



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

Ref. No. 1702/2023/OIR

Date: 06.01.2023

With reference to the attached budget approval pertaining to the visit of high level delegate from Malaysia with Ref. No. 1695/2023/OIR, this is to bring to your kind notice that there is an additional requirement of advance amount of **INR 100,000**. This is required for the following reasons:

- Instead of 4 members team, high level delegate from Malaysia is now coming with 5 members team
- The Office of IR is directed to book the accommodation for the delegate at Kolkata by the Director's office by paying an advance amount.

For the aforementioned reasons, an advance amount of **INR 100,000** is kindly requested to be credited to the following member of IR Office:


- Name: Shruti Singh Parihar
- Designation: Executive Officer
- EC: 16066

(A)

Submitted for kind consideration and approval.


Associate Dean, IR & Ranking

(A) approved


Director 06 Jan 2023