



Office of International Relations  
Indian Institute of Technology  
Kharagpur – 721 302

DEPUTY DIRECTOR'S OFFICE
No. 576
IN 21 MAR 2023
OUT IIT KHARAGPUR

Ref: 1793/2023/OIR

Dated: 17.03.2023

NOTE

**Sub: Visit to Leibniz University Hannover, Germany to attend DAAD-DIES Workshop and Training on Management of Internationalization of Higher Education between March 25, 2023-April 7 2023**

Ms. Koushiki Mukherjee, International Relations Executive at the Office of International Relations, has been invited by Leibniz University Hannover (LUH), Germany to attend DAAD-DIES Workshop and Training on Internationalization of Higher Education between March 25, 2023-April 7 2023.

The note requesting budget approval ***dated 09.12.2023 with Ref No. 1670/2022/OIR*** enclosed herewith was approved by the competent authority in which it was stated, "Round trip air fare, accommodation and food will be borne by Leibniz University Hannover. It is requested that the visa application, travel medical insurance, and local travel expenses be supported by OIR, IITKGP."

It has been only recently intimated by LUH that lunch and dinner will have to be borne by the participants except welcome and farewell dinners as well as certain mobility costs like ground travel in Germany.

In view of the recent information coming to light, the budget categories have been modified.

Supporting documents are enclosed. The revised budget is being placed for your kind consideration approval.

*Sanjay Chakrabarty*  
ADean IR & R 20/3/23 (Additional 10000.00 Rs may be approved for food expenses)  
DeanOR & AA 20/3/23  
Deputy Director 22/3/23  
For r.c. A-Dean (IR & R) 22/3/23  
pro discuss 22/3/23

Inclusive: Annexure A (Budget details)