



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

DEPUTY DIRECTOR'S OFFICE	
No.	572
IN	21 MAR 2023
OUT	IIT KHARAGPUR

Ref No.: 1796/2023/OIR

Date: 17/03/2023

NOTE

This is to inform you that the Office of International Relations organised orientation programme for all the new inbound students (foreign nationals) who joined the institute during the academic year 2022-23 to provide them with the opportunity to meet and interact with other international students, as well as local students, provide valuable information about the campus, the local community, academic expectations, and cultural norms, which helps them adjust to their new surroundings more easily.

In this regard, the office arranged refreshments for all the students and staff members, but the addition of tea at the last minute caused the budget for refreshment to be higher than the initial budget. Nonetheless, the event's overall expenditures are within the confines of the pre-approved budget.

Now, it has been placed for your kind consideration and approval for the exceeded budget of the refreshments and for releasing the payment to the vendor.

Associate Dean,
International Relations and Ranking

20/3/23

J 20/3/23

Dean, Outreach and Alumni Affairs

(Although the expenditure under refreshment
exceed by INR 520.00 as explained above, the
total expenditure is within the approved amount
(F-1-1))

~~Deputy Director~~

Forwarded to DR (Ac) for necessary action please.

23/3/23

Deputy Registrar, Accounts



Indian Institute of Technology Kharagpur
Administrative Approval For Procurement (FORM - A)

FBR/2022-2023/IIT/15565

Booking Request ID:FBR/2022-2023/IIT/15565

Booking ID:FBK/2022-2023/IIT/14859

Name of Indentor : Anirban Biswas (19007)
Designation : Senior Executive Officer Grade-I
Organisation : Indian Institute of Technology Kharagpur
Cost Center : International Relations
Project : Not Applicable



Budget Information : Maintenance Fund

Item Description : Being amount paid to Sujata Enterprise (V/2018/832) towards purchase of refreshment items for orientation programe with new international students. vide bill no-642 dt 29-08-2022
Total Estimated Value : 7520.00 [Rupees Seven Thousand Five Hundred Twenty Only] /-
Status : Approved
Justification(add extra sheet if required) :

summarized position of allocation

Total Allocated Amount	Cumulative Booked Fund	Available Balance	Total Concurred	Creation Information
1284518.00	592916.00	691602.00	585396.00	19007 12-01-2023 04:07 PM

Date:

3/2/23

(Signature of The Indentor)

Shri Anirban Biswas
Senior Executive Officer (Gr-I)
IIT Kharagpur

If Proposal upto 600000 /-

Approved

Date:

14/2/23

प्राध्यापक जयन्त मुखोपाध्याय
(Signature and Seal of The ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOIPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD IIC / PRESIDENTS TSG / ALL PICs / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRT/SE/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE)
Indian Institute of Technology Kharagpur

If Proposal above 600000 /-

Approved

Date:

Recomendation of the /ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOIPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD IIC / PRESIDENTS TSG / ALL PICs / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRT/SE/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE

(Signature with Seal)

Deputy Director

Approved

Date:

(Director)

FINANCIAL POWER FOR APPROVAL



Indian Institute of Technology Kharagpur

Finance Section

Booking Request ID:FBR/2022-2023/IIT/15565

Booking ID:FBK/2022-2023/IIT/14859

Dept./Centre/Section/School/Unit : International Relations
Project : Not Applicable
Proposal For : Being amount paid to Sujata Enterprise (V/2018/832) towards purchase of refreshment items for orientation programe with new international students. vide bill no-642 dt 29-08-2022
Fund Type : Maintenance Fund
Fund Sanctioned For This Proposal : 7520.00 [Rupees Seven Thousand Five Hundred Twenty Only] /-
Status : **Approved**
Order Id (If Any) : **No Order Has Been Given To This Concurrence On: 12-01-2023 04:08 PM**
Remarks By Approving Authority :Auto Concurrence / Approval Of The Booking Has been Made

Financial Concurrence

Financial Concurrence Id :FBK/2022-2023/IIT/14859

Financial concurrence is accorded for Rs. : **7520.00 [Rupees Seven Thousand Five Hundred Twenty Only] /-** under the head **No Head of Account(0)** for the year **2022-2023**, subject to Sanction of Expenditure.

Concurrence By:

J.A.O

Executive / Superintendent

Assistant Registrar (F)

Deputy Registrar (F&A)

Registrar

Deputy Director

Sanction of Expenditure

Sanction of Expenditure is accorded for Rs. 7520.00 [Rupees Seven Thousand Five Hundred Twenty Only] /- for issue of Work Order / Purchase Order to

M/s.....

Signature with Seal:

Approved By: Director/Dy. Director/Dean/HOD/HOS/HOC/PIC/Chairman/Registrar/Head of Section or Units

NB: Copy of this approval should be attached with the bill and send to the Accounts Section for payment.

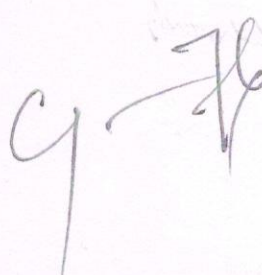
BILL**SUJATA ENTERPRISE**

RABINDRAPALLY, P.O.- HIJLI
KHARAGPUR, PASCHIM MEDINIPUR
PIN-721306

Mobile: 8016874514
e-mail- kharagpur9932@gmail.com

To O.I.R
I.I.T Kharagpur

Composition Taxable Person, Not Eligible to Collect Tax on Supplies.

Sl. No.	PARTICULAR	QNTY.	RATE	AMOUNT Rs. P.	
1.	Snacks packet	56pkt	120	6720	00
2.	Special tea	80cup	10	800	00
 GSTIN No - 19ESCPD3647A1Z3 Vender Code : VI2018/832 PAN No.- ESCPD3647A A/c No. - 1040050007344 IFSC Code: PUNB0104020					
				TOTAL	7520 00

Rupees in Word Seven thousand five hundred twenty Only

Bill No. 642 Date 29.08.2022

E.&O.E.

Challan No. Date

Order No.

