



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

REF: 2062/2023/OIR

Dated: 20.11.2023

**Sub: Request for processing for GoI Clearance for the visit of 2 foreign delegates from Singapore & USA to attend an International Conference on Biodiversity and Geochemistry of Deep and Extreme Earth Systems at IITKGP during 30<sup>th</sup> January-05<sup>th</sup> February, 2024.**

The Office of Alumni Affairs & International Relations (AA&IR) is hereby submitting the following documents to Asst. Registrar Estb: Director's approval copy (Flag-a), Filled-up Ministry Clearance forms (Flag-b) and Invitation Letters copy (Flag-c) for the following 2 international visitors who are scheduled to visit IITKGP during 30<sup>th</sup> January-05<sup>th</sup> February, 2024 to attend an International Conference on Biodiversity and Geochemistry of Deep and Extreme Earth Systems. The faculty coordinator of their visit is Prof. Pinaki Sar of Biotechnology department, IITKGP.

Name of the Visitor	Country	Passport No.
Dr. Sanjay Swarup	Singapore	K2428226E
Dr. Kasthuri Venkateswaran	USA	584294795

This is for necessary processing please.

Kindly acknowledge the receipt of the above documents and get back to Office of Alumni Affairs & International Relations on incremental update.

Thank you.

Encl. Flag: (a) Director's approval copy  
(b) Filled-up Ministry Clearance Forms  
(c) Invitation Letters copy

*Anup K. Ray*  
Junior IR-Executive

*Jayalakshmi Venkateswaran*  
22/11/23.  
Junior Assistant

*R. Chakraborty*  
22/11/2023.  
Associate Dean AA&IR

Assistant Registrar (Estb.)

