

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.

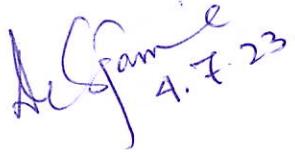
This is submitted for your kind consideration and necessary approval please.


Executive Officer


Shreya Bhosse
Project Associates (F&A)


Associate Dean IR & Ranking

Dean OR & AA


Dr. G. Ganesh
A.T. 23.

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

Sanjay Mohapatra *Shreya*
Phosu

Indian Institute of Technology, Kharagpur**Office of International Relations & Ranking****Part-A****Budgeted Expenses**

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 internation 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
	Total Part-A	506,000.00

Part-B**Bills in hand related to the 1st Quarter of 2023-24**

SI 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
	Total Part-B	286,943.00

Grand Total (A+B)	792,943.00
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Pradeep Chandra Majhi
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*Indian Institute of Technology, Kharagpur**Office of International Relations & Ranking**Budgeted Expenses*

Capital Creation Fund	Types of Assets	July-23 to September-23
		2nd Quarter
	Computer & Accessories	-
	Software	-
	Card Printer Machine	-
	Projector	-
	Screen	-
	Almirah	-
	Camera	-
	Biometric Device	-
	CC TV	-
	Webcam, Headphone and Speaker, Dongle	-
	External Hard Disk	-
	Total	0.00