



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

REF: 2109/2024/OIR

Dated: 04.01.2024

**NOTE**

**Sub: Approval for the visit of 02 international visitors from Germany to attend the Indo-German Scientific workshop in Chemical Engineering Department at IITKGP during February 17-26, 2024.**

With reference to the letter Ref. No. 2071/2023/OIR dated 29.11.2023 (attached for reference, Flag-i) approval from the competent authority was received for the visit of 12 international visitors on the captioned workshop "Indo-German Scientific". An additional 02 international visitors from Germany are being invited to attend the same workshop between Feb 17-26, 2024. The visitors are:

1. Mr. Patrick Lott, Germany
2. Mr. Eric Julian Otto, Germany

The faculty coordinator of their visit is Dr. Monojit Chakraborty of Chemical Engineering Department (Flag-ii). As per the document submitted (enclosed no. Flag-iii) it is understood that all local hospitalities including transportation to and from Kolkata airport, and accommodation at the guest house will be provided from the Indo-German Scientific Workshop fund (Program ID: IIT/CEP/WOR/WOR/2023-2024/CH/82). International airfare expenses from their originating country to India and back will be borne by the visitors.

The supporting documents of the visit are enclosed.

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

Encl: (i) Director's earlier approval copy (12 foreign delegates)  
(ii) Filled up Ministry Clearance Forms  
(iii) Issuance of Visa Forms  
(iv) Approval copy of workshop  
(v) Passport Copy

*Abup K. Roy*  
04.01.24  
Junior IR-Executive

*Subrata Verma*  
Junior Assistant

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Associate Dean AA&IR

*Subrata Verma*  
Dean Outreach & AA

*Subrata Verma*  
Director

*I may please be approved*  
*Subrata Verma*  
4/1/2024.

*A* approved.  
*Subrata Verma*  
05-Jan-2024

निदेशक कार्यालय DIRECTOR'S OFFICE सं.NO.: 18
IN 05 JAN 2024
OUT.....
भा. प्रो. सं. खड़गपुर IIT KHARAGPUR