



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1787/2023/OIR

DEPUTY DIRECTOR'S OFFICE
No. 579
IN 21 MAR 2023
OUT
IIT KHARAGPUR

Date: 16/03/2023

NOTE

This is to inform you that the Office of International Relations organised a trip to Bishnupur for the international students to provide them with a unique opportunity to explore the rich cultural heritage of India and Bishnupur is an ideal destination, particularly for its terracotta handicrafts and architecture. The trip was a huge success, and the students enjoyed and gained a lot from the experience.

In this regard, we had previously received approval for the budget for this trip. However, due to unforeseen circumstances and unavoidable expenses, the initial budget has been exceeded. The additional expenses had arisen due to the needs for additional refreshments for the students during the trip and local transportation at Bishnupur. The destination was quite far from IITKGP Campus and took at least three hours to go and three hours to return. Due to the long duration of the trip, the additional refreshments were arranged for the students to ensure that they remain hydrated and energised throughout the trip.

The total expenses that was incurred during the trip is INR 77,735 (enclosed herewith). The initial budget approval document has also been attached herewith.

Now, it has been placed for your kind consideration and approval of the excess budget for the International Students' trip to Bishnupur.

Associate Dean, 20/3/23
International Relations and Ranking

Dean, Outreach and Alumni Affairs

The additional expenditure is due to inadvertent oversight of the requirement for enough food during the long trip. Also the ~~bus~~ rent for 2 buses was not accounted for in the original budget proposal (see Page-1 and Page-2)

Deputy Director

20/3/23

Deputy Registrar, Accounts

The budget that was incurred during the International Students' trip to Bishnupur has been given below:

ITEMS	AMOUNT (INR)
2 Institute Buses	20000
55 Snack packets for Breakfast (including tea) for International Students, IR Cell students, OIR staff members and drivers)	21450
7 packets of Water Bottles (each packet contains 24 water bottles of 500 ml each)	1960
Lunch (at Bishnupur) for 46 people	25128
Toto rent (local transportation at Bishnupur) – 11 totos were hired	5500
Other contingencies (including tickets)	3700
Total	77735

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Vendor: Sujata Enterprise (Inv. 737, dt- 19/12/2022)
Inv. No. 35029, dt 28/03/2023 → Rs. 21450/-