



Office of International Relations
Indian Institute of Technology
Kharagpur-721302

Ref. No. 1703/2023/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 a requirement of additional budget due to 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 additional budget of **INR 200,000** will be required over and above INR 500,000 (already approved budget).

Submitted for kind consideration and approval.


Associate Dean, IR & Ranking

(Total INR 7,00,000.00 is requested. The revised budget is attached)

Director

Approved



06 Jan 2023

The revised budget estimate for the 6-days visit of an official high level delegate of 5 members from University of Cyberjaya, Malaysia:

SR NO	PARTICULARS	AMOUNT (in INR)
1	Accommodation (at Kolkata Guest Houe and IIT KGP Guest House)	1,60,000
2	Transportation (Local and Inter-City)	1,50,000
3	Meals (at Kolkata and IIT KGP campus)	3,30,000
4	Gifts and Flower Bouquets	35,000
5	Other contingencies	25,000
6	Total	7,00,000