



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

Date: 19.12.2023

Ref: 2094/2023/OIR

Subject: Travel reimbursement for Joint Doctoral Programme students travelling to host country (The University of Manchester)

Two Joint Doctoral Program (JDP) students under the IITKGP-University of Manchester JDP program namely, Shubhra Kamal Nandi (21MT91R30) and Sumanta Laha (21ME91R20) have applied for financial support towards one-time travel and visa charges as per **Office order No. Estt/52/2019 (Flag 1)**. The students had joined the program AY 2021-22 and had travelled to Manchester to conduct their 2nd year of study at the host institute as per the JDP agreement.

The amount requested for reimbursement is:

Name	Travel charge	Visa charge	Total
Shubhra Kamal Nandi	INR 94441	INR 35992	INR 130433
Sumanta Laha	INR 94441	INR 35992	INR 130433

This note is an update to the earlier note **referenced as 2081/2023/OIR**, on which the visa charges (**Flag 2**) was not included. Updated amount is placed for approval.

In view of the above, please find enclosed all relevant documents pertaining to the requests for travel reimbursement of Sumanta Laha (Flag: Application 1) and Shubhra Kamal Nandi (Flag: Application 2).

This is being submitted for your necessary approval, please.

[Signature]
JA (AA&IR)

[Signature]
EO (AA&IR)

[Signature]
AR (AA&IR)

[Signature]
Associate Dean (AA&IR)

Dean (OR&AA)

Deputy Director

[Signature] 19/12/2023
IR Executive





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Indian Institute of Technology Kharagpur
Kharagpur – 721 302

DEPUTY DIRECTOR
No. 226
IN 07 DEC 2023
OUT
IIT KHARAGPUR

Ref: 2081 /2023/OIR

Date: 04.12.2023

Subject: Travel reimbursement for Joint Doctoral Programme students travelling to host country (university of Manchester)

Two Joint Doctoral Program (JDP) students under the IITKGP-University of Manchester JDP program namely, Shubhra K. Nandi (21MT91R30) and Sumanta Laha (21ME91R20), have applied for the financial support towards one time travel and visa charges as per **Office order No. Estt/52/2019** (Flag 1). The students had joined the program in AY 2021-22 and had travelled to Manchester to conduct their 2nd year of study at the host institute as per the JDP agreement .

The amount requested for reimbursement is:

Shubhra K. Nandi: INR 94,441, and

Sumanta Laha: INR 94,441

During previous years similar travel reimbursement was requested by and granted for IITKGP-Melbourne JDP students namely: Joydip Mondal (17CR91R03), and Pooja Pandey (17AG91P01). The claimed amount was 50% of their total international airfare because University of Melbourne had very graciously offered to pay 50% of their travel fare.

In view of the above, please find enclosed all relevant documents pertaining to the requests for travel reimbursements of Sumanta Laha (Flag: Application 1) and Shubhra Kamal Nandi (Flag: Application 2) .

This is being submitted for your necessary approval please.

Joydip Mondal
AA (AA& IR)

Shubhra K. Nandi
EO (AA& IR)

Shubhra K. Nandi
AR (AA& IR)

Associate Dean / AA& IR

Dean OR & AA.

Deputy Director

IR Executive
IR Executive

06/12/23

I may please be approved.
Shubhra K. Nandi
06/12/2023

21/12/23