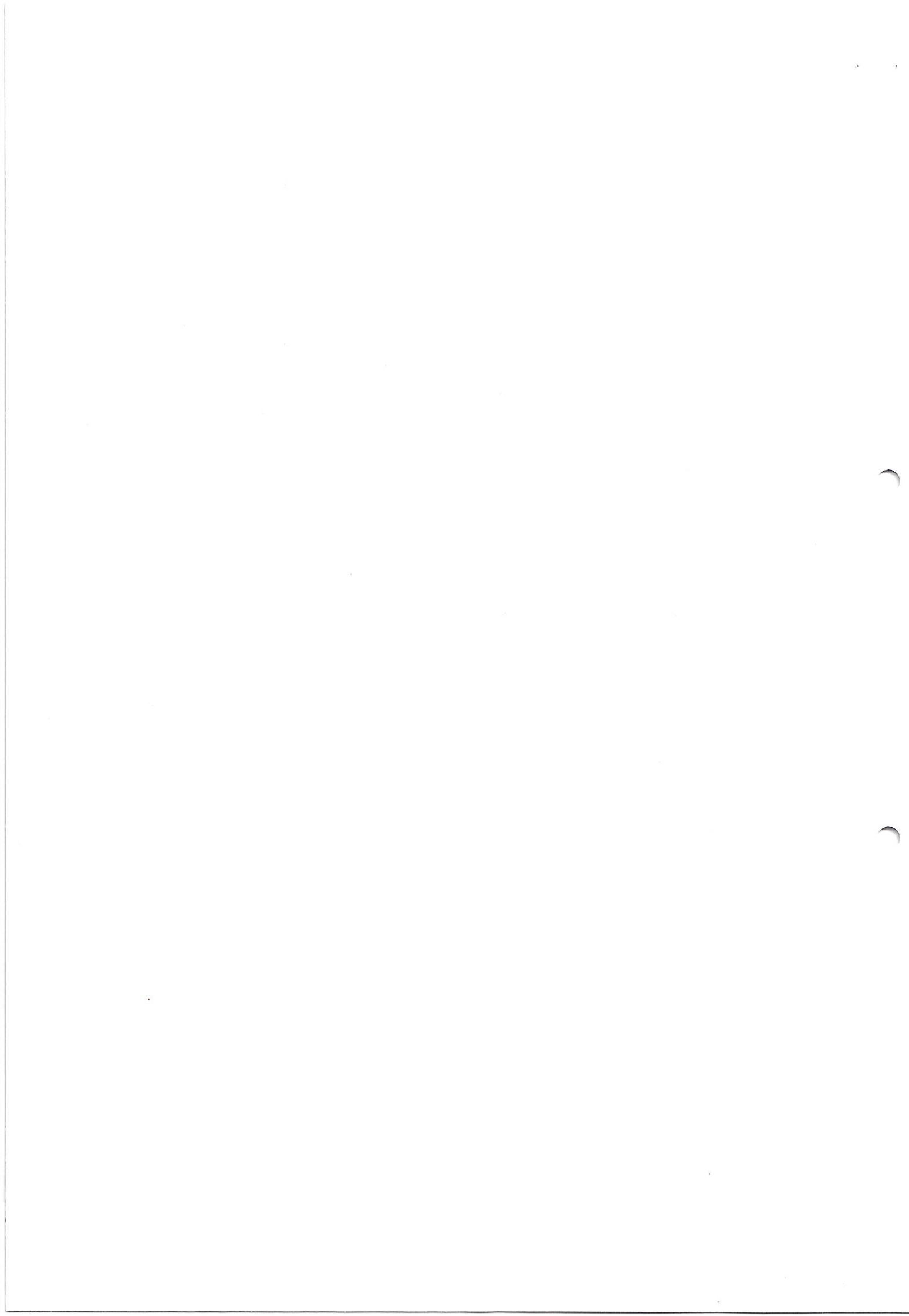
Statement showing the financial details for the first two quarters of the FY 2022-23 of Recurring Operating Grant of the Office of International Relations			
Description	April-22 to June-22	July-22 to Sept-22	Oct-22 to Dec-22
Balance Brought forward from previous Qtr (A)		(10,743.00)	(405,317.00)
Total Fund Allocated (B)	124,000.00	174,000.00	0.00
Expenses Processed for regular operation (C)	123,974.00	156,774.00	0.00
Bills in Hand (D)	10,769.00	186,800.00	0.00
Bills yet to be received if any (E)	0.00	225,000.00	0.00
Budgeted Exp (F)	0.00	0.00	660,750.00
Total Expenses {G=(C+D+E+F)}	134,743.00	568,574.00	660,750.00
Balance Carry forward to Next Qtr {H=(A+B-G)}	(10,743.00)	(405,317.00)	(1,066,067.00)

Statement showing the financial details for the first two quarters of the FY 2022-23 of Non-Recurring Operating Grant of the Office of International Relations			
Description	April-22 to June-22	July-22 to Sept-22	Oct-22 to Dec-22
Balance Brought forward from previous Qtr (A)		25,000.00	250,000.00
Total Fund Allocated (B)	25,000.00	225,000.00	0.00
Investment made in capital nature (C)	0.00	0.00	0.00
Plan to invest in capital nature (D)	0.00	0.00	313,500.00
Total Expenses {E=(C+D)}	0.00	0.00	313,500.00
Balance Carry forward to Next Qtr {F=(A+B-E)}	25,000.00	250,000.00	(63,500.00)

Bills in hand during July to September Quarter (Upto 01.09.2022)	
Description	Amount (Rs)
Regular Bills in hand	179000.00
Google Space (2TB)	7800.00
Total	186800.00

Bills yet to be received during July to September Quarter (Upto 01.09.2022)	
Description	Amount (Rs)
Regular Office Stationary Exp	30000.00
Office Refreshment Exp	15000.00
Event Exp	180000.00
Total	225000.00

Plan to invest in capital nature July to September Quarter (Upto 01.09.2022)	
Name	Amount (Rs)
Laptop	80,000.00
Heavy Duty Printer	180,000.00
Card Printer Machine	48,000.00
Hard Disk (1TB)	5,500.00
Total	313,500.00




## FORMAT FOR FUND REQUIREMENT

Name of the Departments/Schools/Centre/Sections/Units: *International Relations*

Financial Year: 2022-2023

Quarter : 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> ✓

Budget	Months			Total of Quarter	Remarks
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>		
Recurring (Maintenance)	£ 2,20,250/-	£ 2,20,250/-	£ 2,20,250/-	£ 6,60,750/-	Attach Annexure for Details
Non Recurring (Capital Expenditure)	£ 63,500/-	-	-	£ 63,500/-	Attach Annexure for Details

  
(Signature of Head)

