



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

REF: 2311/2024/OIR

Dated: 29.08.2024

To
The Senior Security Officer
IIT Kharagpur.

Subject: Request for Permission to Place a Banner Outside the Institute Main Gate Area.

Dear Mr. Parmod Kumar,

I hope this message finds you well. I am writing to seek your kind permission to place a banner outside the main gate area of our institute. The purpose of the banner is to promote an upcoming lecture on **05th September, 2024** by **Prof. T. Pradeep, Padma Shree** awardee from IIT Madras.

The banner will be '20x10' feet in size and will be securely fastened to avoid any inconvenience or safety hazard to the public. We intend to place the banner at the institute's main gate area from **01st to 05th September, 2024**.

We assure you that the banner will be removed promptly after the specified period.

I kindly request you to grant us the necessary permission for this installation. Please let us know if there are any specific guidelines or regulations we need to adhere to while placing the banner.

Thank you for your attention to this matter. I look forward to your favorable response.

Rabibrata Mukherjee
29.08.2024

Prof. Rabibrata Mukherjee
Dean, International Relations

A. Moriel
30/8/24

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