



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India



Ref No.: 1785/2023/OIR

Date: 16/03/2023

NOTE

This is to bring to your kind attention that pursuant to the Director's instructions, the Office of International Relations organised an Interactive Session for the International Students with the Director, Deans and Associate Deans of the Institute and all arrangement was done within a short duration of one day.

During the session, snacks and tea were arranged for all the international students, professors, staff members and supporting staff. An expenditure of INR 14,000 was incurred for organising the event.

Now, you are being requested to kindly process the payment of an amount INR 14,000 to the vendor, SUJATA ENTERPRISES for the services rendered during the interactive session.

Associate Dean,
International Relations and Ranking
May be approved.

The invitation emails were sent to all concerned
from ADean (IR&R) account. (Flag-1)

8/12/23/23

Dean, Outreach and Alumni Affairs

Deputy Director
Deputy Registrar, Accounts
20/03/2023