



Office of International Relations (OIR)  
Indian Institute of Technology  
Kharagpur – 721 302

1864

REF: 1974/2023/OIR

Dated: 11.09.2023

NOTE

**Sub: Approval for the visit of Prof. Dr. Spyridon Cheirdaris, Finland, under the International Conference on Ship and Offshore Technology, IIT KGP Program during December 05-11, 2023.**

The following visitor from Finland is scheduled to visit IIT Kharagpur during December 05 – 11, 2023 under the International Conference on Ship and Offshore Technology.

1. Prof. Dr. Spyridon Cheirdaris

The faculty coordinator of his visit is Dr. Ranadev Datta, Department of OE&NA. As per the document submitted (enclosed no. Flag-ii & iv) it is understood that his local travel, stay and food will be supported from the International Conference on Ship and Offshore Technology (ISCOT) fund.

The supporting documents of the visit are enclosed. The Director is requested to kindly approve the visit.

This is placed for your kind consideration and approval.

Encl: (i) Filled up Ministry Clearance Form

(ii) Issuance of Visa Form

(iii) Passport Copy

(iv) Conference Approval copy

(v) Copy of Email Correspondence

Arup K. Roy  
11.09.23

Junior IR-Executive

Shubhi  
11/09/23

Executive Officer

Dhruv  
11/09/2023

Associate Dean AA&IR

Dean Outreach & AA

12/09/2023

Director



**Office of International Relations  
Indian Institute of Technology  
Kharagpur-721302**

**FORM FOR MINISTRY CLEARANCE  
GOVERNMENT OF INDIA  
FOR VISIT OF FOREIGN NATIONALS TO  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, INDIA**

1	Name :	Spyridon Cheirdaris (known as : Prof. Dr. Spyros Hirdaris)
2	Nationality :	Greek
3	Date of birth :	12.12.1975
4	Place of birth :	Athens, Greece
5	Number, Date & Place of Issue of Passport :	<b>Passport No : AT2174108</b> <b>Place of issue : A.E.A / Δ.Δ. NPC</b> <b>Date of issue : 10 July 2021</b>
6	Visa Number (if available)	Not applicable
7	Current residential address :	Piilipuuntie 14A5, Espoo, 02250, Finland
8	Permanent residential address :	Piilipuuntie 14A5, Espoo, 02250, Finland
9.	Profession :	Academic / University Professor
10.	Place of Employment:	Aalto University, Espoo, Finland
11.	Academic Credentials:	PhD, Professor of Marine Technology
12.	Purpose of visit:	Keynote address at the 7 <sup>th</sup> International Conference on Ship and Offshore Technology, ICSOT 2023, IIT KGP (8 – 9 Dec 2023) - <a href="http://www.icsot.iitkgp.ac.in/2023/">http://www.icsot.iitkgp.ac.in/2023/</a>
13.	Period of visit:	5 – 11 Dec 2023
14.	Email:	<a href="mailto:spyros.hirdaris@aalto.fi">spyros.hirdaris@aalto.fi</a>
15.	Day time Phone:	+358503499903
16.	Address of Indian Embassy where you will be applying for your visa:	32 Kulosaarentie, 00570, Helsinki, Finland <a href="https://www.indembhelsinki.gov.in/contact-us.php">https://www.indembhelsinki.gov.in/contact-us.php</a>
17.	Coordinator of your visit at IITKGP/Dept : OENA	Dr. Ranadev Datta



**Office of International Relations  
Indian Institute of Technology  
Kharagpur-721302**

**Request for issuance of visa invitation letter to foreign citizens**

<b>Invitee details</b>	
<b>Name of the visitor:</b>	<b>Spyridon Cheirdaris (known as : Prof. Dr. Spyros Hirdaris)</b>
<b>Address and contact details:</b>	<b>Piilipuuntie 14A5, Espoo, 02250, Finland</b>
<b>Citizenship:</b>	<b>Greek</b>
<b>Date of birth:</b>	<b>12.12.1975</b>
<b>Organization:</b>	<b>Aalto University, Espoo, Finland</b>
<b>Details of visit</b>	
<b>Host Dept/School/ Centre/ Office:</b>	<b>Department Of Ocean Engineering &amp; Naval Architecture</b>
<b>Activity to be undertaken at IITKGP:</b>	<b>Keynote address at the 7<sup>th</sup> International Conference on Ship and Offshore Technology, ICSOT 2023, IIT KGP (8 - 9 Dec 2023) - <a href="http://www.icsot.iitkgp.ac.in/2023/">http://www.icsot.iitkgp.ac.in/2023/</a></b>
<b>Intended duration of stay at IITKGP :</b>	<b>5 – 11 Dec 2023</b>
<b>Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof:</b>	<b>His local travel, stay and food will be supported from the ICSOT-2023 conference fund.</b>
<b>Support provided by any other organization incl. personal resources. Please give details and proof:</b>	<b>NO</b>
<b>Invited by</b>	
<b>Name, affiliation and signature of host:</b>	 <b>Dr. Ranadev Datta, Associate Professor, Department Of Ocean Engineering &amp; Naval Architecture, Indian Institute Of Technology, Kharagpur</b>
<b>Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)</b>	 <b>विभागाध्यक्ष/Head of the Dept. महासारग अभियांत्रिकी एवं नौ शिल्प विभाग DEPARTMENT OF OCEAN ENGINEERING AND NAVAL ARCHITECTURE भारतीय प्रौद्योगिकी संस्थान, खड़गपुर-721302 INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR-721302</b> 

**Please note: Govt. rules will be followed regarding issuance of visa invitation letters**





# Continuing Education Programme

Indian Institute of Technology, Kharagpur - 721302

To, PROF. R. DATTA, Please

## APPROVAL OF CONFERENCE

Date: 09-01-2023

The following has been approved by the Competent Authority

1. Program ID : IIT/CEP/CON/CON/2022-2023/NA/143
2. Title of the Program : 7th INTERNATIONAL CONFERENCE ON SHIP OFFSHORE TECHNOLOGY
3. 

ROLE	NAME	EC	DEPARTMENT
Convenor	Vishwanath Nagarajan	10001	Ocean Engg and Naval Architecture
Convenor	Ranadev Datta	13015	Ocean Engg and Naval Architecture
4. Department / Centre / School : Ocean Engg and Naval Architecture
5. Duration of Program : From 07-12-2023 to 09-12-2023
6. No of CEUs : 0
7. Expected number of participants : 100
8. Venue : IIT KHARAGPUR, Vikramshila Complex IIT Kharagpur
9. Source of Funds : Naval Research Board (NRB), Room no. 322, 3rd Floor, DRDO Bhawan, Rajaji Marg, DRDO HQ, New Delhi 110011
10. Brief Program Outline : 7th December : High Tea ( Evening), 8th December : Opening Ceremony, Keynote lectures, Paper presentation, Conference Dinner . 9th November Invited Lecture, Paper Presentation, Valedictory Ceremony.
11. Application / Processing Fee : INR 6000.00 ; INR 8000.00 ; INR 4000.00 ; INR 3000.00/-
12. For out station program : Not Applicable
13. Estimated Budget  
(All numbers will be adjusted at the end of the course approximately on proportionate basis to match the gross receipts)

receipts	amount
SGST (9% of Base Value: Rs.1016948 [Included with receipt])	91526
CGST (9% of Base Value: Rs.1016948 [Included with receipt])	91526
Application/Course/Registration/Delegate Fee	50000
Revenue from Advertisement	150000
Amount Received from Sponsor	1000000
<b>Total</b>	<b>1200000.00</b>

Expenditure	Amount (Rs.)
Overhead Expenses	203390
Travelling and Conveyance Expenses	125000
Proceedings Expenses	350000
Telephone, Fax and Internet / Networking Charges	1847
Miscellaneous and Contingencies	34941
Hospitality Expenses	300000
Auditors Remuneration	1770
SGST	91526
CGST	91526
<b>Total</b>	<b>1200000.00</b>

*D. Datta 9.1.23*

Dean (Outreach)/Asso.Dean (Outreach)

Zimbra

ir-office@adm.iitkgp.ac.in

**Re: Regarding invitation of the foreign delegates**

**From :** IIT Kharagpur Office of Dean, International Thu, Aug 24, 2023 10:15 AM  
Relations <ir-office@adm.iitkgp.ac.in>

**Subject :** Re: Regarding invitation of the foreign  
delegates

**To :** Ranadev Datta  
<ranadev@naval.iitkgp.ac.in>

Yes Sir, Everything is fine.

Best Regards,  
Arup Kumar Roy  
Junior IR-Executive  
Office of International Relations  
(Nalanda complex, 3rd Floor, NA#402)  
IIT Kharagpur  
office: +91 3222 281064

---

**From:** "Ranadev Datta" <ranadev@naval.iitkgp.ac.in>  
**To:** "IIT Kharagpur Office of Dean, International Relations" <ir-office@adm.iitkgp.ac.in>  
**Sent:** Thursday, August 24, 2023 9:26:36 AM  
**Subject:** Re: Regarding invitation of the foreign delegates

Dear Sir

Attached, kindly find all the documents related to the visit of Prof. Hirdaris to our 7th International Conference on Ship and Offshore Technology.

Kindly confirm if everything is fine, then I shall take the Signature of the Visa form and submit to IR office by today.

Regards  
Ranadev

---

**From:** "Ranadev Datta" <ranadev@naval.iitkgp.ac.in>  
**To:** "IIT Kharagpur Office of Dean, International Relations" <ir-office@adm.iitkgp.ac.in>  
**Sent:** Thursday, August 10, 2023 11:37:37 PM  
**Subject:** Re: Regarding invitation of the foreign delegates

Zimbra

ir-office@adm.iitkgp.ac.in

**Re: Regarding invitation of the foreign delegates****From :** Ranadev Datta  
<ranadev@naval.iitkgp.ac.in>

Thu, Aug 24, 2023 09:26 AM

**Subject :** Re: Regarding invitation of the foreign  
delegates**To :** IIT Kharagpur Office of Dean, International  
Relations <ir-office@adm.iitkgp.ac.in>

Dear Sir

Attached, kindly find all the documents related to the visit of Prof. Hirdaris to our 7th International Conference on Ship and Offshore Technology.

Kindly confirm if everything is fine, then I shall take the Signature of the Visa form and submit to IR office by today.

Regards  
Ranadev

---

**From:** "Ranadev Datta" <ranadev@naval.iitkgp.ac.in>  
**To:** "IIT Kharagpur Office of Dean, International Relations" <ir-office@adm.iitkgp.ac.in>  
**Sent:** Thursday, August 10, 2023 11:37:37 PM  
**Subject:** Re: Regarding invitation of the foreign delegates

This email comes with no attachments.

---

**From:** "IIT Kharagpur Office of Dean, International Relations" <ir-office@adm.iitkgp.ac.in>  
**To:** "Ranadev Datta" <ranadev@naval.iitkgp.ac.in>  
**Sent:** Thursday, August 10, 2023 6:32:42 PM  
**Subject:** Re: Regarding invitation of the foreign delegates

Dear Sir,

The OIR has a standard procedure for inviting foreign delegates on campus. Please take the time to go through the requirements as mentioned below and provide the documents as they become available. We shall complete the necessary processes upon receiving the requested information. Please note that the OIR typically requires about 7 working days to complete all formalities wrt generation of invitation letters.

1. PFA the Ministry Clearance form. We request that they fills out the form, signs, and returns

the scanned copy to us.

2. PFA the request for issuance of visa form to be filled and signed by yourself and HoD at IITKGP.  
Please include financial details in this form, including honorarium details, if applicable.
3. PFA the invitation letter template. Kindly use the template to draft the invitation letter.
4. You are requested to fill up the note for Director's approval and send it to us.
5. Please ask the visitors to share a scanned copy of their passport information page.
6. Finally, you are requested to fill-out the requested information in the FVIF form once they has received the visa. The form is available at: <https://international.iitkgp.ac.in/fvif/>

Once the documents are received, I shall process the Invitation Letter for the delegates.

Best Regards,  
Arup Kumar Roy  
Junior IR-Executive  
Office of International Relations  
IIT Kharagpur  
office: +91 3222 281064

---

**From:** "Ranadev Datta" <ranadev@naval.iitkgp.ac.in>  
**To:** "ir-office" <ir-office@adm.iitkgp.ac.in>  
**Sent:** Thursday, August 10, 2023 4:57:34 PM  
**Subject:** Regarding invitation of the foreign delegates

Dear Sir

We are going to organize 7th International Conference on Ship and Offshore Technology.

There are some foreign delegates are attending this conference. Some of them are keynote speakers. Kindly let me know the procedure to invite them.

Regards  
Ranadev

P.S. Attached, kindly find the approval of the conference.

--

---

Dr. Ranadev Datta  
Associate Professor  
Dept. of Ocean Engineering and Naval Architecture  
IIT Kharagpur  
Alt. email: ranadev.datta@gmail.com

Office : +91 3222 283780

---

--

---

Dr. Ranadev Datta  
Associate Professor  
Dept. of Ocean Engineering and Naval Architecture  
IIT Kharagpur  
Alt. email: ranadev.datta@gmail.com  
Office : +91 3222 283780

---

--

---

Dr. Ranadev Datta  
Associate Professor  
Dept. of Ocean Engineering and Naval Architecture  
IIT Kharagpur  
Alt. email: ranadev.datta@gmail.com  
Office : +91 3222 283780

---

---

- **FORM 17\_Template of Invitation Letter.docx**  
 16 KB
- **FORM 18\_Ministry Clearance Form\_Cheirdaris.docx**  
 47 KB
- **hirdaris passport.pdf**  
 63 KB
- **For Director's Approval\_pre GoI clearance (2) (1).docx**  
 60 KB
- **FORM 16\_Issuane of Visa Form.docx**  
 52 KB

---

Zimbra

ir-office@adm.iitkgp.ac.in

## Re: Regarding invitation of the foreign delegates

**From :** IIT Kharagpur Office of Dean, International Thu, Aug 10, 2023 06:32 PM  
Relations <ir-office@adm.iitkgp.ac.in>

**Subject :** Re: Regarding invitation of the foreign  
delegates

**To :** Ranadev Datta  
<ranadev@naval.iitkgp.ac.in>

Dear Sir,

The OIR has a standard procedure for inviting foreign delegates on campus. Please take the time to go through the requirements as mentioned below and provide the documents as they become available. We shall complete the necessary processes upon receiving the requested information. Please note that the OIR typically requires about 7 working days to complete all formalities wrt generation of invitation letters.

1. PFA the Ministry Clearance form. We request that they fills out the form, signs, and returns the scanned copy to us.
2. PFA the request for issuance of visa form to be filled and signed by yourself and HoD at IITKGP.  
Please include financial details in this form, including honorarium details, if applicable.
3. PFA the invitation letter template. Kindly use the template to draft the invitation letter.
4. You are requested to fill up the note for Director's approval and send it to us.
5. Please ask the visitors to share a scanned copy of their passport information page.
6. Finally, you are requested to fill-out the requested information in the FVIF form once they has received the visa. The form is available at: <https://international.iitkgp.ac.in/fvif/>

Once the documents are received, I shall process the Invitation Letter for the delegates.

Best Regards,  
Arup Kumar Roy  
Junior IR-Executive  
Office of International Relations  
IIT Kharagpur  
office: +91 3222 281064

**From:** "Ranadev Datta" <ranadev@naval.iitkgp.ac.in>  
**To:** "ir-office" <ir-office@adm.iitkgp.ac.in>  
**Sent:** Thursday, August 10, 2023 4:57:34 PM  
**Subject:** Regarding invitation of the foreign delegates

Dear Sir

We are going to organize 7th International Conference on Ship and Offshore Technology.

There are some foreign delegates are attending this conference. Some of them are keynote speakers. Kindly let me know the procedure to invite them.

Regards  
Ranadev

P.S. Attached, kindly find the approval of the conference.

--  
-----  
Dr. Ranadev Datta  
Associate Professor  
Dept. of Ocean Engineering and Naval Architecture  
IIT Kharagpur  
Alt. email: ranadev.datta@gmail.com  
Office : +91 3222 283780  
-----

Zimbra

ir-office@adm.iitkgp.ac.in

## Regarding invitation of the foreign delegates

**From :** Ranadev Datta  
<ranadev@naval.iitkgp.ac.in>

Thu, Aug 10, 2023 04:57 PM

📎 1 attachment

**Subject :** Regarding invitation of the foreign  
delegates

**To :** ir-office <ir-office@adm.iitkgp.ac.in>

Dear Sir

We are going to organize 7th International Conference on Ship and Offshore Technology.

There are some foreign delegates are attending this conference. Some of them are keynote speakers. Kindly let me know the procedure to invite them.

Regards  
Ranadev

P.S. Attached, kindly find the approval of the conference.

--

-----  
Dr. Ranadev Datta  
Associate Professor  
Dept. of Ocean Engineering and Naval Architecture  
IIT Kharagpur  
Alt. email: ranadev.datta@gmail.com  
Office : +91 3222 283780  
-----

— Approval\_deenOutreach.pdf  
400 KB