



Office of Alumni Affairs & International Relations  
Indian Institute of Technology  
Kharagpur – 721 302



REF: 2049/2023/OIR

Dated: 10.11.2023

NOTE

**Sub: Approval for the visit of 2 foreign delegates from Singapore & US to participate in the International Conference on Biodiversity and Geochemistry of Deep and Extreme Earth Systems, IIT KGP Program during 30<sup>th</sup> January – 05<sup>th</sup> February, 2024.**

With reference to the letter Ref. No. 2004/2023/OIR dated 05.10.2023 approval from the competent authority (attached for reference, Flag-i) was received for the visit of 4 international visitors to the captioned conference "Biodiversity and Geochemistry of Deep and Extreme Earth Systems". An additional 2 international visitors from Singapore and the US are being invited to attend the same conference during 30<sup>th</sup> January – 05<sup>th</sup> February, 2024.

1. Dr. Sanjay Swarup
2. Dr. Kasthuri Venkateswaran

The faculty coordinator of their visit is Prof. Pinaki Sar, Department of Biotechnology (Flag-ii). As per the document submitted it is understood that their local travel, stay and food will be supported by the Ministry of Earth Sciences (MoES), GoI and international airfare expenses from their originating country to India and back will be arranged by the visitors (Flag-iii).

The supporting documents of the visit are enclosed.

This is placed for your kind consideration and approval of the said visit.

Encl.Flag: (i) Earlier Director's approval copy

(ii) Filled up Ministry Clearance Forms

(iii) Issuance of Visa Forms

*Arup K. Roy* 10.11.23  
Junior IR-Executive

*Sanjay Swarup*  
Junior Assistant 10/11/23

*Shweta*  
Executive Officer 10/11/23

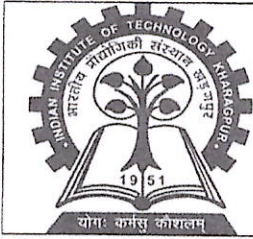
*Alind*  
Assistant Registrar 13/11

*Jor. Banerji*  
Associate Dean AA&IR 14/11/23

Dean Outreach & AA

Director

*[Signature]*  
16/11/23



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

निदेशक कार्यालय DIRECTOR'S OFFICE सं./NO.: 3222 IN 06 OCT 2023 OUT..... भा प्रो सं खड़गपुर IIT-KHARAGPUR
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REF: 2004/2023/OIR

Dated: 05.10.2023

NOTE

**Sub: Approval for the visit of 4 foreign delegates from various countries to participate in the International Conference on Biodiversity and Geochemistry of Deep and Extreme Earth Systems, IIT KGP Program during 30<sup>th</sup> January – 05<sup>th</sup> February, 2024.**

The following visitors from USA, Germany and Sweden are scheduled to visit IIT Kharagpur during 30<sup>th</sup> January – 05<sup>th</sup> February, 2024 to participate in the International Conference on Biodiversity and Geochemistry of Deep and Extreme Earth Systems.

1. Prof. Douglas Hoyt Bartlett
2. Prof. Thomas Wiersberg
3. Prof. Henrik Andreas Drake
4. Prof. Thomas Lamar Kieft

The faculty coordinator of their visit is Prof. Pinaki Sar, Department of Biotechnology. As per the document submitted (enclosed no. Flag-ii) it is understood that their local travel, stay and food will be supported by Ministry of Earth Sciences (MoES), GoI and international airfare expenses from their originating country to India and back will be arranged by the visitors (enclosed no. Flag-iv).

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) Copy of email correspondence

*'It' may be approved please  
Thanks and regards,  
06/10/2023*

*Arup K. Roy* 05.10.23  
Junior IR-Executive

*Jay's Sr. Verma*  
Junior Assistant

*Chit*  
06/10/2023  
Associate Dean AA&IR

Dean Outreach & AA

*[Signature]*  
09-10-2023  
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 :	<b>Sanjay Swarup</b>
2	Nationality :	<b>Singaporean</b>
3	Date of birth :	<b>23 June 1961</b>
4	Place of birth :	<b>India</b>
5	Number, Date & Place of Issue of Passport :	<b>K2428226E 04 January 2022 Singapore</b>
6	Visa Number (if available)	
7	Current residential address :	<b>Blk 190 Bishan Street 13, #20-429, Singapore 570190</b>
8	Permanent residential address :	<b>Same as above.</b>
9.	Profession :	<b>Director</b>
10.	Place of Employment:	<b>National University of Singapore</b>
11.	Academic Credentials:	Ph.D. 1991 Univ. of Florida, Gainesville, Florida. Plant Pathology. Ph.D. 1990 Indian Agricultural Research Institute, New Delhi, INDIA. Genetics M.Sc. 1985 Indian Agricultural Research Institute, New Delhi, INDIA. Genetics B.Sc. (Ag.) Hons. 1983 Punjab Agricultural University, Ludhiana, Punjab, INDIA
12.	Purpose of visit:	To participate in the International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems, organized by the Department of Biotechnology, Indian Institute of Technology Kharagpur, Kharagpur 713202, India.
13.	Period of visit:	30.01.2024 to 05.02.2024
14.	Email:	<a href="mailto:eridir@nus.edu.sg">eridir@nus.edu.sg</a> / <a href="mailto:dbsss@nus.edu.sg">dbsss@nus.edu.sg</a>
15.	Day time Phone:	<b>+65 9735 5030</b>



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

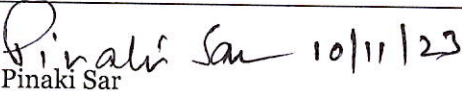

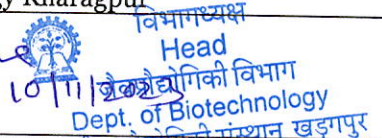
## FORM FOR MINISTRY CLEARANCE GOVERNMENT OF INDIA FOR VISIT OF FOREIGN NATIONALS TO INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, INDIA

1	Name :	Kasthuri Venkateswaran
2	Nationality :	US citizen
3	Date of birth :	Aug 15 <sup>th</sup> 1954
4	Place of birth :	Erode, Tamil Nadu, India
5	Number, Date & Place of Issue of Passport :	584294795; July 11 <sup>th</sup> 2018; Los Angeles, USA
6	Visa Number (if available)	OCI : A 398771
7	Current residential address :	16 Foxtail Ct., Azusa, CA 91702, USA
8	Permanent residential address :	16 Foxtail Ct., Azusa, CA 91702, USA
9.	Profession :	Scientist
10.	Place of Employment:	NASA, Jet Propulsion Lab, Pasadena, USA
11.	Academic Credentials:	PhD
12.	Purpose of visit:	To participate in the International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems, organized by the Department of Biotechnology, Indian Institute of Technology Kharagpur, Kharagpur 713202, India.
13.	Period of visit:	30.01.2024 to 05.02.2024
14.	Email:	<a href="mailto:kjvenkat@jpl.nasa.gov">kjvenkat@jpl.nasa.gov</a>
15.	Day time Phone:	+1 818 653 8170
16.	Address of Indian Embassy where you will be applying for your visa:	<b>Not Applicable since I possess Overseas Citizen of India document for visiting India</b>
17.	Coordinator of your visit at IITKGP/Dept :	Pinaki Sar Professor Department of Biotechnology Indian Institute of Technology Kharagpur, Kharagpur, India



Office of International Relations  
Indian Institute of Technology  
Kharagpur-721302

Request for issuance of visa invitation letter to foreign citizens

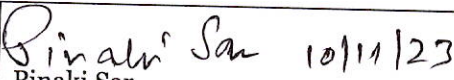


Invitee details	
Name of the visitor:	Sanjay Swarup
Address and contact details:	Blk 190 Bishan Street 13, #20-429, Singapore 570190 +65 9735 5030
Citizenship:	Singaporean
Date of birth:	23 June 1961
Organization:	National University of Singapore
Details of visit	
Host Dept/School/ Centre/ Office:	DEPARTMENT OF BIOTECHNOLOGY, Indian Institute of Technology Kharagpur
Activity to be undertaken at IITKGP:	<ol style="list-style-type: none"><li>To Participate in the International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems, Department of Biotechnology, Indian Institute of Technology Kharagpur, (1<sup>st</sup> to 3<sup>rd</sup> February, 2024)</li><li>To deliver scientific lecture in this symposium</li><li>To act as an expert / resource person in the panel discussions with participants and other invitees.</li></ol>
Intended duration of stay at IITKGP :	31.01.2024 to 05.02.2024
Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof:	Local travel (Kolkata Airport to IIT Kharagpur Campus ), stay at IIT, Kharagpur Guest House, All meals; Support from MoES, Govt of India is requested. Initial application is approved (email attached).
Support provided by any other organization incl. personal resources. Please give details and proof:	Not Applicable
Invited by	
Name, affiliation and signature of host:	 Pinaki Sar Professor Department of Biotechnology Indian Institute of Technology Kharagpur
Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)	 Nehar Ranjan Jaiswal 10/11/23  विभागाध्यक्ष Head Dept. of Biotechnology भारतीय प्रौद्योगिकी संस्थान खड़गपुर Indian Institute of Technology Kharagpur

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



Office of International Relations  
Indian Institute of Technology  
Kharagpur-721302

Request for issuance of visa invitation letter to foreign citizens

Invitee details	
Name of the visitor:	Kasthuri Venkateswaran
Address and contact details:	16 Foxtail Ct., Azusa, CA 91702, USA
Citizenship:	US citizen
Date of birth:	Aug 15 <sup>th</sup> 1954
Organization:	NASA, Jet Propulsion Lab, Pasadena, USA
Details of visit	
Host Dept/School/ Centre/ Office:	DEPARTMENT OF BIOTECHNOLOGY, Indian Institute of Technology Kharagpur
Activity to be undertaken at IITKGP:	<ol style="list-style-type: none"><li>To Participate in the International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems, Department of Biotechnology, Indian Institute of Technology Kharagpur, (1<sup>st</sup> to 3<sup>rd</sup> February, 2024)</li><li>To deliver scientific lecture in this symposium</li><li>To act as an expert / resource person in the panel discussions with participants and other invitees.</li></ol>
Intended duration of stay at IITKGP :	31.01.2024 to 05.02.2024
Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof:	Local travel (Air Travel from Ahmedabad to Kolkata and to IIT Kharagpur Campus), stay at IIT, Kharagpur Guest House, All meals; Support from MoES, Govt of India is requested. Initial application is approved (email attached).
Support provided by any other organization incl. personal resources. Please give details and proof:	Not Applicable
Invited by	
Name, affiliation and signature of host:	 Pinaki Sar Professor Department of Biotechnology Indian Institute of Technology Kharagpur
Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)	 Nihar Ranjan Jena 10/11/23  विभागाध्यक्ष Head जैवप्रौद्योगिकी विभाग Dept. of Biotechnology भारतीय प्रौद्योगिकी संस्थान खड़गपुर Indian Institute of Technology Kharagpur

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

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**Re: Regarding our International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems**

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**From :** Pinaki Sar <psar@bt.iitkgp.ac.in>

Thu, Sep 21, 2023 10:07 AM

**Subject :** Re: Regarding our International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems**To :** IIT Kharagpur Office of Dean, International Relations <ir-office@adm.iitkgp.ac.in>**Cc :** Shruti Gupta <shruti@adm.iitkgp.ac.in>, Ms. Koushiki Mukherjee <koushiki@adm.iitkgp.ac.in>, Associate Dean International Relation <adeanir@adm.iitkgp.ac.in>, headbt <headbt@bt.iitkgp.ac.in>, Shri Soumavo Das <soumavo.das@eoffice.iitkgp.ac.in>, Swatilekha Sarkar <swatidipali@gmail.com>

Dear Mr Arup

This is with reference to inviting international participants for our International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems.

I understand that the relevant documents have been submitted to your office (through my senior Ph D student Swatilekha).

This mail to confirm further that all international participants (who have already been invited by me) have been requested to make their own international travel arrangement. From our side, local hospitality (food and accommodation) will be provided, along with transport from Kolkata airport to IIT Kharagpur campus.

Dr Kasthuri Venkateswaran (one of our confirmed speakers) from California Institute of Technology, Jet Propulsion Laboratory, USA will be at IIT Gandhinagar during the same time (early 2024), and he has requested supporting his air travel from IIT Gandhinagar to Kolkata. We expect to arrange the same.

IIT Kharagpur  
office: +91 3222 281064

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**From:** "Shruti Gupta" <shruti@adm.iitkgp.ac.in>  
**To:** "ir-office" <ir-office@adm.iitkgp.ac.in>, "Ms. Koushiki Mukherjee" <koushiki@adm.iitkgp.ac.in>  
**Sent:** Monday, August 21, 2023 5:26:38 PM  
**Subject:** Fwd: Regarding our International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems

For necessary action, please.

Thanks  
Shruti

----- Forwarded Message -----

From: "Pinaki Sar" <psar@bt.iitkgp.ac.in>  
To: "Shruti Singh" <shruti@adm.iitkgp.ac.in>  
Cc: "nihar" <nihar@iitkgp.ac.in>, "headbt" <headbt@bt.iitkgp.ac.in>, "Shri Soumavo Das" <soumavo.das@eoffice.iitkgp.ac.in>, "Swatilekha Sarkar" <swatidipali@gmail.com>  
Sent: Monday, August 21, 2023 5:24:36 PM  
Subject: Re: Regarding our International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems

CEP approval is attached.

----- Original Message -----

From: "Pinaki Sar" <psar@bt.iitkgp.ac.in>  
To: "shruti" <shruti@adm.iitkgp.ac.in>  
Cc: "nihar" <nihar@iitkgp.ac.in>, "headbt" <headbt@bt.iitkgp.ac.in>, "Shri Soumavo Das" <soumavo.das@eoffice.iitkgp.ac.in>, "Swatilekha Sarkar" <swatidipali@gmail.com>  
Sent: Monday, August 21, 2023 5:23:39 PM  
Subject: Regarding our International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems

Dear Ms Parihar

This is in reference to the International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems being organized by our department during 1st Feb to 3rd Feb, 2024, at IIT Kharagpur campus. The symposium proposal is approved by CEP, with the approval no. IIT/CEP/CON/CON/2022-2023/BT/168

We are expecting a number of international experts/speakers in this conference. A few international speaker has already confirmed their participation, while some more are expected to communicate their availability soon.

I would request you to kindly provide me the details of the procedures to obtain necessary ministerial (Govt. of India) approval for holding this international meeting and participation of the foreign guests.

CEP approval document is attached for your kind perusal.





# Continuing Education Programme

Indian Institute of Technology, Kharagpur - 721302

## APPROVAL OF CONFERENCE

Date: 19-07-2023

The following has been approved by the Competent Authority

1. Program ID : IIT/CEP/CON/CON/2022-2023/BT/168
2. Title of the Program : International Conference on the Biodiversity and Geochemistry of Deep and Extreme Earth Systems

ROLE	NAME	EC	DEPARTMENT
Convenor	Pinaki Sar	04067	Biotechnology

4. Department / Centre / School : Biotechnology
5. Duration of Program : From 01-02-2024 to 03-02-2024
6. No of CEUs : 3
7. Expected number of participants : 150
8. Venue : IIT KHARAGPUR,
9. Source of Funds : MINISTRY OF EARTH SCIENCES, Ministry of Earth Sciences Prithvi Bhavan Lodhi Road New Delhi-110003; Ministry of Earth Sciences, Government of India, Earth System Science Organisation, Ministry of Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi- 110 003
10. Brief Program Outline : The 1st international conference on biodiversity and geochemistry of deep and extreme earth systems will be multidisciplinary meeting to discuss the recent developments and future research trajectory of deep- and extreme-biosphere research.
11. Application / Processing Fee : Not Applicable
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.1616948[Included with receipt])	145526
CGST (9% of Base Value: Rs.1616948[Included with receipt])	145526
Application/Course/Registration/Delegate Fee	708000
Amount Received from Sponsorer	1200000
<b>Total</b>	<b>1908000.00</b>

Expenditure	Amount (Rs.)
Overhead Expenses	323390
Travelling and Conveyance Expenses	550000
Proceedings Expenses	99788
Miscellaneous and Contingencies	102000
Hospitality Expenses	540000
Auditors Remuneration	1770
SGST	145526
CGST	145526
<b>Total</b>	<b>1908000.00</b>

Dean (Outreach)/Asso. Dean (Outreach)