



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1679/2022/OIR

Date: 21.12.2022

NOTE

The Ministry of Education in association with the National Board of Accreditation organised a workshop on the Ranking Improvement in Higher Educational Institutions (HEIs) on 29th September, 2022 at Casuarina Mini Auditorium, India Habitat Centre, Delhi. The Director nominated the following delegates to attend the workshop.

- (1) Prof. Goutam Chakraborty, Associate Dean of International Relations and Ranking
- (2) Prof. Pawan Goyal, PIC, Rankings

The above-mentioned delegates attended the workshop. In this regard, the details of the airfare expenses for travelling from Kolkata to Delhi (to and fro) has been given below.

Sl. No.	Bill. No.	Name	Actual Amount (INR)
1	DL227100410559 (CCU-DEL) DL227100410560 (DEL-CCU)	Prof. GOUTAM CHAKRABORTY	18,279.00
2	DL227100410561 (CCU-DEL) DL227100410562 (DEL-CCU)	Prof. PAWAN GOYAL	18,279.00
Total			36,558.00

Also, this is to inform you that Prof. Goutam Chakraborty stayed in the Hotel Arch, New Delhi when he went to Delhi to attend the same workshop on 28th and 29th September, 2022. The total accommodation charges amounts to INR 9,795 for staying in the hotel.

Therefore, you are being requested to kindly make the payment of airfare directly to Balmer Lawrie & Co. as well as make the reimbursement of the accommodation charges for stay in the hotel to Prof. Goutam Chakraborty (EC: 03004).

All the necessary documents and bills have been attached herewith, for your kind reference.

Submitted for your kind consideration and approval.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs 29.12.22

Deputy Registrar, Accounts

