



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

निदेशक कार्यालय DIRECTOR'S OFFICE सं. NO.: 54	IN 04 JAN 2023
OUT भा प्रो सं खड़ापुर IIT KHARAGPUR	

Ref. No. 1695/2023/OIR

Date: 04.01.2023

Sub: Budget estimate for the visit of high level delegate from University of Cyberjaya Malaysia

This is to bring to your kind notice that a high level delegate of 4 officials from the University of Cyberjaya Malaysia will be visiting IIT Kharagpur for the purpose related to the setting up of IIT Malaysia. Their visit to Kolkata including IIT Kharagpur is scheduled from 6th January 2023 (23:25 hrs) to 11th January 2023 (00.30 hrs).

A budget of **INR 500,000** has been estimated for the 6-days visit and the fund is kindly requested to be allocated from the Office of the Director. An advance amount of INR 50000 may kindly be arranged to meet with the expenses regarding their Kolkata city tour.

Submitted for the kind consideration and approval. ✓

Associate Dean, IR & R

Director

05 Jan 2023

The detailed budget estimate for the 6-days visit of an official high level delegate of 4 members from University of Cyberjaya, Malaysia:

SR NO	PARTICULARS	AMOUNT (in INR)
1	Accommodation (at Kolkata Guest House and IIT KGP Guest House) <i>(for IR staff)</i>	60,000
2	Transportation (Local and Inter-City)	1,00,000
3	Meals (at Kolkata and IIT KGP campus)	2,80,000
4	Gifts and Flower Bouquets	35,000
5	Other contingencies	25,000
6	Total	5,00,000