

Indian Institute of Technology Kharagpur
Finance & Accounts Section

23rd July, 2024

Please refer to the Note from the Dean, International Relations.

Dean, IR has requested Recurring fund of Rs. 5.3 L for 2nd Quarter and Non-Recurring fund of **Rs. 3.25 L** for Alumni Affairs Office fund.

It may kindly be noted that, for allocation of Recurring fund for 2nd Qtr. to the different Dept./Centre/School/Academy/Section/Unit etc. file has already been placed.

In case of Non-Recurring fund, the total amount sanctioned by the MoE for the FY 2024-25 under Support to IIT -OH-35 (Non-Recurring grant) has already been allocated to the different Dept/Centre/School/Academy/Section/Units as per the approval of the competent authority.

Therefore, the required Non-Recurring fund of Rs 3.25 L may be allocated to Alumni Affairs from IRG of the Institute, if kindly agreed to.

After allocation of the fund IRG balance will be tentative Rs 1.76 crore.

Submitted please.

ADM
25/07/24

A.O. Govt
25/07/24

AR(F)

DR
24/07

DR (A/Cs)

DR
24/07/24

JR (F & A)

DR
24/07/24

Registrar

DR
25/07/24

Deputy Director

DR
10/08/24

Director

DR
12/08/24

कुलसंचय कार्यालय
REGISTRAR'S OFFICE
सं/No 5824/11
IN 25 JUL 2024
OUT 25/7
भा प्रो सं खड़गपुर
IIT KHARAGPUR

DEPUTY DIRECTOR'S OFFICE
No. 659
IN 21 JUL 2024
OUT
IIT KHARAGPUR

निदेशक कार्यालय
DIRECTOR'S OFFICE
सं/NO. 3465
IN 12 AUG 2024
OUT
भा प्रो सं खड़गपुर
IIT KHARAGPUR



Reg off 5246132 12/7/24

अंतर्राष्ट्रीय संबंध कार्यालय
भारतीय प्रौद्योगिकी संस्थान, खड़गपुर
Office of International Relations
Indian Institute of Technology, Kharagpur

DEPUTY DIRECTOR'S OFFICE
No. 114
IN 04 JUL 2024
OUT 04 JUL 2024
IIT KHARAGPUR

75
आजादी का
अमृत महोत्सव

Ref. No.: 2250/OIR/2024

Date: 02/07/2024

The proposed quarter wise budget for the functioning of the IR office, IIT Kharagpur is as follows:

Budget for Operating Grant (FY – 2024-2025)

Maintenance Fund

Types of Expenses	2 nd Quarter	3 rd Quarter	4 th Quarter
Accommodation Expenses (Inbound and outbound visit)	50000	50000	50000
Expenses towards mementos and welcome kit for international students	50000	50000	50000
Travelling & Conveyance Expenses	100000	100000	100000
Repair & Maintenance	50000	50000	50000
Welcome/ Farewell/Semester wise meetup of international students	100000	0	100000
Stationary/Printing/Leaflet/Brochure	50000	50000	50000
Meeting Expenses	30000	30000	30000
Misc./Contingency	100000	100000	100000
Total	530000	430000	530000

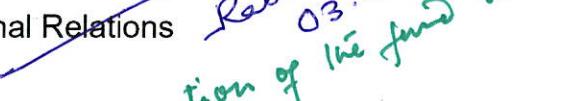
Asset fund

Types of Expenses	2 nd Quarter	3 rd Quarter	4 th Quarter
Computer and Accessories	100000	-	-
CC TV	100000	-	-
Webcam, Head phone and other accessories	25000	-	-
Misc./Contingency	50000	50000	50000
Total	225000	50000	50000

Placed for approval please.

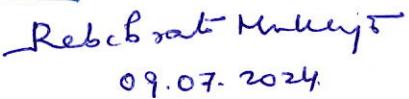

IR Executive


Junior Assistant


Dean, International Relations


Deputy Director

Fund may be provided from the
"AA-Office" fund.


Rebibrat Mukherjee
09.07.2024

Director


Deputy Director


Director
10/7/24

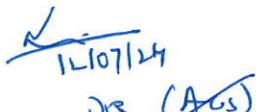

Registrar

Pl. advise (A)


11/07/2024

निदेशक कार्यालय.
DIRECTOR'S OFFICE
सं. / NO. 107046
10 JUL 2024
DUT: आप्रौ से खड़गपुर
IIT KHARAGPUR

FINANCE & ACCOUNTS SECTION
15 JUL 2024
A-3981
IIT KHARAGPUR


11/07/24
Dr. (A.G.S.)


A.P. / Dr. (A.G.S.)
11/07/24