



Office of International Relation & Ranking Indian Institute of Technology Kharagpur

NOTE

Ref. No. 1850/2023/OIR

Date: 25.04.2023

Subject: Submission of the financial budget for the 1st quarter of 2023-2024.

The office of International Relations has prepared a comprehensive financial budget for the 1st quarter of the financial year 2023-2024.

The following funds are required, head wise:

SL No	Particulars	Amount (Rs.)
1	Recurring Grant	8,17,211.00
2	Non-Recurring Grant	75,000.00
Total		8,92,211.00

The details of the financial budget along with the fund requirement sheet for the 1st quarter of 2023-2024 are attached herewith for your kind reference.

This is submitted for your kind consideration and necessary approval please.

Executive Officer

Project Associates (F&A)

Associate Dean IR & Ranking

Dean OR & AA



DR Accounts

Enclosure

1. Format for fund requirement
2. Annexure-I
3. Annexure-II

FORMAT FOR FUND REQUIREMENT

Office of International Relations & Ranking
Indian Institute of Technology, Kharagpur

Financial Year 2023-2024

Requirement of Recurring Fund:

Budget	Month			Total of Quarter	Remarks
	1st	2nd	3rd		
Recurring (Maintenance)	556,744.00	130,233.00	130,234.00	817,211.00	Attach annexure-I for details

Requirement of Non-Recurring Fund:

Budget	Month			Total of Quarter	Remarks
	1st	2nd	3rd		
Non Recurring (Assets)	75,000.00	-	-	75,000.00	Attach annexure-II for details

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Arka Chandra
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Indian Institute of Technology, Kharagpur
Office of International Relations & Ranking

Part-A**Budgeted Expenses**

	Types of Expenses	Apr-23 to June-23
		1st Quarter
Maintenance Fund	Accommodation Expenses (Inbound and outbound visit)	25,000.00
	Audit Fees	45,000.00
	Other Event Charges (Honorarium)	10,000.00
	Computer & Accessories supply maintenance	19,500.00
	Refreshment Expenses for the Office	15,000.00
	Refreshment Expenses for the Guest	10,000.00
	Gift Expenses	20,000.00
	Office & Administration Exp	35,000.00
	Postage & Courier Charges	4,000.00
	Printing & Stationary Exp	59,700.00
	Travelling & Conveyance Exp (Inbound & Outbound)	10,000.00
	Welcome Kit for international Relations	-
	Consumable Expenses	15,000.00
	Repair & Maintenance Exp	22,500.00
	Publication Exp	-
	IR Event Exp (Monthly Get together)	100,000.00
	Total Part-A	390,700.00

Part-B**Bills in hand related to previous year (2022-23)**

Sl No	Type of Expenses	Amount (Rs.)
1	Accommodation Expenses	82,920.00
2	Consumable Items	14,742.00
3	Fooding Expenses	116,814.00
4	Gift Items	75,286.00
5	Printing Expenses	23,801.00
6	Refreshment Expenses	29,827.00
7	Repair & Maintenance	4,700.00
8	Licence Cost	3,716.00
9	Stationery Items	7,410.00
10	Travelling Expenses	67,295.00
Total Part-B		426,511.00

Grand Total (A+B)	817,211.00
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Annexure-II

Indian Institute of Technology, Kharagpur		
Office of International Relations & Ranking		
Budgeted Expenses		
Capital Creation Fund	Types of Assests	Apr-23 to June-23
		1st Quarter
	Computer & Accessories	20,000.00
	Software	-
	Card Printer Machine	50,000.00
	Projector	-
	Screen	-
	Almirah	-
	Camera	-
	Biometric Device	-
	CC TV	-
	Webcam, Headphone and Speaker, Dongle	5,000.00
	External Hard Disk	-
	Total	75,000.00

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Arundhati Chakraborty
25/4/23

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