



**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

(A)

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.

Jaydev Jaiswal
Junior Assistant

19/02/2024
Executive Officer

19/02.
Assistant Registrar

19/02.
Associate Dean AA&IR

19/02.
Dean, Outreach & AA

19/02.
Director

Enclosure:

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

(A) approved.
24/02/2024

निदेशक कार्यालय
DIRECTOR'S OFFICE
सं. NO.: 626
IN 19 FEB 2024
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भा प्रौ सं खड़गपुर
IIT KHARAGPUR