



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

Ref. No. 1676/2022/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 27<sup>th</sup> Sep to 1<sup>st</sup> 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**

**Associate Dean, Alumni Affairs**



5<sup>th</sup> October 2022

From:

**Fazyanie Binti Fadzil**  
Level 8, Tower Block,  
University of Cyberjaya Campus,  
Persiaran Bestari, Cyber 11,  
63000 Cyberjaya, Selangor

To:

**Madam Aloilika**  
Indian Institute of Technology Kharagpur  
Kharagpur, India – 721302

**Payment**

Please find attached the bills for the Visa and the hotel accommodation as requested by DC for the following travellers:

- a) Prof Virenddra Kumar Tewari, Director, IIT  
b) Dr Amit Patra, Deputy Director, IIT  
c) Prof. Debashish Chakravarty, Assoc. Dean., Dept. of Mining Engineering, IIT  
d) Prof. Manish Bhattacharjee, Prof. Chemistry, IIT

With reference to the above, we are pleased to provide you the following details:

- a) Payment for the Visa: INR 16,000/RM 905.06  
b) Payment for the Accommodation: INR 113,531/RM 6,377.60

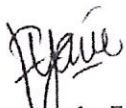
Kindly make payment to: -

Account Name: UOC SDN BHD  
Account No: 5686 0302 8978  
Swift Code: MBBEMYKLXXX  
Bank: Malayan Banking Berhad  
Bank Address: P1, 36 Persiaran Multimedia, Shaftsbury Square, 63000 Cyberjaya, Selangor

Should you need further information, please do not hesitate to contact me.

Thank you.

Regards,



**Fazyanie Fadzil**



**FINANCE & ACCOUNTS SECTION**  
**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

Date: 14-11-2022

Sub: Implications of TDS on payment of RM 7282.66 to the University of Cyberjaya, Malaysia

Accounts Section has received a note from the O/o Alumni Affairs for reimbursement to the University of Cyberjaya the accommodation and VISA charges of the Director and other delegates from this Institute who travelled there during 27<sup>th</sup> September to 1<sup>st</sup> October 2022.

Accordingly, this Section sought advice from the Institute's tax consultant M/s RayNRay, Chartered Accountants, regarding implications of taxation and for generation of Form 15CA, filing of which is now mandatory before releasing any payment to a foreign country.

The Tax Consultant has advised us to deduct TDS @ 30% u/s Sec 195 of the Income Tax Act before releasing payment. Communications from the consultants are enclosed at F/A.

In this regard, to proceed with the payment, following are proposed:

- a) As advised by the Consultant, 30% TDS will be deducted from RM 7282.66 and balance RM 5097.86 is to be paid to the University of Cyberjaya;

OR

- b) Any of the delegates who visited the University may make the payment from their own account and claim reimbursement of the expenses from the Institute.

Submitted please.

*CL*  
*15/11*

*AR (A/C):*

*[Signature]*  
*16/11*

*DR (A/C):*

*'A' may be seen. Proposal (b) may be seen to be more feasible and may be approved if agreed to please otherwise tax has to be paid by the institute*

*Registrar:*

*Rm 16/11*

*Registrar*

*SEO AARIR → for information and put up for necessary approval from the Competent Authority in regards to the above proposals.*

*Sir, your Kind advice is requested on this*

*→ Dean OR & AA For examination & i.a.*

*A. Datta (OR & AA)*

*18/11/22*

*[Signature]*  
*18/11/22*

