



Office of International Relations (IR)
Indian Institute of Technology
Kharagpur - 721 302

निदेशक कार्यालय
DIRECTOR'S OFFICE
सं. NO.: 3198
IN 22 JUL 2024
OUT भा प्रो सं खड़गपुर
IIT KHARAGPUR

REF: 2268/2024/OIR

Dated: 22.07.2024

NOTE

Sub: Approval for the visit of Mr. S. Babichev from Belarus during 30th – 31st July, 2024.

Mr. Sergey Babichev from Belarus is scheduled to visit IIT Kharagpur during 30th – 31st July, 2024 for Laser system service in the Aerospace Engineering Department.

The faculty coordinator of his visit is Dr. Ratan Joarder of Aerospace Engg. Department (Flag-i). As per the document submitted it is understood that all expenses will be borne by the guest himself (Flag-ii).

The supporting documents of the visit are enclosed.

This is placed for your kind consideration and approval of the said visit.

Encl.Flag: (i) Filled-up Ministry Clearance Form

- (ii) Email correspondence copy between Office of IR & Dr. R. Joarder
- (iii) Passport & Visa Copy

Arun K. Roy
Junior IR- Executive

IR-Executive

Rabibrata Mukherjee

Dean, International Relations 22.07.2024

Director

JK
27/07/2024



**Office of International Relations
Indian Institute of Technology
Kharagpur-721302**

**FORM FOR MINISTRY CLEARANCE
GOVERNMENT OF INDIA
FOR VISIT OF FOREIGN NATIONALS TO
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, INDIA**

1	Name :	SERGEY BABICHEV
2	Nationality :	BELARUS
3	Date of birth :	03-12-1978
4	Place of birth :	BAKU, AZERBAIJAN
5	Number, Date & Place of Issue of Passport :	MC 3291551, 22-09-2020, MINSK, BELARUS
6	Visa Number (if available)	VK9825305
7	Current residential address :	28-100, KOSTIUSZKI, 52 BUSKO-ZDROJ, POLAND
8	Permanent residential address :	28-100, KOSTIUSZKI, 52 BUSKO-ZDROJ, POLAND
9.	Profession :	LASER ENGINEER
10.	Place of Employment:	MICROVEC Sp. z o.o.
11.	Academic Credentials:	M.Sc
12.	Purpose of visit:	LASER SYSTEM SERVICE
13.	Period of visit:	JULY 30 - JULY 31, 2024
14.	Email:	sales@microvec.com
15.	Day time Phone:	+48 664062128
16.	Address of Indian Embassy where you will be applying for your visa:	NA
17.	Coordinator of your visit at IITKGP/Dept :	DR. RATAN JORDIER, AE

Re: Repair of Laser; Fwd: thanks for your cooperation

From : Ratan Joarder <jratan@aero.iitkgp.ac.in> Mon, Jul 22, 2024 09:27 AM
Subject : Re: Repair of Laser; Fwd: thanks for your cooperation 📎 2 attachments
To : IIT Kharagpur Office of Dean, International Relations <ir-office@adm.iitkgp.ac.in>
Cc : Prof. Rabibrata Mukherjee <deanir@adm.iitkgp.ac.in>

Dear Sir/Madam,

Please find a copy of the passport (including the Visa on page #5) enclosed herewith.

I have also enclosed the filled up form of MINISTRY CLEARANCE.

He has already obtained the VISA. He would be visiting other places in India along with IIT KGP.

Kindly provide the approval for his stay at the TGH, IIR KGP for 1 day.

Regards,

Ratan

From: "IIT Kharagpur Office of Dean, International Relations" <ir-office@adm.iitkgp.ac.in>
To: "Ratan Joarder" <jratan@aero.iitkgp.ac.in>
Cc: "Prof. Rabibrata Mukherjee" <deanir@adm.iitkgp.ac.in>
Sent: Friday, July 19, 2024 10:19:09 AM
Subject: Re: Repair of Laser; Fwd: thanks for your cooperation

Dear Sir,

The Office of International Relations (IR) has a standard procedure for inviting foreign delegates on campus. Please take the time to go through the requirements as mentioned below and provide the documents as they become available. We shall complete the necessary processes upon receiving the requested information.

1. PFA the Ministry Clearance form. The scanned copy will be required with the signature of the visitor.
2. PFA the request for issuance of visa form to be filled and signed by yourself and HoD. Please include financial details in this form, including honorarium details, if applicable.
3. PFA the invitation letter template. Kindly use the template to draft the invitation letter.
4. Please request the visitor to share a scanned copy of his/her passport information page.
5. You are kindly requested to fill-out the requested information in the FVI form once the visitor have received his/her visa. The form is available at: <https://international.iitkgp.ac.in/fvif/>

Once the documents are received, we will initiate the further processing.

With Regards
TGH OFFICE (03)
प्रौद्योगिकी अतिथि गृह / Technology Guest House
भारतीय प्रौद्योगिकी संस्थान / Indian Institute of Technology
खड़गपुर, पश्चिम मिदनापुर / Kharagpur, West Midnapore
पश्चिम बंगाल -721302 / West Bengal-721302
दूरभाष / Tel : +91-3222-282834(O),
ई-मेल / E.mail: tgh@hijli.iitkgp.ernet.in

From: "Ratan Joarder" <jratan@aero.iitkgp.ac.in>
To: "tgh" <tgh@hijli.iitkgp.ernet.in>
Sent: Friday, July 19, 2024 9:40:47 AM
Subject: Fwd: Repair of Laser; Fwd: thanks for your cooperation

Dear Sir/Madam,
Kindly book a room (single bed) in the TGH, IIT Kharagpur campus for Mr. Sergey Babichev as per the schedule mentioned in the trailing email. He would be visiting the campus in connection with repairing an equipment in the Aerospace Engg. Department.

Regards,
Ratan

From: "MVPL" <wm@microvec.com>
To: "Ratan Joarder" <jratan@aero.iitkgp.ac.in>
Cc: "Sergey Babichev" <sales@microvec.com>
Sent: Wednesday, July 17, 2024 9:09:21 PM
Subject: RE: Repair of Laser; Fwd: thanks for your cooperation

Hallo,

We are finalizing Sergey's schedule and we would like him to arrive in the early afternoon of Tuesday, July 30 and leave on July 31.

Please confirm that this is ok and help us arranging the guest house for him.

Thank you,
Wojciech

--
Dr. Ratan Joarder
Associate Professor & Warden (VSRC-1)
Department of Aerospace Engineering
Indian Institute of Technology Kharagpur
Kharagpur-721302, India
Phone: +91-3222-283000
Alternate e-mail: jratan@gmail.com
Web: <http://www.iitkgp.ac.in/department/AE/faculty/ae-jratan>

Thank you for your email!

Further, in reference to your below email, please be informed that in the case of foreign visitors, as per the institute norms, the host has to follow a usual protocol of obtaining Director's approval by providing the details of the visit to the Office of the International Relations where in the details will be entered in the FVIF (Foreign Visitors Information Form).

Following the usual booking protocol the guest house may keep the required accommodation tentatively reserved for the foreign visitor for the dates mentioned in the email below. However, for confirmation of the booking, we request you kindly to provide us with a copy of approval letter before the arrival date of the visitor. We are copying this email to the Office of the International Relations (OIR) for the needful help in this matter.

With Regards

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दूरभाष / Tel : +91-3222-282834(O),
ई-मेल / E.mail: tgh@hijli.iitkgp.ernet.in

From: "Ratan Joarder" <jratan@aero.iitkgp.ac.in>
To: "Technology Guest House Booking/General" <tgh@hijli.iitkgp.ac.in>
Sent: Friday, July 19, 2024 10:09:04 AM
Subject: Re: Repair of Laser; Fwd: thanks for your cooperation

Yes. He is a foreign national.

He has visited our campus earlier also.

We had provided information about him earlier. Please have a look at the enclosed document.

From: "Technology Guest House" <tgh@hijli.iitkgp.ac.in>
To: "Ratan Joarder" <jratan@aero.iitkgp.ac.in>
Sent: Friday, July 19, 2024 9:54:43 AM
Subject: Re: Repair of Laser; Fwd: thanks for your cooperation

Thank you for your email!

(Mr. Sergey Babichev) Nationality : Indian or Foreigner, kindly reply us, for the required booking.

With Regards

TGH OFFICE (03)

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To : Ratan Joarder <jratan@aero.iitkgp.ac.in>

Cc : ir-office@adm.iitkgp.ac.in, BIBHUTI BHUSHAN ROY
<caretaker.tgh@adm.iitkgp.ac.in>, pictgh
<pictgh@adm.iitkgp.ac.in>

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पश्चिम बंगाल -721302 / West Bengal-721302

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पश्चिम बंगाल -721302 / West Bengal-721302

РЭСПУБЛІКА БЕЛАРУСЬ / РЕСПУБЛИКА БЕЛАРУСЬ
REPUBLIC OF BELARUS

ПОДПІС УЛАДАЛЬНИКА
(ПОДПІС ВЛАДЕЛЬЦА / BEARER'S SIGNATURE)



ПОДПІС СЛУЖБОВАЙ АСОБЫ, ЯКАЯ ВЫДАЛА ПАСПОРТ
(ПОДПІС ОТВЕТСТВЕННОГО ЛИЦА, КОТОРОЕ ВЫДАЛО ПАСПОРТ)
SIGNATURE OF THE AUTHORITY ISSUING THE PASSPORT

РЭСПУБЛІКА БЕЛАРУСЬ / REPUBLIC OF BELARUS

ПАСПОРТ
PASSPORT

ІДНІСТВУЮЩІСТЬ ВЫДАЧІ ПАСПОРТА
STATE OF ISSUING PASSPORT

ПАСПОРТНАГА НУМРА/PASSPORT NO.
MC3291551

ІМЯ/NAME

BABICHEV

ІМЯ/ GIVEN NAME

SERGEY

ГРАМАДЗЕНСТВА/ NATIONALITY

REPUBLIC OF BELARUS

ДАТА НАРАДЖЭННЯ/DATE OF BIRTH

03 12 1978

ІДЕНТЫФІКАЦЫЙНЫ НУМРА/IDENTIFICATION NO.

3031278B009PB2

ПОЛ/SEX

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МЕСЦІ НАРАДЖЭННЯ/PLACE OF BIRTH

AZE

ДАТА ВЫДАЧЫ/DATE OF ISSUE

22 09 2020

ОРГАН, ЯКІ ВЫДАЎ ПАСПОРТ/AUTHORITY

MINISTRY OF

INTERNAL AFFAIRS

ЗВРМНН ДЗЕНННІ/DATE OF EXPIRY

22 09 2030



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ВІЗЫ / ВИЗЫ / VISAS

