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भा प्रो सं खड़गपुर
IIT KHARAGPUR

OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

DD OFFICE-674; 31/10/2023

Ref No.: 2031/2023/OIR

Date: 30/10/2023

Subject: Budget proposal for visits of foreign delegation to IIT Kharagpur for 2023-2024.

This is to bring to your kind attention that every year many foreign delegates come to IIT Kharagpur to foster collaboration and to explore new opportunities. The estimated cost related to the visit of per individual for current financial year (2023-2024) is as follows:

A. Accommodation		
Rooms	Cost per Room per day	Total (INR)
1 Double occupancy room	2,500	2500
B. Transportation		
Requirements	Rate per vehicle	Max Amount
For Kolkata to Kharagpur & Return	10000-13000	13000
For Campus Tour and Department Visits	4,000	4000
C. Refreshment and Meals		
Requirement	Rate (INR)	Max Price
Ordinary Breakfast	60	60
Ordinary Lunch/ Special Lunch	150-750	750
Ordinary Dinner/ Grand Dinner	120-1000	1000
Tea & Snacks	50-150	150
D. Institute Memorabilia		
Items	Rate (INR)	
Gift	500	
Memento	1500	
Total (A+B+C+D)		23460
E. Banquet Hall Booking (Additional if needed)		5000

This may please be noted that, this budget is only for the current financial year 2023-2024 per individual per day and payment may be made as per the actual expenditure as on date and will be paid through the operating grant of International Relations.

Submitted for kind consideration and necessary approval for the above estimated budget.

IR-Executive
30/10/23

AR (AA & IR)

Associate Dean (AA & IR)

Dean (OR & AA)

Deputy Director

Director

Senior Assistant
30/10/23

'A' may be approved please
FY 2023-24
30/10/2023