



## OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur

Kharagpur- 721302, India

Ref No.: 1685/2022/OIR

Date: 23/12/2022

### **Subject: Budget proposal for approval for hosting dinner for the International Students to celebrate Christmas and New Year**

This is to bring to your kind attention that the Office of International Relations has planned to host a special dinner for the International Students to celebrate the Christmas and New Year on 27<sup>th</sup> December, 2022 (Tuesday). In this regard, the estimated budget is given below.

Requirements	Total (INR)
Gifts and Chocolates	21,000
Snacks (Cakes and Cookies)	15,000
Special Dinner	60,000
Banquet Hall	5,000
Music Sound System	1,000
Decoration	20,000
Other contingencies	20,000
Total	<b>1,42,000</b>

The payment will be made as per the actuals from the Institute of Eminence (IoE) fund that has been allocated towards the head of 'Others Associated Cost' in the Internationalization Project.

Submitted for your kind consideration and approval.

Associate Dean,  
International Relations and Ranking

Dean, Outreach and Alumni Affairs

Deputy Director

Director