

## Office of International Relation & Ranking Indian Institute of Technology Kharagpur

### NOTE

Ref. No. 1910/2023/OIR

Date: 26.06.2023

**Subject: Submission of the financial budget for the 2nd quarter of 2023-2024.**

The office of International Relations has prepared a comprehensive financial budget for the 2nd quarter of the financial year 2023-2024.

The following funds are required, head wise:

SL No	Particulars	Amount (Rs.)
1	Recurring Grant	7,92,943.00
2	Non-Recurring Grant	0.00
Total		7,92,943.00

The details of the financial budget along with the fund requirement sheet for the 2nd 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 (2nd Quarter)			Total of 2nd Quarter	Remarks
	1st (July)	2nd (August)	3rd (September)		
Recurring (Maintenance)	455,643.00	168,650.00	168,650.00	792,943.00	Attach annexure-I for details

Requirement of Non-Recurring Fund:

Budget	Month (2nd Quarter)			Total of 2nd Quarter	Remarks
	1st (July)	2nd (August)	3rd (September)		
Non Recurring (Assets)	-	-	-	-	Attach annexure-II for details


Annexure-I

<b>Indian Institute of Technology, Kharagpur</b>		
<b>Office of International Relations &amp; Ranking</b>		
<b>Part-A</b>		
<b>Budgeted Expenses</b>		
Maintenance Fund	Types of Expenses	July-23 to September-23 2nd Quarter
	Accommodation Expenses (Inbound and outbound visit)	50,000.00
	Audit Fees	-
	Other Event Charges (Honorarium)	6,000.00
	Computer & Accessories supply maintenance	10,000.00
	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	10,000.00
	Printing & Stationary Exp	20,000.00
	Travelling & Conveyance Exp (Inbound & Outbound)	120,000.00
	Welcome Kit for international Relations	30,000.00
	Consumable Expenses	15,000.00
	Repair & Maintenance Exp	15,000.00
	Publication Exp	-
	IR Event Exp (Monthly Get together)	150,000.00
<b>Total Part-A</b>		<b>506,000.00</b>

<b>Part-B</b>		
<b>Bills in hand related to the 1st Quarter of 2023-24</b>		
Sl No	Type of Expenses	Amount (Rs.)
1	Accommodation Expenses	77,320.00
2	Consumable Items	7,921.00
3	Fooding Expenses	80,541.00
4	Gift Items	33,844.00
5	Printing Expenses	3,658.00
6	Refreshment Expenses	36,391.00
7	Repair & Maintenance	25,640.00
8	Licence Cost	-
9	Stationery Items	15,331.00
10	Travelling Expenses	6,297.00
<b>Total Part-B</b>		<b>286,943.00</b>
<b>Grand Total (A+B)</b>		<b>792,943.00</b>




Annexure-II

<b>Indian Institute of Technology, Kharagpur</b>		
<b>Office of International Relations &amp; Ranking</b>		
<b>Budgeted Expenses</b>		
<b>Capital Creation Fund</b>	<b>Types of Assests</b>	<b>July-23 to September-23</b>
		<b>2nd Quarter</b>
	Computer & Accessories	-
	Software	-
	Card Printer Machine	-
	Projector	-
	Screen	-
	Almirah	-
	Camera	-
	Biometric Device	-
	CC TV	-
	Webcam, Headphone and Speaker, Dongle	-
	External Hard Disk	-
	<b>Total</b>	<b>0.00</b>

