



Ref. No.: 2291/2024/OIR

Date: 13/08/2024

Subject: Approval for Budget for visit to FRRO Office Kolkata.

Enclosed herewith the email received from the FRRO office Kolkata about the resetting of password of FRRO login of C & S form for the foreign visitors and students at IITKGP.

As per the telephonic conversation to FRRO, they suggested to visit their office as this is a confidential matter.

For this purpose, two members have been nominated from the Office of IR to visit Kolkata FRRO office. A tentative budget for their visit is being proposed below:

Sl. No.	Item	Estimated Amount (INR)
1	Transportation service (Pick up and Drop from Kolkata to IITKGP)	6000.00
2	Food expenses	1000.00
Total		7000.00

Requesting your kind consideration and necessary approval for the mentioned budget and It may kindly be noted that the above budget is estimated, and the amount may be paid at actuals from the operating grant of International Relations.

Submitted for your approval.

Dean, International Relations

Approve as a special case basis
on the urgency: Car bill to be paid to vendor directly.
Food charges Rs 800/- per day, per person.
Rabibrata Mukherjee
13.08.2024

Junior Assistant

Enclosure:

1. Email correspondence.