



Office of International Relations
Indian Institute of Technology
Kharagpur-721302

Ref. No. 1743/2023/OIR

Date: 09.02.2023

Sub: Request to provide honorarium to System Analyst

This is to state that Ms Vinaya Narayanan has worked on the new website of international relations for the month of Nov 2022, Dec 2022 and Jan 2023. The following tasks have been completed during the period:

- Updating pending content on the new IR website
- Updating existing IR website, including Digiplat
- Updating brandstore website
- Documentation preparation

An amount of INR 10000 may kindly be paid to Ms Vinaya Narayanan, the System Analyst as an honorarium from the operating grant of IR.


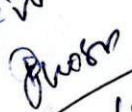
Submitted for the kind consideration and approval.


Associate Dean, IR & Ranking


9/2/23.

Dean, Outreach & AA

Executive, F&A
Pls transfer the approved payment
to Ms. Vinaya. The account details
must be available in records.


3/2/23
Received by

11/2/23