



**Office of Alumni Affairs & International Relations (AA&IR)**  
**Indian Institute of Technology**  
**Kharagpur – 721 302**

REF: 2233/2024/OIR

Dated: 07.06.2024

**NOTE**

**Sub: Approval for the procurement of necessary items for the International students residing in PDF block (7<sup>th</sup> Floor).**

This is to bring to your kind notice that the Office of AA & IR requires to procure the following items for the facility of international students who are residing in PDF block (7<sup>th</sup> floor), which is maintained by the Office of AA&IR:

1. A water purifier (old purifier is out of order & not working)
2. A semi-automatic Washing Machine (old one is out of order & not working)
3. Doorbell (old one short-circuited at the Room no. 807).

A committee is proposed regarding the procurement for the mentioned items IR non-recurring head constitutes of following members:

1. Dean, Student Affairs (Chairman)
2. Associate Dean (AA&IR) (Member)
3. Associate Dean (CE&T) (Member)
4. DR (Accounts) (Member)
5. Assistant Registrar (Member)

This is to be kindly noted that all the assets will be procured after the kind recommendation of the committee members and the payment will be made through the IR non-recurring head.

Submitted for your kind consideration and necessary approval please, so that the Office of AA&IR may proceed for the further process of procurement,

Assistant Registrar

Associate Dean AA&IR

Dean Outreach & AA

Deputy Director

Director

Enclosures:

1. Application of Students

*Requesting the approval of the items and the head of expenditure to the committee members for the procurement as per institute norms, please.*  
*Chakravarty*  
*11/6/2024*

Pl. discuss

Dcau(AA), Dea(IR)

*JH*

*13/06/2024*

*P.T.O.*



21.06.2024

Discussed with the Director. In the light of restructuring of the Dean's position, the following Committee is ~~as per~~ proposed.

(B) { 1. Dean, IR (Chair)  
2. Dean, AA - Member.  
3. Associate Dean - SA-3 - Member.  
4. DR- Accounts - Member

The above committee will also look into functioning of the AC installed in the rooms.

(A) { Funds necessary for the above procurement may be given from the Institute thru' the non-recurring head of IR office.  
Placed for approval please.

Rebibrat Mukherjee  
21.06.2024

Director:

① & ② approved.

  
21/06/2024

Registrar, please issue an order.

Rebibrat Mukherjee  
24/06/2024

Registrar.