



Office of Alumni Affairs & International Relations  
Indian Institute of Technology  
Kharagpur-721302

Ref. No. 2167A/2024/OIR

Date: 16.02.2024

**Sub: Request to approve the writing off of one old HCL computer system from IIT Kharagpur to HCL, Noida on the request of Life Fellow and Distinguished Alumnus Shri Arjun Malhotra**

The Office of AA&IR has received a request from Life Fellow and Distinguished Alumnus Shri Arjun Malhotra, Co-founder, HCL that the HCL Noida is starting a museum in Delhi/Noida for which he has requested the Institute to provide some old HCL machines (PC) which are of no use to IIT Kharagpur (Flag i).

After enquiring in a few departments, we received a positive response from the Head, Chemical Engineering regarding the availability of such a machine which is not in use now. The details and pictures are enclosed in Flag ii. An online session was also arranged with the HCL officials to understand their requirements in detail.

This is to propose a write-off committee with the following members to go ahead with the procedure:

1. Head, Chemical Engineering – Chairman
2. Joint Registrar, Audit – Member
3. Deputy Registrar, F&A – Member
4. Deputy Registrar, S&P – Member
5. Assistant Registrar, Alumni Affairs - Member

If the competent authority approves the writing off of the one old HCL computer system from the Department of Chemical Engineering, then HCL Noida will make the logistics arrangements to ~~procure~~ and pick up the system from the IIT Kharagpur to Noida. *at its own expenditure following Institute norms.*

Submitted for the kind consideration and approval please.

*Dr. Arjun Malhotra*  
Junior Assistant

*Dr. Arjun Malhotra*  
16/02/24  
Executive Officer

*Dr. Arjun Malhotra*  
19/02.  
Assistant Registrar

Associate Dean AA&IR

Dean, Outreach & AA

Director

Enclosure:

- i. Email request by Shri Arjun Malhotra
- ii. Response and pictures received from Head, Chemical Engineering

*The write-off committee as mentioned in 'A' may please be approved please.*  
*Dr. Arjun Malhotra*  
19/2/2024.  
*(A) approved.*  
*24/02/2024*

