



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

Date: 08.02.2023

Ref. No. 1740/2023/OIR

Subject: Request to provide the reimbursement of INR 28320 towards the premium paid for LinkedIn subscription in order to increase the alumni connectivity

Dear Sir,

This is to state that my personal LinkedIn account was used for the official purpose in order to increase the alumni connectivity using the premium subscription, during the period I had worked as Executive Officer at Alumni Affairs. The subscription amount of INR 2832 per month had since been paid using my personal credit card as that is the only medium to pay premium subscription for the LinkedIn.

In this regard, an amount of INR 28320 for 10 months from March 2022 to December 2022 is pending for reimbursement towards the premium paid for LinkedIn subscription paid by me, in order to increase the alumni connectivity.

Enclosed are the supporting documents as proof of evidence against the procurement and usage of the LinkedIn service for official purpose of increasing the alumni connectivity for a substantial period of time (from the year 2019 to 2022):

- Annexure I: Monthly Invoice against the payment from Mar 2022 to Dec 2022
- Annexure II: A few transaction details in support of the payment made from ERP towards the reimbursement of LinkedIn subscription
- Annexure III: Details regarding the transfer of ownership of the official LinkedIn groups from my personal account following the cancellation of LinkedIn subscription

As advised, I have transferred the ownership of all the official LinkedIn groups of alumni from my personal account and have cancelled the premium subscription (details attached in Annexure III) from January 2023.

Submitted for your kind consideration and approval for reimbursement.

Executive Officer

To
SEO (APLIR) For n.a.

Dean, Outreach and Alumni Affairs

ANNEXURE - I



LinkedIn Singapore Pte. Ltd.
10 Marina Boulevard
Marina Bay Financial Centre
Tower 2, Level 30
SINGAPORE 018983

TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:

SHRUTI SINGH
721302
India

Date: 3/6/2022
Method: Visa ****3006
Receipt #: 1798039843
Invoice #: 7395528123

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From March 6, 2022 to April 6, 2022	₹2,400.00	1	₹2,400.00

Prayag

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal: ₹2,400.00
GST: 18% ₹432.00
Invoice: ₹2,832.00
Payment: ₹2,832.00
Balance: ₹0.00



LinkedIn Singapore Pte. Ltd.
10 Marina Boulevard
Marina Bay Financial Centre
Tower 2, Level 30
SINGAPORE 018983

TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:
SHRUTI SINGH
721302
India

Date: 4/6/2022
Method: Visa ****3006
Receipt #: 1829804733
Invoice #: 7500848883

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From April 6, 2022 to May 6, 2022	₹2,400.00	1	₹2,400.00

Prayag

Subtotal:	₹2,400.00
GST: 18%	₹432.00
Invoice:	₹2,832.00
Payment:	₹2,832.00
Balance:	₹0.00

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.



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TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:
SHRUTI SINGH
721302
India
IIT KHARAGPUR

Date: 5/6/2022
Method: Visa ****3006
Receipt #: 1959816294
Invoice #: 7831554614

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From May 6, 2022 to June 6, 2022	₹2,400.00	1	₹2,400.00

Rajesh

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal: ₹2,400.00
GST: 18% ₹432.00
Invoice: ₹2,832.00
Payment: ₹2,832.00
Balance: ₹0.00



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TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:

SHRUTI SINGH
721302
India

Date: 6/6/2022
Method: Visa ****3006
Receipt #: 1883028933
Invoice #: 7679190483

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From June 6, 2022 to July 6, 2022	₹2,400.00	1	₹2,400.00

Ram

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal:	₹2,400.00
GST: 18%	₹432.00
Invoice:	₹2,832.00
Payment:	₹2,832.00
Balance:	₹0.00



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TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:

SHRUTI SINGH
721302
India

Date: 7/6/2022
Method: Visa ****3006
Receipt #: 1905206033
Invoice #: 7757269413

Item Description

1 Premium Business Subscription renewal (Monthly)
From July 6, 2022 to August 6, 2022

Rate	Quantity	Price
₹2,400.00	1	₹2,400.00

Signature
1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal:	₹2,400.00
GST: 18%	₹432.00
Invoice:	₹2,832.00
Payment:	₹2,832.00
Balance:	₹0.00



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TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:

SHRUTI SINGH
721302
India

Date: 8/6/2022
Method: Visa ****3006
Receipt #: 1926481423
Invoice #: 7834104083

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From August 6, 2022 to September 6, 2022	₹2,400.00	1	₹2,400.00

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal: ₹2,400.00
GST: 18% ₹432.00
Invoice: ₹2,832.00
Payment: ₹2,832.00
Balance: ₹0.00



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SINGAPORE 018983

TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:

SHRUTI SINGH
721302
India

Date: 9/6/2022
Method: Visa ****3006
Receipt #: 1947665183
Invoice #: 7906204093

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From September 6, 2022 to October 6, 2022	₹2,400.00	1	₹2,400.00

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal: ₹2,400.00
GST: 18% ₹432.00
Invoice: ₹2,832.00
Payment: ₹2,832.00
Balance: ₹0.00



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Marina Bay Financial Centre
Tower 2, Level 30
SINGAPORE 018983

TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:

SHRUTI SINGH
721302
India

Date: 10/6/2022
Method: Visa ****3006
Receipt #: 1971504973
Invoice #: 7992196603

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From October 6, 2022 to November 6, 2022	₹2,400.00	1	₹2,400.00

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal: ₹2,400.00
GST: 18% ₹432.00
Invoice: ₹2,832.00
Payment: ₹2,832.00
Balance: ₹0.00



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SINGAPORE 018983

TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:

SHRUTI SINGH
721302
India
IT Kharagpur

Date: 11/6/2022
Method: Visa ****3006
Receipt #: 1993817403
Invoice #: 8068081933

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From November 6, 2022 to December 6, 2022	₹2,400.00	1	₹2,400.00

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal: ₹2,400.00
GST: 18%: ₹432.00
Invoice: ₹2,832.00
Payment: ₹2,832.00
Balance: ₹0.00



LinkedIn Singapore Pte. Ltd.
10 Marina Boulevard
Marina Bay Financial Centre
Tower 2, Level 30
SINGAPORE 018983

TAX INVOICE
IN GST: 9917SGP29002OSR

Billed to:
SHRUTI SINGH
721302
India
IIT KHARAGPUR

Date: 12/6/2022
Method: Visa ****3006
Receipt #: 2015424643
Invoice #: 8142996853

Item	Description	Rate	Quantity	Price
1	Premium Business Subscription renewal (Monthly) From December 6, 2022 to January 6, 2023	₹2,400.00	1	₹2,400.00

1. You'll pay ₹2,832.00 each month (tax included) until you cancel. Cancel anytime by clicking the "me" icon on the homepage -> access My Premium -> manage account -> cancel. See here for detailed instructions on how to cancel.

Subtotal:	₹2,400.00
GST: 18%	₹432.00
Invoice:	₹2,832.00
Payment:	₹2,832.00
Balance:	₹0.00

ANNEXURE-II

ERP BILLING INFORMATION (BILLING HISTORY) TOWARDS THE REIMBURSEMENT FOR PREMIUM PAID FOR LINKEDIN SUBSCRIPTION FOR THE PURPOSE OF ALUMNI CONNECTIVITY

Bill No	Bill Status	Amount	Description	Payment Details	Account Heads
BM/2018-2019/IIT/32467 Print Bill	Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 25-02-2019	Rs. :2832.00/-	BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR(EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION (LINKEDIN) CHARGES FOR THE MONTH OF FEBRUARY FOR ALUMNI CONNECTIVITY AGAINST INVOICE NO.4478688493 DATED 06.02.2019	Voucher No: 31461; Payment Mode: BA; Chq/DD/TV No: MG/SBI/2018-2019/620	Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable
BM/2018-2019/IIT/31785 Print Bill	Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 20-02-2019	Rs. :2832.00/-	BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR(EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION (LINKEDIN) CHARGES FOR THE MONTH OF JANUARY FOR ALUMNI CONNECTIVITY AGAINST INVOICE NO.2891977225 DATED 06.01.2019	Voucher No: 31159; Payment Mode: BA; Chq/DD/TV No: MG/SBI/2018-2019/605	Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable
BM/2018-2019/IIT/28503 Print Bill	Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 22-01-2019	Rs. :2832.00/-	BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR (EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION (LINKEDIN) CHARGES FOR THE MONTH OF DECEMBER FOR ALUMNI CONNECTIVITY AGAINST INVOICE NO.2865806985 DATED 06.12.2018	Voucher No: 28115; Payment Mode: BA; Chq/DD/TV No: MG/SBI/2018-2019/521	Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable

<p>BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR(EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION (LINKEDIN) CHARGES FOR ALUMNI CONNECTIVITY AGAINST INVOICE NO.2839176915 DATED 06.11.2018</p> <p>Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 19-12-2018</p> <p>Rs. :2832.00/-</p>	<p>BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR(EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION RENEWAL(LINKEDIN) CHARGES FOR ALUMNI CONNECTIVITY AGAINST INVOICE NO.2809870385 DATED 06.10.2018</p> <p>Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 22-11-2018</p> <p>Rs. :2400.00/-</p>	<p>BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR(EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION (LINKEDIN) CHARGES FOR ALUMNI CONNECTIVITY AGAINST INVOICE NO.2779779245 DATED 06.09.2018</p> <p>Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 05-10-2018</p> <p>Rs. :2832.00/-</p>	<p>BEING THE AMOUNT PAID TO SHRUTI GUPTA FOR MONTHLY PREMIUM BUSINESS SUBSCRIPTION RENEWAL FROM 06TH NOV 2019 TO 06TH DEC 2019</p> <p>Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 25-02-2020</p> <p>Rs. :2832.00/-</p>
			<p>Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable</p> <p>Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable</p> <p>Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable</p> <p>Dr. Head: (200313)Magazine and Journal; Cr. Head: (300100)Payable</p>

NO.3116039125 DATED
06.08.2019

		<p>BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR(EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION (LINKEDIN) CHARGES FOR THE MONTH OF JUNE FOR ALUMNI CONNECTIVITY AGAINST INVOICE NO.3046728165 DATED 06.06.2019</p> <p>Voucher No: 8546; Payment Mode: BA; Chq/DD/TV No: MG/SBI/2019-2020/312</p>	<p>Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable</p>
<p>BM/2019-2020/IIT/8532 Print Bill</p>	<p>Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 12-07-2019</p> <p>Rs. .2832.00/-</p>	<p>BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR(EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION (LINKEDIN) CHARGES FOR THE MONTH OF MARCH FOR ALUMNI CONNECTIVITY AGAINST INVOICE NO.2949118965 DATED 06.03.2019</p> <p>Voucher No: 6821; Payment Mode: BA; Chq/DD/TV No: MG/SBI/2019-2020/281</p>	<p>Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable</p>
<p>BM/2019-2020/IIT/7152 Print Bill</p>	<p>Status : Bill PaidPayee Name : Shruti Singh Parihar; Payment Date : 03-07-2019</p> <p>Rs. .2832.00/-</p>	<p>BEING THE AMOUNT REIMBURSED TO MS.SHRUTI SINGH PARIHAR(EC-16066) TOWARDS PREMIUM BUSINESS SUBSCRIPTION (LINKEDIN) CHARGES FOR THE MONTH OF MAY FOR ALUMNI CONNECTIVITY AGAINST</p> <p>Voucher No: 3960; Payment Mode: BA; Chq/DD/TV No: MG/SBI/2019-2020/185</p>	<p>Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable</p>
<p>BM/2019-2020/IIT/4294 Print Bill</p>			

INVOICE NO.4633204924
DATED 06.05.2019

		AMOUNT BEING REIMBURSED TO SHURTI SINGH PARIHAR TOWARDS PAYMENT OF LINKED IN FOR THE MONTH OF APRIL,2019	Dr. Head: (200312)Advertisement and Publicity; Cr. Head: (300100)Payable
BM/2019-2020/IIT/2938 Print Bill	Status : Bill Paid Payee Name : Shruti Singh Parihar; Payment Date : 21-05-2019	Rs. :2832.00/-	Voucher No: 3037; Payment Mode: BA; Chq/DD/TV No: MG/SBI/2019-2020/138



ANNE XURE - III

Shruti Singh <shruti301@gmail.com>

Linkedin subscription charges transferred

Tue, Jan 17, 2023 at 11:44 AM

Shruti Singh <shruti@adm.iitkgp.ac.in>

To: Anirban Biswas <anirban.biswas@adm.iitkgp.ac.in>

Cc: rajeshghosh6 <rajeshghosh6@gmail.com>, Shruti Singh <shruti301@gmail.com>, ANIRBAN BISWAS <ANIRBAN.BISWAS.IITKGP@gmail.com>, anamikaghosh111

<anamikaghosh111@gmail.com>, AA&IR F&A <f&a@adm.iitkgp.ac.in>, dc <dc@mining.iitkgp.ac.in>, Jayanta Mukhopadhyay <jay@cse.iitkgp.ac.in>, goutam

<goutam@mech.iitkgp.ac.in>, Associate Dean International Relation <adeanir@adm.iitkgp.ac.in>

Dear Anirban Da,

This is a gentle reminder for the Linkedin subscription reimbursement.

Requesting you to please look into the matter.

Please let me know if there is any issue or any assistance is required from my end.

Thanks
Shruti**From:** "Shruti Singh" <shruti@adm.iitkgp.ac.in>**To:** "Anirban Biswas" <anirban.biswas@adm.iitkgp.ac.in>**Cc:** "rajeshghosh6" <rajeshghosh6@gmail.com>, "Shruti Singh" <shruti301@gmail.com>, "ANIRBAN BISWAS" <ANIRBAN.BISWAS.IITKGP@gmail.com>, "anamikaghosh111" <anamikaghosh111@gmail.com>, "AA&IR F&A" <f&a@adm.iitkgp.ac.in>, "dc" <dc@mining.iitkgp.ac.in>, "Jayanta Mukhopadhyay" <jay@cse.iitkgp.ac.in>, "goutam" <goutam@mech.iitkgp.ac.in>, "Associate Dean International Relation" <adeanir@adm.iitkgp.ac.in>**Sent:** Tuesday, December 20, 2022 11:03:21 AM**Subject:** Re: Linkedin subscription charges transferred

Dear Anirban Da,

As advised, the ownership of both the the official alumni Linkedin Group (IIT Kharagpur alumni group and IITKGP Distinguished Alumni Group) has been shared with the following personal accounts:

- Anirban Biswas
- Alolika Mukherjee
- Suman Sutradhar

Now, anyone of the owners may remove my existing ownership in those groups.

The premium subscription of my personal LinkedIn account has also been cancelled. Attached is the screenshot of the same for the kind perusal of Accounts team.

Please note that the subscription amount of 10 months (Mar 2022 to Dec 2022), i.e. INR 28,320/- is already paid by me and is pending for the reimbursement. All the invoices have been submitted to Rajesh. I shall request you to kindly advise the accounts team to clear the payment in due course.

Thank you so much for all the help in this regard.

Regards
Shruti

From: "Anirban Biswas" <anirban.biswas@adm.iitkgp.ac.in>
To: "rajeshghosh6" <rajeshghosh6@gmail.com>, "Shruti Singh" <shruti301@gmail.com>
Cc: "ANIRBAN BISWAS" <ANIRBAN.BISWAS.IITKGP@gmail.com>, "Shruti Singh" <shruti@adm.iitkgp.ac.in>, "anamikaghosh111" <anamikaghosh111@gmail.com>, "AA&IR F&A" <f&a@adm.iitkgp.ac.in>, "dc" <dc@mining.iitkgp.ac.in>, "Jayanta Mukhopadhyay" <jay@cse.iitkgp.ac.in>

Sent: Tuesday, December 6, 2022 3:07:56 PM
Subject: Re: Linkedin subscription charges transferred

Dear Rajesh -

Please process the payments at the earliest. Shruti is helping us with her card and we can't keep this pending.

Dear Shruti -

is already planning for an alternate way so that our office can take care of the payment and handle the account. Within next 3 weeks we should have action in place.

Best Regards,
Anirban

From: "Shruti Singh" <shruti301@gmail.com>
To: "Anirban Biswas" <anirban.biswas@adm.iitkgp.ac.in>
Cc: "anirban biswas iitkgp" <ANIRBAN.BISWAS.IITKGP@gmail.com>, "Shruti Singh" <shruti@adm.iitkgp.ac.in>, "anamikaghosh111" <anamikaghosh111@gmail.com>, "AA&IR F&A" <f&a@adm.iitkgp.ac.in>, "rajeshghosh6" <rajeshghosh6@gmail.com>
Sent: Tuesday, December 6, 2022 2:44:01 PM
Subject: Re: Linkedin subscription charges transferred

Dear Anirban Da,

As advised, for the time being, I went ahead with the subscription for this month too. Attached is the receipt for your kind perusal.

Please see if some amount could again get reimbursed to me.

Thanks
Shruti

On Fri, Dec 2, 2022 at 10:24 AM Shruti Singh <shruti301@gmail.com> wrote:

Dear Anirban Da,

This is to remind you that the subscription for Linkedin account will again get deducted on 6th Dec, Tuesday. If we do not make a decision by Monday, it might again get dragged out for a month.

Requesting you to kindly look into the possibility of transferring the LinkedIn account (with more than 16000 alumni) to some official platform, instead of my personal account.

Looking forward to a solution to this.

Thanks in anticipation.

Regards
Shruti

On Wed, Nov 23, 2022 at 4:26 PM Shruti Singh <shruti301@gmail.com> wrote:

That will be really helpful.

Thanks
Shruti

On Wed, Nov 23, 2022 at 2:54 AM Anirban Biswas <anirban.biswas@adm.iitkgp.ac.in> wrote:

Thanks Shruti for considering this. We are in process of making a decision regarding this. We don't want anyone's personal card to be charged for office purpose.

Rest of your pending bills will be gradually processed and in 2 months all outstanding should be clear.

Thanks and Regards,
Anirban

From: "Shruti Singh" <shruti301@gmail.com>
To: "Anirban Biswas" <anirban.biswas@adm.iitkgp.ac.in>
Cc: "anirban biswas iitkgp" <ANIRBAN.BISWAS.IITKGP@gmail.com>, "Shruti Singh" <shruti@adm.iitkgp.ac.in>, "anamikaghosh111" <anamikaghosh111@gmail.com>, "AA&IR F&A" <f&a@adm.iitkgp.ac.in>, "rajeshghosh6" <rajeshghosh6@gmail.com>
Sent: Wednesday, November 23, 2022 3:36:24 PM
Subject: Re: Linkedin subscription charges transferred

Dear Anirban Da,

I received a cash amount of INR 5664 from Rajesh against the reimbursement of Jan-Feb 2022 for LinkedIn subscription charges paid by me.

Many many thanks for the initiation of my pending bills.

I shall also request you to kindly look into the matter if the official alumni LinkedIn group of the Institute could get transferred to some official account of Alumni Affairs (instead of my personal LinkedIn account). In that way, there will not be any requirement for a LinkedIn subscription for my personal account just for holding that group.

Once again thanks to you and Rajesh.

Please let me know in case any further information is required from my end for the reimbursement of pending dues.

Regards
Shruti

On Fri, Jul 15, 2022 at 10:23 PM Shruti Singh <shruti301@gmail.com> wrote:

Thank you Anirban Da for the prompt response.
Regards
Shruti

Sent from Shruti's iPhone

On 15-Jul-2022, at 3:13 PM, Anirban Biswas <anirban.biswas@adm.iitkgp.ac.in> wrote:

Dear Shruti -

Sorry for the inconvenience. I am requesting our accounts team to generate the total outstanding and transfer the fund to your bank account at the earliest.

Best Regards,
Anirban

From: "Shruti Singh" <shruti301@gmail.com>
To: "anirban biswas iitkgp" <anirban.biswas.iitkgp@gmail.com>
Cc: "Anirban Biswas" <anirban.biswas@adm.iitkgp.ac.in>, "Shruti Singh" <shruti@adm.iitkgp.ac.in>, "anamikaghosh111" <anamikaghosh111@gmail.com>
Sent: Friday, July 15, 2022 11:43:40 AM
Subject: Re: Linkedin subscription charges transferred

Dear Anirban Da,
Hope you are doing well.

It will be greatly appreciated if you could kindly look into the matter of my LinkedIn subscription charges reimbursement.

Last week once again, the charges got debited from my credit card on 6th July. Please let me know if there is any discrepancy or confusion or whether I have to do any needful from my end for the reimbursement procedure.

Looking forward for your kind cooperation.

Thanks
Shruti

Sent from Shruti's iPhone

On 06-Jun-2022, at 4:58 PM, Shruti Singh <shruti301@gmail.com> wrote:

Hi Anamika,
Could you please share the LinkedIn invoices with Anirban Da and kindly help in the due payment of the LinkedIn subscription paid by me.

Thanks Shruti

Sent from Shruti's iPhone

On 15-Jan-2022, at 12:18 PM, ANIRBAN BISWAS <anirban.biswas.iitkgp@gmail.com> wrote:

Dear Shruti -

I have paid 11,328 INR to you for Sep-Dec2021. I will pay the rest when I get the invoices from Anamika, which will be earliest by Monday. Have a good week-end.

Regards,
Anirban

On Fri, Jan 14, 2022 at 6:29 PM Shruti Singh <shruti301@gmail.com> wrote:

Dear Anirban Da,
Hope you and everyone in the office are doing well.

This is to bring to your kind attention that the LinkedIn subscription charges for the last 5 months (Sep 2021 to Jan 2022) have been pending.

It will be greatly appreciated if it could get processed for reimbursement.

Anamika may kindly help with downloading the invoices from the LinkedIn account.

Thanks in anticipation.

Wish all of you a safe time there.

Thanks
Shruti

On Fri, Oct 1, 2021 at 2:14 PM Shruti Singh <shruti301@gmail.com> wrote:

Dear Anirban Da,
Many thanks for the needful.

I received it.

Regards
Shruti

Sent from Shruti's iPhone

On 01-Oct-2021, at 1:05 PM, ANIRBAN BISWAS <ANIRBAN.BISWAS.IITKGP@gmail.com> wrote:

Dear Shruti -
Hope things are going well. We have reimbursed an amount of Rs 8496 to your account. This is for June-July-August 2021 LinkedIn subscription.

Kindly confirm if you have received the amount.

Best Regards,
Anirban

On Wed, Sep 8, 2021 at 9:24 AM Shruti Singh <shruti301@gmail.com> wrote:

Dear Anirban Da,
Thanks for your mail.

It's totally fine with me. Pls act as per the office convenience. I can wait accordingly.

Regards
Shruti

Sent from Shruti's iPhone

On 07-Sep-2021, at 8:18 PM, Anirban Biswas <anirban.biswas@adm.iitkgp.ac.in> wrote:

Dear Shruti -

Thanks for your email. Sorry I missed out your earlier email due to much workload during these days. Unfortunately, our EZ card doesn't have any balance and I am also supposed to get 6000/- back for which I am waiting for the last few weeks. Request you to wait for few more days as we have submitted our bills and the card will be reloaded soon. The other option is to apply an ERP which will

take nearly one and half months to get fulfilled. I will suggest if you can wait for a few more days.

I Hope the rest of the things at your end are going as per the plan and you all are doing well. Please stay in touch and have a good time.

Warm Regards,
Anirban Biswas

Senior Executive Officer
Alumni Affairs & International Relations
Indian Institute of Technology Kharagpur
Office # 03222-281858

From: "Shruti Singh" <shruti301@gmail.com>
To: "Anirban Biswas" <anirban.biswas@adm.iitkgp.ac.in>
Cc: "Shruti Singh" <shruti@adm.iitkgp.ac.in>, "anamikaghosh111" <anamikaghosh111@gmail.com>
Sent: Monday, September 6, 2021 8:11:34 PM
Subject: Re: Linkedin subscription charges transferred

Dear Anirban Da,
This is to bring to your kind notice that today once again the LinkedIn subscription amount for September got deducted from my credit card.

It makes it pending for 4 months now. I understand you might be occupied and would request you to kindly get this reimbursed whenever you get some time.

Anamika may help with all the bill copies.

Hope all is well at your end. Stay safe.

Thanks
Shruti

Sent from Shruti's iPhone

On 11-Aug-2021, at 10:43 AM, Shruti Singh <shruti301@gmail.com> wrote:

Dear Anirban Da,
Hope you are doing well.

This is to request you to kindly help in getting the LinkedIn subscription reimbursement for Jun-Jul- Aug.

Anamika may kindly download and provide you the LinkedIn receipt of last 3 months.

Thanks in anticipation.

Warm Regards
Shruti

Sent from Shruti's iPhone

On 11-May-2021, at 3:21 PM, Shruti Singh <shruti301@gmail.com> wrote:

Dear Anirban Da,
Many thanks for the prompt action.

I have received the said amount in my bank account as LinkedIn subscription reimbursement account.

11 PM

Gmail - Linkedin subscription charges transferred

Thanks that you personally looked into it and
got it done rapidly.

Regards
Shruti

Sent from Shruti's iPhone

On 10-May-2021, at 8:04 PM,
Anirban Biswas
<anirban.biswas@adm.iitkgp.ac.in> wrote:

Dear Shruti -

I have transferred the following
fund to your account as three
months Linkedin subscription
charges. Request you to kindly
confirm the receipt of the fund.
Thanks and have a good day!

<32034695.390000008>

Warm Regards,
Anirban Biswas

Senior Executive Officer
Alumni Affairs & International
Relations
Indian Institute of Technology
Kharagpur
Office # 03222-281858