



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



Ref: 2246/2024/OIR

Date: 25.06.2024

NOTE

Subject: Request to transfer handle to the ERP of Dean International Relations (IR) for initiating salary process for contractual employees under SRIC at the Office of International Relations.

It is being brought to the notice of the competent authority that 03 employees of the Office of International Relations, IIT Kharagpur have been appointed by the SRIC on contract basis to serve in sponsored research project entitled “**International Relations Fund**” sponsored by IIT Kharagpur.

The names of the employees are:

Sl#	Name/Role	Contract Period
1.	Koushiki Mukherjee (Senior Project Officer)	1 year
2.	Arup Kumar Roy (Jr. IR Executive)	89 days
3.	Bhola Dey (Office Assistant)	89 days

Until June 12, 2024 the salary initiation handle was with the ERP of Dean OR&AA. It is requested that the handle be now transferred to the ERP of DEAN IR, Prof. Rabibrata Mukherjee to enable the salary initiation on a monthly basis.

This is being placed for your kind consideration and approval please.

Rabibrata Mukherjee

Dean IR 25.06.2024,

Director:

(A) approved.

[Signature]
26/06/2024