



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

DEPUTY DIRECTOR'S OFFICE  
No. 222  
IN 18 OCT 2022  
OUT  
IIT KHARAGPUR

Ref. No. 1609/2022/OIR

Date: 17<sup>th</sup> Oct, 2022

**NOTE**

As per the letter dated 07/04/2022 letter No 1475/2022/OIR competent authority has already approved travel of four members of IIT KGP to Virginia Tech to sign an agreement to start a program. As per the understanding Virginia Tech is supposed to bear the travel expenses of the visit. Accordingly invoices worth Rs 7,41,278/- was submitted to Virginia Tech for reimbursement out of which they have reimbursed Rs 7,15,728/- till date. However the faculty member who has travelled had paid for their ticket which needs immediate reimbursement. In this scenario it has been advised that the Institute paid the entire amount of the air fare expenses upon submission of the original airway bills and relevant documents.

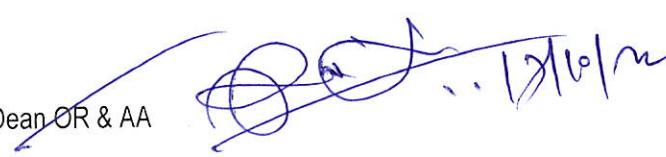
In turn the Office of International Relations will transfer Rs 7,15,728/- received till date to the Institute A/c.

This is for your necessary approval, please

  
Executive F & A

SEO

  
Associate Dean IR & Ranking

  
Dean OR & AA

  
Deputy Director



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



Ref. No. 1596/2022/OIR

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

**NOTE**

A team of four members from IIT Kharagpur was invited by Virginia Tech USA to visit the campus for exploring the possibilities of research collaborations. The team visited Virginia Tech between 22<sup>nd</sup> May, 2022 to 29<sup>th</sup> May, 2022.

As per the approval of the competent authority air fare expenses ~~been~~ may be reimbursed. Total air fare expenses of the four member is Rs 7,41,278/- out of which Rs 7,15,728/- had ~~been~~ received from Viginia Tech as travel grant and the balance amount Rs 25,550/- (Rs 7,41,278- Rs 7,15,728) may kindly be transferred in the bank account of the Office of International relations (OIR) from the operating grant of the OIR, so that the OIR can process accordingly.

The amount may kindly be transferred to OIR in the following bank account:

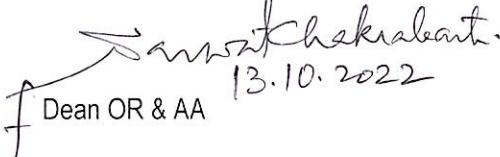
**Account Holder Name: IIT KHARAGPUR EXTERNAL RELATIONS FUND  
Bank : AXIS Bank  
Account Number: 190010100106443  
IFSC Code: UTIB0000190**

This is for your necessary approval, please

SEO

  
Executive F & A

  
Associate Dean IR & Ranking

  
Dean OR & AA

Registrar

SEO PI.

Please discuss.

  
13/10/22



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

DEPUTY DIRECTOR'S OFFICE  
No. 381  
IN 16 Sep 2022  
OUT  
IIT KHARAGPUR

Ref. No. 1570/2022/OIR

Date: 7<sup>th</sup> Sept, 2022

NOTE

A team of four members from IIT Kharagpur was invited by Virginia Tech USA to visit the campus for exploring the possibilities of research collaborations. The team visited Virginia Tech between 22<sup>nd</sup> May, 2022 to 29<sup>th</sup> May, 2022.

Total expenditure for the above visit of the four team members was Rs 9,10,115/-, out of which an amount of Rs 7,15,728/- was received from Virginia Tech as Travel support of the Four member delegation team from IITKGP. The balance amount of Rs 1,94,387/- may kindly be paid from the institute operating grant.

The above amount of Rs 1,94,387/- may be subsequently transferred to the operating grant of the office of International Relations so that the OIR can process this accordingly.

Relevant invoice copies along with the supporting documents are annexed herewith for your kind reference.

This is for your kind consideration and necessary approval, please

SEO

*Amritanshu*

*Kalyan*  
Executive F & A

Associate Dean IR & Ranking

Dean OR & AA

Deputy Director

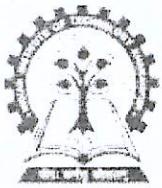
Annexure:

- Relevant Invoice copies and related documents for the four members

Discussed. Reimbursement of Rs 7,15,728/- from VT is still under process. In the meantime the air fare is to be reimbursed to the faculty members which have already paid by them to Ms. Balaji Lamine.

*Kalyan Chatterjee* 18/9/22  
Deputy Director

*Approved.*  
19/9/22



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

Ref. No. 1596/2022/OIR

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

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The amount may kindly be transferred to OIR in the following bank account:

**Account Holder Name: IIT KHARAGPUR EXTERNAL RELATIONS FUND  
Bank : AXIS Bank  
Account Number: 190010100106443  
IFSC Code: UTIB0000190**

This is for your necessary approval, please

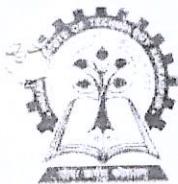
*Armanis*  
SEO

*W*  
Executive F & A

*Armanis*  
Associate Dean IR & Ranking

*Samrat Chakrabarti*  
13.10.2022  
f Dean OR & AA

Registrar



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



Ref. No. 1570/2022/OIR

Date: 7th Sept, 2022

**NOTE**

A team of four members from IIT Kharagpur was invited by Virginia Tech USA to visit the campus for exploring the possibilities of research collaborations. The team visited Virginia Tech between 22<sup>nd</sup> May, 2022 to 29<sup>th</sup> May, 2022.

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SEO

Associate Dean IR & Ranking

Dean OR & AA

Deputy Director

Annexure:

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*Kay*  
Executive F & A

Discussed. Reimbursement from VT is still under process. In the meantime the airfare is to be reimbursed to the faculty members which have already paid by them to Ms Balaji Latha.

*Subrata Chakraborty* 18/9/22  
Deputy Director

*Approved.*  
19/9/22

**Statement showing the summary of expenses of four members of the Virginia Tech Visit**

**Prof.Jayanta Mukhopadhyay**

SI No	Types of Expenses	Vendor	Invoice Date	Details	Amount
1	Round Trip Air fare	Balmer Lawrie & Co. Ltd.	19.05.2022	Round Trip Air fare from Kolkata to Washington Dulles and back	193,821.00
2	Travell Insurance	ASEGO		Travell Insurance 21.05.2022 to 01.06.2022	2,893.00

**Prof.Anandaroop Bhattacharya**

SI No	Types of Expenses	Vendor	Invoice Date	Details	Amount
1	Round Trip Air fare	Balmer Lawrie & Co. Ltd.	16.06.2022	Round Trip Air fare from Kolkata to Washington Dulles and back	180,057.00
2	Cab Hire Charges	Krishna Air Travels	19.05.2022	IIT kharagpur to Kolkata airport	4,755.00
3	Travell Insurance	Allianz Travel	18.05.2022	Travel Insurance 18.05.2022 to 25.05.2022	2,913.00
4	RT-PCR Test	SRL Diagnostic	17.05.2022	Covid Test RT-PCR	500.00
5	Telephone Charges	Airtel	17.05.2022	International Roaming Pack	3,997.00
6	Cab Hire Charges	Enterprise Rent-A-Car, College Park	27.05.2022	Cab hire charges of IIT team	66,717.00
7	Fuel	Kroger Fuel, Blacksburg	27.05.2022	Fuel for car	3,579.00
8	Fuel	Shell Oil, College Park	26.05.2022	Fuel for car	3,786.00
9	Car Parking Charge	Camelot Services Pkg-Nvc Falls Church	26.05.2022	Car parking in VT Falls church cmampus	245.00
10	Breakfast	Westin, Arlington VA	27.05.2022	Breakfast	3,530.00

**Prof.Rintu Banerjee**

SI No	Types of Expenses	Vendor	Invoice Date	Details	Amount
1	Cab Hire Charges	Gavatri Travels	03.06.2022	IIT kharagpur to Kolkata airport	4,162.00
2	Round Trip Air fare	Balmer Lawrie & Co. Ltd.	19.05.2022	Round Trip Air fare from Kolkata to Washington Dulles and back	211,337.00
3	Travell Insurance	Balmer Lawrie & Co. Ltd.	19.05.2022	Travell Insurance	2,893.00
4	Cab Hire Charges	Taxicab	22.05.2022	Cab at USA	3,112.00
5	Gift	Bhutta Emporium	20.05.2022	Gift (Saree)	18,650.00
6	Cab Hire Charges	Bhattacharya Tours 7 Travels	06.06.2022	Midnapore visit	1,575.00

**Prof.Armit Patra**

SI No	Types of Expenses	Vendor	Invoice Date	Details	Amount
1	Round Trip Air fare	Balmer Lawrie & Co. Ltd.	20.05.2022	Round Trip Air fare from Kolkata to Washington Dulles and back	156,063.00
2	Travell Insurance	Balmer Lawrie & Co. Ltd.	20.05.2022	Travell Insurance	3,550.00
3	Train Fare	Amtrak	22.05.2022	NYC-WAS-NYC	13,227.00
4	Taxi Fare		21.05.2022	JFK Airport to New york city	6,070.00
5	Taxi Fare	Lyft	22.05.2022	Appartment to Penn station	1,089.00
6	Taxi Fare	Uber	22.05.2022	WAS union station to Great Falls	5,479.00
7	Taxi Fare	Communicar	27.05.2022	New Penn station to Appartment	3,030.00
8	Taxi Fare	Uber	06.06.2022	Appartment to JFK	7,413.00
9	Fooding	Chipotle Mexican Grill	22.05.2022	Dinner	2,866.00
10	Fooding	Loves	26.05.2022	Lunch	824.00
11	Fooding	Westin Hotels & Resorts	27.05.2022	Break Fast	1,942.00

Grand Total Exp

Amount received from Virginia Tech

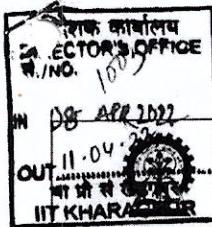
Net amount will borne by the Institute

194,387.00

910,115.00

715,728.00

201,553.00



DEPUTY DIRECTOR'S OFFICE  
No. 112  
IN 08 APR 2022  
OUT  
IIT KHARAGPUR

Indian Institute of Technology Kharagpur  
Office of International Relations

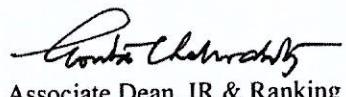
No: 1475/2022/OIR

Date: 07/04/2022

**Subject: Request for approval of visit to VirginiaTech, USA**

Indian Institute of Technology Kharagpur and VirginiaTech, USA have signed an agreement under which a certificate programme will soon start. Both the Institutes have expressed eagerness to expand the spectrum of activities by initiating new programmes in the fields where complementary expertise is available. In this respect a team consisting of 3 to 4 members from IIT Kharagpur have been invited to visit VirginiaTech, USA between May 22, 2022 to May 29, 2022. This visit is very important for the existing relationship between the two Institutes to grow and develop into various directions. The expenditure for the visit will be borne by VT. The team will be finalized soon based upon discussion with competent faculty members. You are requested to give your approval to the proposed visit. The invitation letter is attached with this note for your perusal.

This is submitted for your kind consideration and approval.

  
Associate Dean, IR & Ranking

Considering the growing relationship with the Virginia Tech, USA,  
the visit will further strengthen various joint activities.

Dean, OR

  
Forwarded for approval.

Deputy Director

Director

  
As discussed, pl. discuss the  
time and date of visit? It  
should be mutual considering  
the convenience of all visitors.

  
29.04.2022

To Page - 2

0987

19 05/2022

RECEIVED WITH THANKS BY ONLINE  CARD  CHEQUE   
FROM Prof Jayanta Mukhopadhyay (16000241108)

RUPEES **One lakh ninety six thousand  
seven hundred fourteen only.** ₹ **1,96,714/-**  
✓ **BILL/TICKET NO.** **DL227110007092 / DL227180000694**

BILL/TICKET NO. DL227110089042 | DL227180000694

A/c. Air Ticket in Insurance ✓ CHEQUE/REF. NO. SB1-184961

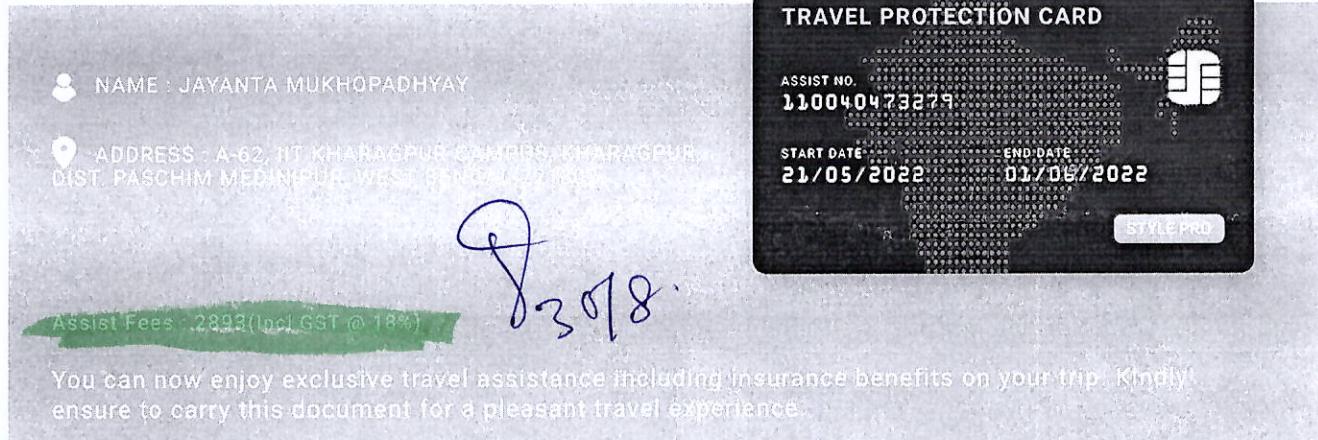
DATE 19/05/2022 FOR Balmer Lowe & Co Ltd.

Valid . Subject to realisation of Cheque/ Remittance



## COMPREHENSIVE TRAVEL PROTECTION

**ASEGO**  
Asia's Travel Assistance



Travel hassle-free with...

### TRAVEL ASSISTANCE



24x7 Medical Assistance



Lifestyle Assistance



Domestic Roadside Assistance

### TRAVEL INSURANCE



Arranged with an IRDAI authorised underwriter - ICICI Lombard General Insurance Company Ltd.

### Travel Support Services



Emergency Assistance



Expert intensive Care & Consultation



24/7 Customer Helpline

### Ask for help

- 24x7 helpline: +91 22 67872 037
- Assistance: [customerservice@asego.in](mailto:customerservice@asego.in)
- Claims: [claims@asego.in](mailto:claims@asego.in)
- Whatsapp message on: +91 98100 12345
- [www.asegotravel.com](http://www.asegotravel.com)

Note: Assistance provided by Segura Services Pvt. Ltd., Insurance underwritten by ICICI Lombard General Insurance Company Ltd.

Customer will bear any cost or expenses arising from availing the services as per the terms and conditions of service providers.

Keep travelling, because the world is waiting for you and we are always by your side.  
BON VOYAGE!

Click here or scan the QR code for detailed information about our assistance services



**Pet Care (in INR)**
**INR 15000**

This policy covers adventure sports upto the limits specified under 'Other Terms & Conditions' and will be a part of Emergency Medical Expenses sum insured

**Emergency Assistance Details :**

In case of a claim, you may reach us at 844-691-8883 (For Canada), 844-691-8885 (For USA) or +91 11 42221403 (For other parts of the world) or email us at [customersupportba@icicilombard.com](mailto:customersupportba@icicilombard.com).

**Other Terms & Conditions :**

- This policy covers Emergency Medical Expenses incurred due to sudden and unexpected injury or any acute Sickness including COVID-19, arising when insured is outside the 'Republic of India' up to the limits as mentioned in the policy schedule.
- This Travel Insurance policy is only limited to customers of Segura Services Private Limited.
- Certificate is only valid to the customers who are travelling from India.
- This policy covers the insured if travelling to any Schengen & its associate countries up to the Sum insured of EUR 30000 minus deductible (if any).
- This policy consist of following coverage's which will be treated as benefit covers i.e. Personal Accident, Accidental Death, Permanent Total Disability (PTD), Permanent Partial Disability (PPD), Accidental Death - Common Carrier, Permanent Total Disability - Common ,Permanent Partial Disability - Common carrier, Daily Allowance in case of Hospitalization, and Hijack Distress Allowance subject to policy terms and conditions applicable to these sections. All others coverage's will be treated as indemnity.
- Sum insured for Emergency Medical Evacuation and Repatriation of mortal remains will be sublimited to sum insured specified in Emergency Medical Expenses.
- Pre-existing condition(s) are excluded from the policy including but not limited to unforeseen emergency measures to save the insured/insured person's life. This exclusion will apply to the following sections: Emergency Medical Expenses, Emergency Medical Evacuation, Dental Treatment Expenses, Daily Allowance in case of Hospitalization, Permanent Total Disability (PTD), Permanent Partial Disability (PPD). This exclusion has been waived to the extent of USD 20000 per policy or upto 15% of Sum Insured whichever is lesser as indicated in the Policy Certificate for mentioned section..
- Any claim arising out of sporting activities in so far as they involve the training or participation in competitions of professional or semi-professional sports persons, Adventure Sports is not covered. This exclusion has been waived to the extent of USD 20000 per policy if specifically opted or mentioned above.
- Sanctions Limitation and Exclusion Clause:** Not applicable for sanctioned countries listed in certificate of insurance.
- No (re)insurer shall be deemed to provide cover and no (re)insurer shall be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment or such claim or provision of such benefit would expose that (re)insurer to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanction, laws or regulations of the European Union, United Kingdom or United States of America. Excluding from/to and/or countries places prohibited by GOI & also Specifically Excluding Iran / Iraq / Syria / Sudan / North Korea / Cuba / Crimea.
- Below Sublimit is applicable for the age above 60 Years upto the age of 80 years for Emergency Medical Expenses.**

Sublimit Applicable- Above 60 Years- 80 Years	
Room Rent including Boarding lodging	\$1750/day up to 30 days
Intensive Care unit	\$3250/day up to 7 days
Operation Theatre charges (Inclusive surgeon charges)"	Maximum Up to USD 15000
Anesthetist services	Up to 25% of Surgical Treatment
Physician Visit	Max \$ 100/day up to 10 visits
Diagnostic and Radiology services	Max up to USD 1000
Ambulance Services	Max up to \$ 500
Hospital Miscellaneous Expenses	Maximum of USD 1000

- Above mentioned sub limits are not applicable for Emergency medical Expenses section if sublimit waiver has been opted by insured & clearly mentioned on above coverage section.
- Sublimit applicable under Emergency medical expenses is restricted to USD 5000 for age 81-85 year and USD 3000 for age 86-90 year per illness, injury & accident.
- Subject to the terms, conditions and exclusions of the ICICI Lombard General Insurance Company Ltd.



Scan the code of authenticate policy

Authorised Signatory  
 (ICICI Lombard General  
 Insurance Company Ltd.)