

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.

कुलसचिव 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

~~A.O. Cont~~ 23/7/24

~~AR(F)~~

~~DR (A/Cs)~~

~~JR (F & A)~~

~~Registrar~~

~~Deputy Director~~

~~Director~~

Ami 24/7

Sum 24/07/24

25/07/24

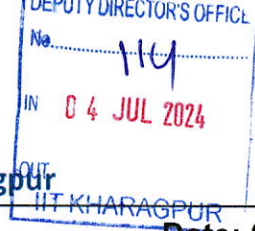
hijee 18/8/24

12/08/24



Regd 04P → 5246132-31217/24

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



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.

[Signature]
IR Executive

[Signature]
Junior Assistant

Dean, International Relations

Deputy Director

Director

Reb. Brab. Mukherjee
03.07.2024
No mention of the fund source
hinge
9/7/24

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

Reb. Brab. Mukherjee
09.07.2024

Deputy Director

hinge
10/7/24

Director
hinge

Registrar

Pl. advise (A)

[Signature]
11/07/2024

निदेशक कार्यालय
DIRECTOR'S OFFICE
सं./NO.

10 JUL 2024

आ प्रौ सं खड़गपुर
IIT KHARAGPUR



[Signature]
11/07/24
DR (AGS)

AR(P) / Arind
hinge
11/7/24