



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1844/2023/OIR

Date: 24/04/2023

NOTE

This is to inform you that the Office of International Relations organised a trip to Bishnupur for the international students on 26th of November, 2022. In this regard, the lunch for the students and the staff members was organised at the Hotel Annapurna in Bishnupur, and 11 Toto vehicles were hired for a scenic tour of the local area (Rashmancha – Madan Mohan Temple - Bishnupur Fort Gate – Lalji Temple – Radhashyam Temple – Jor Bangla Temple – Hotel Annapurna), which incurred expenses of INR 25128 and INR 5500 (the cost of renting a Toto for the duration of the local tour was INR 500 per vehicle), respectively.

It is being requested that the total amount of INR 30628 be reimbursed to Rituparna Chakraborty (EC: T0692), Data Management Executive, Office of International Relations, who paid this amount during the trip.

The necessary documents and bill are attached, herewith, for reimbursement.

R. Chakraborty 24.04.23
Data Management Executive, OIR

Rituparna Chakraborty 24/4/23
Associate Dean, IR & Ranking

The amount may be reimbursed.

J 26/4/23
Dean, OR & AA

DR (Accts) per n.a. pl.

College Road, Bishnupur
Po. Bishnupur, Dist: Bankura-722122
West Bengal
annapurnahotel2018@gmail.com
RESTAURANT
GST NO-19ADJPD3786C1ZJ
FSSAI NO-12818001000117
Phone - 7407504000/7407505000

Tax Invoice

Item(s)	Qty	Rate	Amount
TDH NONVEG LUNCH	26	550.4	14312.22
TDH VEG LUNCH	20	480.9	9619.00
Sub Total	46		23931.22
State GST	2.50%		598.28
Central GST	2.50%		598.28
Round off			0.22

Total Amount : 25128.00

Signature : _____

THANK YOU VISIT AGAIN !

Cable Rs - 2800/-
Sound system - 500/-

Total :- 33001 -

Date (Value Date)	Narration	Ref/Cheque No.	Debit	Credit	Balance
23-Nov-2022 (23-Nov-2022)	TO TRANSFER UPI/DR/232714098134/HOTEL AN/ YESB/q76319652@UPI	TRANSFER TO 4692533162091	10,000.00		2,285.00
26-Nov-2022 (26-Nov-2022)	by debit card OTHPOS233014916502HOTEL ANNAPUR NA BISHNUPUR		15,128.00		15,217.83



OFFICE OF INTERNATIONAL RELATIONS
Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1787/2023/OIR

DEPUTY DIRECTOR'S OFFICE	
No. 579	
IN 21 MAR 2023	
OUT	
IIT KHARAGPUR	

Date: 16/03/2023

NOTE

This is to inform you that the Office of International Relations organised a trip to Bishnupur for the international students to provide them with a unique opportunity to explore the rich cultural heritage of India and Bishnupur is an ideal destination, particularly for its terracotta handicrafts and architecture. The trip was a huge success, and the students enjoyed and gained a lot from the experience.

In this regard, we had previously received approval for the budget for this trip. However, due to unforeseen circumstances and unavoidable expenses, the initial budget has been exceeded. The additional expenses had arisen due to the needs for additional refreshments for the students during the trip and local transportation at Bishnupur. The destination was quite far from IITKGP Campus and took at least three hours to go and three hours to return. Due to the long duration of the trip, the additional refreshments were arranged for the students to ensure that they remain hydrated and energised throughout the trip.

The total expenses that was incurred during the trip is INR 77,735 (enclosed herewith). The initial budget approval document has also been attached herewith.

Now, it has been placed for your kind consideration and approval of the excess budget for the International Students' trip to Bishnupur.

Amrita Chakravarty

Associate Dean,
International Relations and Ranking

J 20/3/23
Dean, Outreach and Alumni Affairs

The additional expenditure is due to inadvertent oversight of the requirement for enough food during the long trip. Also the bus rent for 2 buses was not accounted for in the original budget proposal. (see Flag-1 and Flag-2)

Deputy Director

Ms examine

22/3/23



Discussed. Billing may be processed.
Am 27/3

Deputy Registrar

The budget that was incurred during the International Students' trip to Bishnupur has been given below:

ITEMS	AMOUNT (INR)
2 Institute Buses	20000
55 Snack packets for Breakfast (including tea) for International Students, IR Cell students, OIR staff members and drivers)	21450
7 packets of Water Bottles (each packet contains 24 water bottles of 500 ml each)	1960
Lunch (at Bishnupur) for 46 people	25128
Toto rent (local transportation at Bishnupur) – 11 totes were hired	5500
Other contingencies (including tickets)	3700
Total	77735



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1613/2022/OIR

Date: 20.10.2022

Subject: Budget proposal for Field Trip to Bishnupur

This is to bring to your kind notice that the Office of International Relations will be organizing a field trip to Bishnupur for all the on-campus International Students of IIT Kharagpur on 26th November, 2022 (Saturday).

The estimated budget of this field trip is given below:

Budget for Field Trip to Pingla Bishnupur			
Transportation			
Requirements	Rate (INR)	Unit	Total (INR)
2 Institute Buses			10000
Refreshments			
Requirements	Rate (INR)	Unit	Total (INR)
Breakfast	200	60	12000
Lunch	500	60	30000
Miscellaneous			10000
Total			53000

This is being placed for your necessary review and possible approval.

62 AS

Associate Dean,
International Relations and Ranking

9 25/10/22

Dean, Outreach and Alumni Affairs

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