



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 खड़गपुर 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 6<sup>th</sup> January 2023 (23:25 hrs) to 11<sup>th</sup> 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

  
05 Jan 2023  
Director

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