

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



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

Date: **04.01.2023**

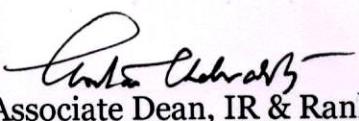
**Sub: Budget proposal for procurement of necessary items for the Office of International Relations**

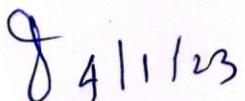
This is to bring to your kind attention that the Office of International Relations requires to procure the following items:

- (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.

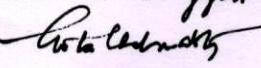
This is being placed for your consideration and approval.

  
Associate Dean, IR & Ranking

  
Dean, Outreach and AA

  
Deputy Director

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



  
D.D.

  
04/01/23