



DEPUTY DIRECTOR'S OFFICE
No. 138
IN 05 JAN 2023
OUT
IIT KHARAGPUR

Office of International Relations
Indian Institute of Technology
Kharagpur-721302

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No. 138
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Ref. No.: 1697/2023/OIR

Date: 04.01.2023

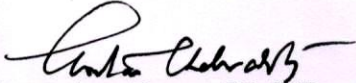
Sub: Budget proposal for procurement of necessary items for the Office of International Relations

This is to bring to your kind attention that the Office of International Relations requires to procure the following items:

- (1) One HP Laptop (Price: 80,000 for each)
- (2) One Printer Machine with Scanner and Xerox (Price: 2,50,000)

A total budget of INR 3,30,000 may kindly be approved.

This is being placed for your consideration and approval.

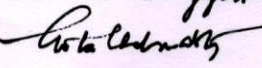

Associate Dean, IR & Ranking

8/4/1/23
Dean, Outreach and AA

Deputy Director

From which fund?
5/1/23

OIR has received adequate amount as 'non-recurring' grant.
The purchase is suggested from the said fund.


D.D.
5/1/23