



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



REF: 2078/2023/OIR

Dated: 01.12.2023

NOTE

**Sub: Approval for the visit of Mr. Frederik Merker from Germany at IITKGP during January 17-19, 2024.**

Ms. Lavisha Parab (2020/DD/BT/SN-IG) an Indian national and alumna of IITKGP from Germany (email attached for reference, Flag-i) is scheduled to visit IIT Kharagpur during January 17-19, 2024. She is being accompanied by her partner Mr. Frederik Merker also from Germany. His Passport No. is C1K50LGH.

The faculty coordinator of their visit is Dr. Riddhiman Dhar of Biotechnology department (Flag-ii). As per the document submitted it is understood that all expenses will be borne by the visitors (Flag-iii).

The supporting documents of Mr. Merker are enclosed.

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

Encl.Flag: (i) Email correspondence between Prof. Dhar & OAA&IR

(ii) Filled-up Ministry Clearance Form

(iii) Issuance of Visa Form

(iv) Passport copy

*Anup K. Roy*  
Junior IR- Executive

*Sanjib Kr. Jena*.  
Junior Assistant

*Shreya* 07/12/23  
Executive Officer

*Umesh* 6/12  
Assistant Registrar

*Associate Dean AA&IR*

*Dean Outreach & AA*

*Director*

*I may please be approved.*  
*D. Bhakaray* 07/12/2023

*Approved.*

*10/12/2023*

**Re: Request for booking of one D/B AC room in TGH for 17th to 19th January, 2024**

**From :** Riddhiman Dhar  
<riddhiman.dhar@iitkgp.ac.in>

Wed, Dec 06, 2023 12:52 PM

**Subject :** Re: Request for booking of one D/B AC room in TGH for 17th to 19th January, 2024

**To :** IIT Kharagpur Office of Dean, International Relations <ir-office@adm.iitkgp.ac.in>

**Cc :** Ms. Koushiki Mukherjee  
<koushiki@adm.iitkgp.ac.in>

Dear Mr. Roy,  
Here are the details of Ms. Lavisha Parab.

Her roll number was 15BT30029 and she passed out in 2020 after completing Dual degree course in Biotechnology and Biochemical Engineering.

Thanks and regards,  
Riddhiman Dhar

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**From:** "Dr. Riddhiman Dhar" <riddhiman.dhar@iitkgp.ac.in>

**To:** "IIT Kharagpur Office of Dean, International Relations" <ir-office@adm.iitkgp.ac.in>

**Cc:** "Ms. Koushiki Mukherjee" <koushiki@adm.iitkgp.ac.in>

**Sent:** Thursday, November 30, 2023 3:09:56 PM

**Subject:** Re: Request for booking of one D/B AC room in TGH for 17th to 19th January, 2024

Dear Mr. Roy,  
As per our telephonic conversation, I have sent two forms through our office.  
In addition, I am attaching the scanned copy of the passport information page.  
Further, I have filled out the FVIF form.

Please let me know if anything else is required from our side.

Regards,  
Riddhiman Dhar  
Assistant Professor  
Department of Bioscience and Biotechnology

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**Subject:** Fwd: Request for booking of one D/B AC room in TGH for 17th to 19th January, 2024

Dear Ms. Mukherjee,

I am writing regarding the booking of a guest house room for a foreign visitor. Please see the email below.

I have received all the details of the guest including his passport number and the visa.

Please let me know how I should proceed for the approval, as mentioned in the email below.

Regards,

Riddhiman Dhar, PhD

Assistant Professor

Department of Biotechnology

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**From:** "Vinode Kumar Sharma" <tgh@hijli.iitkgp.ac.in>

**To:** "Dr. Riddhiman Dhar" <riddhiman.dhar@iitkgp.ac.in>

**Cc:** "pmishra" <pmishra@hss.iitkgp.ac.in>, "BIBHUTI BHUSHAN ROY" <caretaker.tgh@adm.iitkgp.ac.in>, "ir-office" <ir-office@adm.iitkgp.ac.in>, "Ms. Koushiki Mukherjee" <koushiki@adm.iitkgp.ac.in>

**Sent:** Wednesday, November 1, 2023 9:34:23 PM

**Subject:** Re: Request for booking of one D/B AC room in TGH for 17th to 19th January, 2024

Thank you for your email!

We are pleased to inform you that we have kept the required number of rooms tentatively reserved for the required dates.

Further, in reference to your below email, please be informed that in the case of foreign visitors, as per the institute norms, the host has to follow a usual protocol of obtaining Director's approval by providing the details of the visit to the Office of the International Relations where in the details will be entered in the FVIF (Foreign Visitors Information Form).

With Regards

TGH OFFICE (03)

प्रौद्योगिकी अतिथि गृह / Technology Guest House

भारतीय प्रौद्योगिकी संस्थान / Indian Institute of Technology

खडगपुर, पश्चिम मिदनापुर / Kharagpur, West Midnapore

पश्चिम बंगाल -721302 / West Bengal-721302

दूरभाष / Tel : +91-3222-282834(O),

ई-मेल / E.mail: tgh@hijli.iitkgp.ernet.in

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**From:** "Riddhiman Dhar" <riddhiman.dhar@iitkgp.ac.in>

**To:** "tgh" <tgh@hijli.iitkgp.ernet.in>, pmishra@hss.iitkgp.ac.in

**Sent:** Monday, October 30, 2023 3:50:53 PM

**Subject:** Request for booking of one D/B AC room in TGH for 17th to 19th January, 2024

Dear Sir,

I am writing this email to request booking of 1 double-bed AC room in Technology Guest House (TGH) for 17th to 19th January, 2024.



**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 :  | Frederik Merker  |
| 2   | Nationality :   | German   |
| 3   | Date of birth :   | 26.03.1993   |
| 4   | Place of birth :  | Bochum   |
| 5   | Number, Date & Place of Issue of Passport :                         | C1K50LGH, 15.07.2021, Stadt Plön der Bürgermeister                               |
| 6   | Visa Number (if available)  | 9022216BN  |
| 7   | Current residential address :                                       | Brückenstraße 09, 24306 Plön, Germany  |
| 8   | Permanent residential address :                                     | Brückenstraße 09, 24306 Plön, Germany  |
| 9.  | Profession :  | Architect  |
| 10. | Place of Employment:  | Graadwies UB, Lorenzendamm 6-8, 24103 Kiel, Germany                              |
| 11. | Academic Credentials:   |  |
| 12. | Purpose of visit:   | Partner of invited speaker (Speaker is an Indian national and alumna of IIT KGP) |
| 13. | Period of visit:  | 17-19.01.2024  |
| 14. | Email:  | frederikmerker@gmail.com   |
| 15. | Day time Phone:   | +49 177 8416239  |
| 16. | Address of Indian Embassy where you will be applying for your visa: | e-Visa, eTOURIST VISA  |
| 17. | Coordinator of your visit at IITKGP/Dept :                          | Dr. Riddhiman Dhar, Dept. of biotechnology                                       |

17.11.23. *F. merker*



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

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

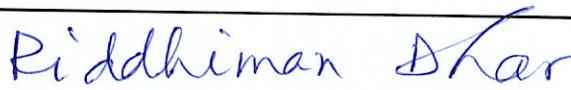
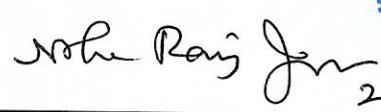
**Invitee details**

|                                     |                               |
|-------------------------------------|-------------------------------|
| <b>Name of the visitor:</b>         | Frederik Merker               |
| <b>Address and contact details:</b> | Brückenstraße 09. 24306 Plön  |
| <b>Citizenship:</b>                 | German                        |
| <b>Date of birth:</b>               | 26.03.1993                    |
| <b>Organization:</b>                | Graadwies – Architecture Firm |

**Details of visit**

|   |  |
|---|--|
| <b>Host Dept/School/ Centre/ Office:</b>  | Partner of invited speaker (Speaker is an Indian national and alumna of IIT KGP) |
| <b>Activity to be undertaken at IITKGP:</b>   | tourist (accompanying speaker)   |
| <b>Intended duration of stay at IITKGP :</b>  | 17-19.01.2024  |
| <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> | Accommodation (for speaker)<br>All expenses will be covered by the guest.        |
| <b>Support provided by any other organization incl. personal resources. Please give details and proof:</b>  | none   |

**Invited by**

|   |   |
|---|---|
| <b>Name, affiliation and signature of host:</b>                       | <br>Dr. Riddhiman Dhar,<br>Assistant Professor,<br>Bioscience and Biotechnology   |
| <b>Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)</b> | <br><br>विभागाध्यक्ष<br>Head<br>जैवप्रौद्योगिकी विभाग<br>Dept. of Biotechnology<br>भारतीय प्रौद्योगिकी संस्थान खड़गपुर<br>Indian Institute of Technology Kharagpur |

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

Updated November 17, 2023

