



Office of International Relations
Indian Institute of Technology
Kharagpur-721302



Ref. No. 1866/2023/OIR

Date: 12.05.2023

Subject: Request to approve the procurement of one Induction Cooker for PDF building on urgent basis

An urgent complaint has been received from Mr Debasis Chaudhuri (Roll No. 21DE91R04) staying at PDF hostel room no. 806 regarding the sudden breakdown of the induction cooker. (Flag-1)

Due to the extreme weather and the medical condition of the guest, we need to provide him with the new induction cooker on urgent basis. He is also paying the monthly rent of INR 10000 per month for his stay at PDF.

This is to bring to your kind attention that all the 11 induction cookers provided to international students in all the PDF rooms have undergone repair multiple times and need to be changed to avoid such sudden breakdown in future. For that, we may separately initiate a purchase process through GeM (delivery time is more than 20 days) to buy a set of 11 new induction cookers for all the PDF rooms.

The estimated budget for the purchase of good quality Induction Cooker (only 1 No) is approximately INR 5000.

Submitted for consideration and approval please.

Anto Chakraborty 12/5/23
Associate Dean, IR and Ranking

May be approved as the need is urgent.

J 15/5/23
Dean, Outreach and Alumni Affairs

Procurement May be approved under the non-recurring grant of OIR.

Deputy Director

Pls discuss.

16/5/23

Discussed. Purchase of one cooker was allowed.

For as a policy, it was decided that the responsibility of maintenance and repair of amenities will be ^{rest on} given to the visitor.

Anto Chakraborty
17/5/23

Fwd: Breakdown of induction cooker

From : Arup Roy <aruproy07@gmail.com>

Thu, May 11, 2023 11:46 AM

Subject : Fwd: Breakdown of induction cooker

To : Shruti Gupta <shruti@adm.iitkgp.ac.in>

Cc : Associate Dean International Relation
<adeanir@adm.iitkgp.ac.in>

Mam,
Please see the trail mail and give some instructions.

Best Regards,

Mr. Arup Kr Roy

Junior Executive

Office of International Relations (OIR)

(Main Building-Ground Floor, Opp.to the entrance of the Central Library)
IIT Kharagpur.
Office Desk: +91 3222-281068

----- Forwarded message -----

From: **Debasis Chaudhuri** <debasis.chaudhuri@gmail.com>

Date: Thu, May 11, 2023 at 11:33 AM

Subject: Breakdown of induction cooker

To: <aruproy07@gmail.com>

Arup,
the induction cook top provided to me at pdf hostel room 806 is not working. i am facing immense difficulty in going out for my breakfast, lunch and dinner for the past few days. i request you to replace it with a new one in your soonest convenience.
thanking you

debasis chaudhuri
21de91r04