

**Cryogenic Engineering Centre
IIT Kharagpur**

REF: 2326/2024/DIR .

AN 05/09/2024
Date: 5th Sept, 2024

Through Head, Cryogenic Engineering Centre

कैरोगेनीज़ / Head
परियोजना विभागी केन्द्र
Cryogenic Engineering Centre
भा. प्रौ. सं. खड़गपुर/ IIT Kharagpur

Sub: Visit of Prof. H. Nakai, KEK, Japan

The invitation letter, dated 28.08.24, issued to Prof. H. Nakai, KEK, Japan towards his visit to this Institute during 20th to 26th October, 2024 indicates that he will be supported with to-and-fro air fare, local hospitality, and an honorarium.

As per the emails (copies enclosed) received, Prof. Nakai has indicated the following:

- (i) He does not want to receive any honorarium for his visit and the invitation letter may be issued without the honorarium part.
- (ii) To-and-fro airfare for his preferred flights is INR 107365. However, in the application an amount of INR 80,000 was proposed considering the flight fare on that day i.e. 19.08.24.

Given the above, DEAN, IR is requested to kindly arrange to (i) Issue a fresh invitation letter to Prof. H. Nakai without mentioning any honorarium and (ii) kindly approve an amount of INR 1,20,000 towards his air travel expenses.

(Dr. T. K. Nandi)
(Dr. T. K. Nandi)
Faculty coordinator

06.09.2024

DEAN, IR

Approval from Director regarding the visit of Prof Nakai was taken on 21.08.2024. The airfare approved was Rs 80,000/- Now the flight tickets have become more expensive and will cost Rs 1,20,000/-.

Also being an employee of KEK he has expressed his inability to accept honorarium of USD 100 per day (total \approx USD 700).

(A) Thus, it is felt that his airfare of Rs 1,20,000 at actuals may be approved as a special case.

Director:

(A) Approved

Rabibratna Mukherjee
06.09.2024

Pl. discuss

12/09/2024

(1)

06/09/2024

Discussed with the Director. The matter will be approved after obtaining NOC from MEA
(PTD)



FROM Pg ①

Date: 09.09.2024

Further to the note regarding the visit of Dr Nakai, it is noted as per the clause No. 5 of Guidelines of the Ministry of Home Affairs, Vide No. 25002/62/2010-F(CC) dated 31.08.2010, adopted by Ministry of Human Resource Development vide Memo No. 22-2/2013-TS.I dated 19.06.2023, which was further forwarded to IIT Kharagpur vide Memo No. F I-5/2017-TS.I dated 15.07.2022, no Ministry clearance would be required for a Japanese National for visiting India.

Therefore, the visit of Dr Nakai may be approved, along with the revised financial terms from SGRIP.

Rabibrata Mukherjee

Rabibrata Mukherjee
Dean, IR


12/09/2024
Director

3. If the conference/seminar/workshop is sponsored by an NGO, the Mission would scrutinize the background of the NGO and grant visa to the participants if the Nodal/Line Ministry concerned of the Central/ State Government has cleared/ approved the conference/seminar/workshop. If Mission concerned has any doubt about the background of the sponsoring NGO, the matter may be referred to MEA, MHA or the nodal/Line Ministry for verification of the background of the NGO concerned.

4. Missions shall carefully examine the subject of the conferences/seminars/workshops and Visa shall not be issued for events, which involve politically and/ or socially sensitive subjects.

5. Missions will be required to make a prior reference to MEA and MHA before granting conference visas to foreigners participating in conferences/ seminars/ workshops etc. in India in the following cases:-

(a) Participants from Afghanistan, China, Iran, Pakistan, Iraq, Sudan, foreigners of Pakistani origin and Stateless persons; and

(b) Participants of conferences/seminars/workshops who are required to visit 'Restricted' or 'Protected' areas in India, or areas affected by terrorism, militancy and extremism etc. viz. Jammu & Kashmir and the North Eastern States.

In the above cases, MEA will examine the proposal along with MHA and grant clearance within four weeks. Clearance will be conveyed to the Missions, nodal Ministry and organizers of the conference. In case a Mission needs clarifications about the organizers, it can also refer the case to the nodal Ministry, as well as MEA and MHA. In such cases, visas will be issued after the Mission receives requisite clarifications.

6. Following procedure shall be observed for seeking prior security clearance for the International conference/seminar/workshop (event) from the Ministry of Home Affairs:

Re: Invitation letter**From :** NAKAI Hirotaka <hirotaka.nakai@kek.jp>

Mon, Sep 02, 2024 07:29 PM

Subject : Re: Invitation letter**To :** tkn cryo <tkn_cryo@cryo.iitkgp.ac.in>**Cc :** Triptisekhar Datta <tsdatta59@gmail.com>

Dear Prof. Nandi,

I thank you very much for your kindness and efforts to invite me to your institute.

As we have discussed last time that I can not receive your honorarium, but instead of the honorarium you may kindly pay bear my air tickets. Then please drop the corresponding sentence of the honorarium from your invitation letter.

As for my visit dates, are October 20th and 26th my arrival and departure dates at/from Kharagpur? Do you have any maximum of the air ticket price? I will book my ticket as soon as possible after making clear the dates of my visit and the maximum air fare.

Thanks again.

With my kindest regards,
NAKAI Hirotaka

> Dear Prof. Nakai San,
>
> Hope, everything is fine at your end. I am glad to inform you that air travel and local hospitality for your visit to IIT Kharagpur during the period from 20 - 26 October, 2024 are approved. Attached please find the invitation letter issued from Dean, International Relations, IIT Kharagpur.
> I request you to book your air tickets at the earliest possible, otherwise, the cost of the tickets may go up. Please let me know if you need any other documents from this end.
>
> I am looking forward to meeting you soon. Please share your mobile number, in case I need it.
>
> Kindest regards,
> T. K. Nandi
> Assoc. Prof.
> Cryogenic Engineering Centre
> Mo: 9434040897

Re: Invitation letter

From : NAKAI Hirotaka <hirotaka.nakai@kek.jp>
Subject : Re: Invitation letter
To : tkn cryo <tkn_cryo@cryo.iitkgp.ac.in>
Cc : Triptisekhar Datta <tsdatta59@gmail.com>

Thu, Sep 05, 2024 11:04 AM

 2 attachments

Dear Prof. Nandi,

Thank you for your revised invitation letter. This letter works well for the formalities at KEK. Attached please find a suggested itinerary for my visit. The air fare is JPY183760 (INR107365). How about these tickets? If too expensive, I will try to find less expensive air tickets.

I may need your invitation letter addressed to the Indian Bureau of Immigration (as attached file issued previously) for visa application.

Thanks again for your efforts and cooperation.

Best regards,
NAKAI Hirotaka, KEK

> Dear Prof. Nakai -san
>
> Attached please find the modified invitation letter for your visit to IIT Kharagpur during 20-26th October, 2024.
> I request you to book the air tickets whatever is convenient for you. We will get it reimbursed as per the invitation letter.
> I am looking forward to meeting you soon.
>
> Thanking you and
> Kindest regards,
> T. K. Nandi
> Assoc. Prof.
> Cryogenic Engineering Centre
> Mo: 9434040897
>

— **KEK Visa.pdf**
 328 KB

— **仲井様 2024.10.20 SQ日程表.pdf**
 46 KB



INVITATION LETTER

Date: 03.09.2024

To:
Prof. Hirotaka Nakai
Accelerator Laboratory,
High Energy Accelerator Research Organisation (KEK)
1-1 Oho. Tsukuba, Ibaraki 305-0801, Japan.

Subject: Invitation to visit the Indian Institute of Technology Kharagpur during 20th – 26th October, 2024.

Dear Prof. Hirotaka Nakai,

IIT Kharagpur is pleased to invite you during 20th – 26th October, 2024 for giving lectures on Cryogenics for accelerator including 2 K system.

We have noted your passport details as follows:

Name: Hirotaka Nakai
Nationality: Japan
Country of present domicile: Japan
Passport number: TR8034991

Place of Issue of passport: MOFA
Issue date of passport: 13.04.2017
Expiry date of passport: 13.04.2027
Date of birth: 06.07.1960

We understand that all expenses towards your visit i.e. international airfare and local hospitality will be sponsored by IIT Kharagpur under the Shri Gopal Rajgarhia International faculty/expert outreach program. We encourage you to bring your own medical insurance during your visit. Prof. Tapas Kumar Nandi (tkn_cryo@cryo.iitkgp.ac.in) from the Cryogenic department of our Institute will be the coordinator for your visit. We would be delighted if you accept our invitation and provide your travel plans to Prof. Nandi.

I look forward to your positive response. Please feel free to discuss all matters pertaining to your visit with Prof. Nandi.

With warm regards,

Sincerely,

Rabibrata Mukherjee
03.09.2024,

Dean, International Relations

Dr. Rabibrata Mukherjee
संस्कारण, अंतर्राष्ट्रीय संबंध
Dean, International Relation
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

CC:

- (1) Office of Registrar, IIT Kharagpur
- (2) Prof. Venimadhav Adyam – HoC of Cryogenic
- (3) Prof. Tapas Kumar Nandi, Cryogenic



INVITATION LETTER

Date: 28.08.2024

To:

Prof. Hirotaka Nakai
Accelerator Laboratory,
High Energy Accelerator Research Organisation (KEK)
1-1 Oho. Tsukuba, Ibaraki 305-0801, Japan.

Subject: Invitation to visit the Indian Institute of Technology Kharagpur during 20th – 26th October, 2024.

Dear Prof. Hirotaka Nakai,

IIT Kharagpur is pleased to invite you during 20th – 26th October, 2024 for giving lectures on Cryogenics for accelerator including 2 K system.

We have noted your passport details as follows:

Name: Hirotaka Nakai
Nationality: Japan
Country of present domicile: Japan
Passport number: TR8034991

Place of Issue of passport: MOFA
Issue date of passport: 13.04.2017
Expiry date of passport: 13.04.2027
Date of birth: 06.07.1960

We understand that all expenses towards your visit i.e. international airfare and local hospitality will be sponsored by IIT Kharagpur under the Shri Gopal Rajgarhia International faculty/expert outreach program. We encourage you to bring your own medical insurance during your visit. Prof. Tapas Kumar Nandi (tkn_cryo@cryo.iitkgp.ac.in) of our Institute will be the coordinator for your visit. We understand that you will receive an honorarium for the activities carried out at the Institute. We would be delighted if you accept our invitation and provide your travel plans to Prof. Nandi.

I look forward to your positive response. Please feel free to discuss all matters pertaining to your visit with Prof. Nandi.

With warm regards,

Sincerely,

Rabibrata Mukherjee
29.08.2024
Dean, International Relations

दॉ. रविब्रत मुखर्जी
Dr. Rabibrata Mukherjee
संकायाध्यक्ष, अंतर्राष्ट्रीय संबंध
Dean, International Relation
पातलींग शैक्षणिक संस्कार खण्डपुर
Indian Institute of Technology Kharagpur

CC:
(1) Office of Registrar, IIT Kharagpur
(2) Prof. Venimadhav Adyam – HoC of Cryogenic
(3) Prof. Tapas Kumar Nandi, Cryogenic

**INVITATION LETTER**

Date: 01.08.2024

To:

Prof. Hirotaka Nakai
Accelerator Laboratory,
High Energy Accelerator Research Organisation (KEK)
1-1 Oho. Tsukuba, Ibaraki 305-0801, Japan.

Subject: Invitation to visit the Indian Institute of Technology Kharagpur during 20th – 26th October, 2024.

Dear Prof. Hirotaka Nakai,

IIT Kharagpur is pleased to invite you during 20th – 26th October, 2024 for giving lectures on Cryogenics for accelerator including 2 K system.

We have noted your passport details as follows:

Name: Hirotaka Nakai
Nationality: Japan
Country of present domicile: Japan
Passport number: TR8034991

Place of Issue of passport: MOFA
Issue date of passport: 13.04.2017
Expiry date of passport: 13.04.2027
Date of birth: 06.07.1960

We understand that all expenses related to your visit will be sponsored by IIT Kharagpur under the Shri Gopal Rajgarhia International faculty/expert outreach program. We encourage you to bring your own medical insurance during your visit. Prof. Tapas Kumar Nandi (tkn_cryo@cryo.iitkgp.ac.in) of our Institute will be the coordinator for your visit. We understand that you will receive an honorarium for the activities carried out at the Institute. We would be delighted if you accept our invitation and provide your travel plans to Prof. Tapas Kumar Nandi.

I look forward to your positive response. Please feel free to discuss all matters pertaining to your visit with Prof. Tapas Kumar Nandi.

With warm regards,

Sincerely,

Rabibrata Mukherjee
01.08.2024

Prof. Rabibrata Mukherjee
Dean, International Relations

Dr. Rabibrata Mukherjee
संकायाध्यक्ष, अंतर्राष्ट्रीय संबंध
Dean, International Relation
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

CC:

- (1) Office of Registrar, IIT Kharagpur
- (2) Prof. Venimadhav Adyam – HoC of Cryogenic
- (3) Prof. Tapas Kumar Nandi, Cryogenic

Date: August 19, 2024

Through Head, Cryogenic Engineering Centre

Forwarded and Recommended

केंद्राधिकारी / Head
परियोगित क्रियोजेनिक इंजिनियरिंग केंद्र
Cryogenic Engineering Centre
भा. प्रो. सं. खड़गपुर/ IIT Kharagpur

Sub: Request for air travel support to Prof. Hirotaka Nakai during his visit to IIT Kharagpur

Refs: Approval letter for visit of Prof. Hirotaka Nakai dated 05 July, 2023 and Invitation letter to Prof. Nakai Hirotaka dated 01.08.2024

I have received an email (copy attached) dated 16.08.2024 from Prof. Nakai stating that his Institute, KEK, cannot bear his travel expenses (i.e. to and fro air fare from Tokyo to Kolkata) and the same may please be provided from IIT Kharagpur. Earlier, when we put up the application for his visit under SGRIF outreach program, we were informed that it won't be a problem for Prof. Nakai to get air fare from KEK, hence we did not ask for it. Over a Google Meet Prof. Nakai has also expressed that he need not be paid any honorarium for his visit to IIT Kharagpur.

In view of the above, it is requested that Prof. Hirotaka Nakai may please be supported with to and from air fare from Tokyo to Kolkata and without any honorarium. The revised budget details are as follows:

Category	Upper limit (INR)
Air fare	80,000
Local travel	10,000
Local hospitality (accommodation and food)	2500 for 7 days = 17,500
Honorarium	Nil
Contingency	NA
Total	1,07,500

We certify that at present we do not have any other funding source to support the proposed visit.

Awaiting for the kind approval to plan his visit and lecture at Cryogenic Engineering Centre.

Dr. T. K. Nandi

Faculty coordinator

As per the approved funding under SGRIP

Dean, IR

1. Track 1, Airfare by Economy class can be reimbursed. Therefore, though the international visitor initially did not ask for it, under the present circumstances, the same may be approved. Also, as per the Guidelines, the visitor is entitled to an honorarium of USD 100 per day and contingency upto INR 10,000/- which may also be approved.

(A)

Director (A) approved. 21/08/2024

Rob Brabu Rayhan
19.08.2024

On my travel expenses to visit IIT Kharagpur

From : NAKAI Hirotaka <hirotaka.nakai@kek.jp>
Subject : On my travel expenses to visit IIT Kharagpur
To : Dr. T. K. Nandi <tkn_cryo@cryo.iitkgp.ac.in>
Cc : Triptisekhar Datta <tsdatta59@gmail.com>

Fri, Aug 16, 2024 11:01 AM

Dear Prof. Nandi,

I would like to ask you to support my travel expenses to visit your institute, Indian Institute of Technology, Kharagpur, since KEK can not bear my travel expenses. It will be greatly appreciated if you can provide me the financial support to visit your institute.

I thank you very much for your understanding and consideration.

With my kindest regards,
Prof. NAKAI Hirotaka, Ph.D.
High Energy Accelerator Research Organization (KEK), Japan

**INVITATION LETTER**

Date: 01.08.2024

To:

Prof. Hirotaka Nakai
Accelerator Laboratory,
High Energy Accelerator Research Organisation (KEK)
1-1 Oho, Tsukuba, Ibaraki 305-0801, Japan.

Subject: Invitation to visit the Indian Institute of Technology Kharagpur during 20th – 26th October, 2024.

Dear Prof. Hirotaka Nakai,

IIT Kharagpur is pleased to invite you during 20th – 26th October, 2024 for giving lectures on Cryogenics for accelerator including 2 K system.

We have noted your passport details as follows:

Name: Hirotaka Nakai	Place of Issue of passport: MOFA
Nationality: Japan	Issue date of passport: 13.04.2017
Country of present domicile: Japan	Expiry date of passport: 13.04.2027
Passport number: TR8034991	Date of birth: 06.07.1960

We understand that all expenses related to your visit will be sponsored by IIT Kharagpur under the Shri Gopal Rajgarhia International faculty/expert outreach program. We encourage you to bring your own medical insurance during your visit. Prof. Tapas Kumar Nandi (tkn_cryo@cryo.iitkgp.ac.in) of our Institute will be the coordinator for your visit. We understand that you will receive an honorarium for the activities carried out at the Institute. We would be delighted if you accept our invitation and provide your travel plans to Prof. Tapas Kumar Nandi.

I look forward to your positive response. Please feel free to discuss all matters pertaining to your visit with Prof. Tapas Kumar Nandi.

With warm regards,

Sincerely,

Rabibrata Mukherjee
 Prof. Rabibrata Mukherjee
 Dean, International Relations

Dr. Rabibrata Mukherjee
 संकायाधीश, अंतर्राष्ट्रीय संबंध
 Dean, International Relation
 भारतीय प्रौद्योगिकी संस्थान खड़गपुर
 Indian Institute of Technology Kharagpur

CC:
 (1) Office of Registrar, IIT Kharagpur
 (2) Prof. Venimadhav Adyam – HoC of Cryogenic
 (3) Prof. Tapas Kumar Nandi, Cryogenic

Page 1 of 1

Office of International Relations
Indian Institute of Technology Kharagpur

Date: 05 July, 2023

Ref: Approval Letter: Application for inviting Prof. Hirotaka Nakai , Professor, Accelerator Laboratory High Energy Accelerator Research Organisation, Japan as **International Faculty** under **SGR International Faculty Outreach Program** facilitated by the Office of International Relations, Dean OR & AA, IITKGP.

Congratulations!

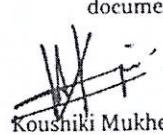
The proposal is **approved** with a **total budget of INR 68,495** by the Institute selection committee. Maximum approved amount under each head while keeping the total at **INR 68,495** according to SGRIP guidelines, is as follows:

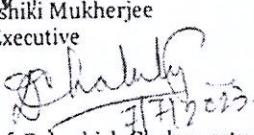
Category	Upper Limit (INR)
Airfare	NA
Local Travel	10,000
Local Hospitality (Accommodation & Food)	2500 INR for 7 days = 17,500
Honorarium	USD 100 per day for 5 days or 40,995. whichever is lower
Contingency	NA

Please Note:

1. Tax will be deducted from the honorarium as per GoI rule.
2. IR Office will forward reimbursement claim documents for final payments as per Institute norms at actuals. The audit vetting will be done by Institute with your help as per norms.
3. Incomplete reimbursement applications will not be honored and will be sent back to the host faculty member.

All endorsed bills along with all required documents, as mentioned in the SGRIP guidelines for application, should be sent to the Office of IR, along with a one-page report and pictures for documentation, both in hard copy and soft copy formats.


Koushiki Mukherjee
IR Executive


Prof. Debasish Chakravarty
Associate Dean IR & R


Debjani
13-7-23

Prof. Debjani Chakraborty
Dean, OR&AA

To
Prof. T.S. Datta & Prof. T.K. Nandi,
Cryogenic Engg. Centre,
IIT Kharagpur



Ref. No. 2196/2024/OIR

Date: 04/04/2024

Subject: Visit of Prof. Hirotaka Nakai from Japan under SGRIP Scheme 1.

With reference to the letter received from Prof. T S Datta from the Cryogenic Engineering Centre about the visit of Prof. Hirotaka Nakai from Japan whose visit had been approved by committee members under Spring 2023 call against SGRIP scheme 1 (SGR International faculty/expert outreach program).

As per the application, his visit could not be materialized because of not suitable mutual convenient date during December 2023 and now the Prof. Hirotaka Nakai wants to visit IIT Kharagpur tentatively during October 20-26, 2024 under the same scheme.

As per his application form his budget summary of expenses (which will be borne from the fund under SGRIP Scheme 1) for his visit are as follows:

1. Local Travel Support: INR 10,000/- (Max)
2. Local Hospitality/Accommodation: INR 17500 (for 7 days)
3. Honorarium: \$100 x 5 = \$500 equivalent to INR 40000/-
Total = INR 67,500/- (Max)

Submitted for kind consideration and necessary recommendation of the committee members for the visit of Prof. Hirotaka Nakai to IITKGP.

Enclosures:

1. Letter from Prof. T S Datta
2. SGRIP Scheme 1 Application Form.
3. Earlier approval of the visit of Prof. Hirotaka Nakai.

(Signature)
17.4.21
Dean (FoEA)
Member

(Signature)
16/4/24
Dean (BTBS)
Member

(Signature)
22.04.2024
Dean (FoS)
Member

(Signature)
Associate Dean (CE&T)
Member

(Signature)
15/4/2024
Associate Dean (AA&IR)
Member

(Signature)
20.06.2024
Dean (OR&AA)
Chairman

DEAN IR
The date of superannuation of Prof. T. S. Datta may
please be intimated to the undersigned in writing.

Reb. Prof. Mukherjee
20.06.2024

AR (E)
20/6/24
S/E-T

Zimbra

deanir@adm.iitkgp.ac.in

Re: Regarding the visit of Prof. Hirotaka Nakai under SGRIP Scheme 1**From :** Head CryoGenic Centre <head@cryo.iitkgp.ac.in>

Tue, Jul 02, 2024 04:36 PM

Subject : Re: Regarding the visit of Prof. Hirotaka Nakai under SGRIP Scheme 1

📎 1 attachment

To : Dean, International Relations, IIT Kharagpur <deanir@adm.iitkgp.ac.in>**Cc :** Dr. Tripti Sekhar Datta <tsdatta@cryo.iitkgp.ac.in>, venimadhav <venimadhav@cryo.iitkgp.ac.in>, rabibrata <rabibrata@che.iitkgp.ac.in>, director <director@adm.iitkgp.ac.in>, Ms. Koushiki Mukherjee <koushiki@adm.iitkgp.ac.in>, Office of International Relations <ir-office@adm.iitkgp.ac.in>, tkn_cryo <tkn_cryo@cryo.iitkgp.ac.in>

Prof. Tapas Kumar Nandi, Associate Professor of Cryogenic Engineering Centre, will act as the host for the visitor.

Submitted for your necessary actions please.
Head, Cryogenic Engineering Centre

----- Original Message -----

From: "Dean, International Relations, IIT Kharagpur" <deanir@adm.iitkgp.ac.in>

To: "Head" <head@cryo.iitkgp.ac.in>

Cc: "Dr. Tripti Sekhar Datta" <tsdatta@cryo.iitkgp.ac.in>, "venimadhav" <venimadhav@cryo.iitkgp.ac.in>, "rabibrata" <rabibrata@che.iitkgp.ac.in>, "director" <director@adm.iitkgp.ac.in>, "Ms. Koushiki Mukherjee" <koushiki@adm.iitkgp.ac.in>, "Office of International Relations" <ir-office@adm.iitkgp.ac.in>

Sent: Monday, July 1, 2024 6:55:17 PM

Subject: Regarding the visit of Prof. Hirotaka Nakai under SGRIP Scheme 1

Dear Sir:

Please find the attached note.

Its related to the visit of Prof Hirotaka Nakai under SGRIP Scheme 1. Prof T. S. Datta is the host from IIT Kharagpur.

The visit is scheduled between 20-26 October 2024.

However, as per noting from the Registry, Prof T. S. Datta's tenure at IIT Kharagpur is officially ending on 17th July 2024.

IN this connection, it is felt that the HoC of Cryogenic Engineering Center

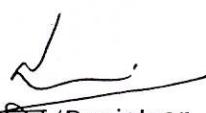


भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

कार्यालय आदेश सं. / OFFICE ORDER No.: R/066/2023, DATED JULY 17, 2023

Prof. Tripti Sekhar Datta (EC : T0718) has joined the Institute on **July 17, 2023** **(forenoon)** as Visiting Professor in the Cryogenic Engineering Centre on a consolidated remuneration of **Rs. 1,05,000/-** (Rupees one lakh five thousand only) per month after deduction of pension from previous employment with other benefits as per rules for a period of one (01) year from the date of joining.

Pay fixation order shall be issued separately by Establishment - I.


~~कुलसचिव~~/Registrar,

To
Prof. Tripti Sekhar Datta (EC : T0718)
Visiting Professor

Through : Head
Cryogenic Engineering Centre
Indian Institute of Technology Kharagpur

Copy to:

01. Dean, Outreach and Alumni Affairs
02. Associate Dean, Alumni Affairs
03. Head, Cryogenic Engineering Centre
04. Chairman, ERP Cell
05. Librarian, Central Library
06. Head, B. C. Roy Technology Hospital
07. Joint Registrar (Finance & Accounts)
08. Joint Registrar (Academic)
09. Joint Registrar (Audit)
10. Joint Registrar, E-III – *with a request to report to the next meeting of BOG*
11. Deputy Registrar (Stores & Purchase)
12. Deputy Registrar (Accounts)
13. Assistant Registrar (Estate)
14. Assistant Registrar (Accounts)
15. Assistant Registrar (E-I) – *with necessary papers & requesting to issue pay fixation order separately*
16. Senior Executive Engineer, Technology Telecom Centre
17. Secretary to Director
18. Secretary, Deputy Director's Office
19. Secretary, Registrar's Office
20. Head, Institute Information Cell
21. Office Order File

INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR
Cryogenic Engineering Centre
Kharagpur- 721302

Attached here is the application form under the SGRIP 2024 regarding a visit of International Faculty at Cryogenic Centre. You are well aware that we have established a MOU with KEK, Japan (One of the Prestigious Accelerator laboratories). Prof. Hirotaka Nakai is the Co-ordinator from Japan Side and you may be aware that with his own initiative , 10 Students from IIT Kharagpur could visit KEK Japan in December 2022 under Sakura Science Programme covering all expenditure by Japan Science and Technology . He is also trying for second Sakura Science Programme for IIT Kharagpur in 2024. He is positive about the approval for JST. Further, his proposed visit under the SGRIP was approved by your Division in 2023, but visit could not be materialized because of not suitable mutual convenient date prior to December 2023 ,

We certify that at present we don't have any other funding source to take care of the local hospitality, and honorarium during his proposed visit in October- November 2024.

Awaiting for the kind approval to plan his visit and lecture at Cryogenic Engineering Centre.



Prof Tapas Kumar Nandi



Prof Tripti Sekhar Datta

Date : March 20, 2024

Through, Head, Cryogenic Engineering Centre
21/03/2024
क्रियोजियनिक इंजिनियरिंग सेंटर / Head
पारसालन विभाग की कैन्ट्र
Cryogenic Engineering Centre
भा ग्री सं खडगपुर/ IIT Kharagpur

Associate Dean, IR & R

Office of International Relations

IIT Kharagpur

Shri Gopal Rajgarhia International Programme (SGRIP)

APPLICATION FORM FOR SCHEMES 1 & 2

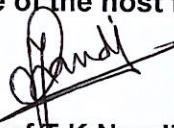
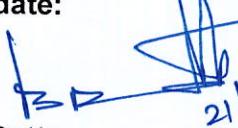
Name of the scheme (Please tick)	1. SGR International faculty/expert outreach program
Name, affiliation and address of the visitor:	Prof Hirotaka Nakai. Professor, Accelerator Laboratory High Energy Accelerator Research Organisation (KEK) 1-1 Oho. Tsukuba Ibaraki 305-0801. Japan
Host faculty and department/centre/school:	Prof T K Nandi & Prof T S Datta Cryogenic Engineering Centre
Duration of visit with expected start and end dates:	7 Days . October 20- 26, 2024 (Tentative)
Justification for the visit: (200 words max)	<p>Cryogenic Engineering Centre has established an MOU with KEK, Japan, through International Division of IIT Kharagpur since 2021. Prof. Hirotaka Nakai is the coordinator from KEK, Japan and head of Accelerator Cryogenics . In 2022, we had an online interactive lecture series(In the field of Cryogenic Engineering and Superconductivity) with three faculty that includes Prof Nakai-san from KEK, Japan. Prof. Hirotaka Nakai also established a visit of 10 students and a coordinator from IIT Kharagpur under Sakura Science Programme in December 2022. That was an excellent academic tour, which includes lectures, hands on training and visit to facility. The whole expenditure including air fare for all was covered by Japan Science & Technology and hoping to continue the same. He is also trying to repeat this Sakura Science programme for 2024 with IIT Kharagpur. KEK is the Asia's biggest Accelerator laboratory and pioneer of many advanced facilities. He will be giving lectures on cryogenics for accelerator including 2 K system. He is one of the leaders on Accelerator Cryogenics in Asia. He is also a Member of International Cryogenic Engineering Committee and have experience of more than 30 years in this field.</p>

Head-wise Budget summary (Refer to Tables 3 to 6 for eligible heads and caps)	<p>1. Local Travel Support : Rs 10,000 (Max) 2. Local Hospitality / Accommodation : Rs 17500 (7 days) 3. Honorarium : \$100 x5 = \$500 : Rs 40000</p> <p>Total comes about : Rs 67,500/-</p>
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Please attach the following documents and ✓ check the corresponding boxes:

Letter from the visitor on letterhead showing his/her willingness to visit and partake in proposed activities during the specified period, including statement that he/she is not claiming the fund from any other source: Will be submitted	
Detailed budget justification including justification for any special financial assistance required (limit one page)	
Self-certification from host that (i) funding is not available from any other source. (ii) If funding becomes available from another source, it will be used first before claiming from SGRIP	
CV of the invited Faculty : will be submitted	

Signature of the host faculty with date:



21/03/2024.

Name : Prof T K Nandi & Prof T S Datta

Designation: Associate Professor/ Visiting Professor

Department/Centre/School: Cryogenic Engineering Centre

Forwarded by Head of Dept/Ctr/School


21/03/2024
कन्द्राध्यक्ष/Head
पारदर्शकन के कन्द्राध्यक्ष के केन्द्र
Cryogenic Engineering Centre
भा प्रा सं खड़ापुर/IIT Kharagpur

Please submit application in hard copy to Office of International Relations and email soft copy of the same to ir-office@adm.iitkgp.ac.in.

For Office use: Application no: _____ Date received: _____



INTER-UNIVERSITY RESEARCH INSTITUTE CORPORATION
HIGH ENERGY ACCELERATOR RESEARCH ORGANIZATION

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Ibaraki 305-0801 JAPAN
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TEL (+81)-29-864-5201
FAX (+81)-29-864-3182
E-Mail: hirotaka.nakai@kek.jp

Professor Tripti Sekhar Datta
Cryogenic Engineering Centre
Indian Institute of Technology Kharagpur
Kharagpur, West Midnapore,
West Bengal 721302 INDIA

LETTER OF CONCURRENCE

21 March, 2024

Dear Professor Tripti Sekhar Datta,

This is with reference to our discussion about my visit to your institute to deliver a series of lectures on cryogenics, cryomodule, 2K superfluid helium and 2K heat exchanger under the MOU between the High Energy Accelerator Research Organization (KEK), Japan, and the Indian Institute of Technology Kharagpur (IIT Kharagpur). I will be pleased to do that possibly in the month of October or November, 2024, for a week. Actual date will be decided based on mutual convenience. I will be able to manage travel support between Tokyo and Kolkata from my organization.

Sincerely yours,

A handwritten signature in black ink, appearing to read '仲井浩孝' (Hirotaka Nakai).

NAKAI Hirotaka, Ph.D.
Professor, Accelerator Laboratory, KEK
Professor, School of High Energy Accelerator Science, SOKENDAI (The Graduate University for Advanced Studies)

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

Date: 05 July, 2023

Ref: Approval Letter: Application for inviting Prof. Hirotaka Nakai , Professor, Accelerator Laboratory High Energy Accelerator Research Organisation, Japan as **International Faculty** under SGR **International Faculty Outreach Program** facilitated by the **Office of International Relations, Dean OR & AA, IITKGP**.

Congratulations!

The proposal is **approved** with a **total budget of INR 68,495** by the Institute selection committee. Maximum approved amount under each head while keeping the total at **INR 68,495** according to SGRIP guidelines, is as follows:

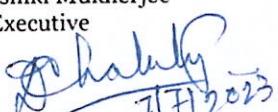
Category	Upper Limit (INR)
Airfare	NA
Local Travel	10,000
Local Hospitality (Accommodation & Food)	2500 INR for 7 days= 17,500
Honorarium	USD 100 per day for 5 days or 40,995, whichever is lower
Contingency	NA

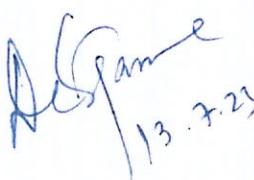
Please Note:

1. Tax will be deducted from the honorarium as per GoI rule.
2. IR Office will forward reimbursement claim documents for final payments as per Institute norms at actuals. The audit vetting will be done by Institute with your help as per norms.
3. Incomplete reimbursement applications will not be honored and will be sent back to the host faculty member.

All endorsed bills along with all required documents, as mentioned in the SGRIP guidelines for application, should be sent to the Office of IR, along with a one-page report and pictures for documentation, both in hard copy and soft copy formats.


Koushiki Mukherjee
IR Executive


Prof. Debasish Chakravarty
Associate Dean IR & R


Debjani
13.7.23

Prof. Debjani Chakraborty
Dean, OR&AA

To
Prof. T.S. Datta & Prof. T.K. Nandi,
Cryogenic Engg. Centre,
IIT Kharagpur



日本国

旅券證號/Passport No.

型/Tytle 瑞行国/Issuing country

旅券 PASSPORT

2
P
2

姓/Surname
NAKAT

名 / Given name

姓/Surname NAKAI

名/Given name
HIROTAKA

国籍/Nationality 生年月日/Date of birth

JAPAN 06 JUL 1960

性別/Sex

本籍/Registered Domicile

發行年月日/Date of issue
13 APR 2017

有効期間満了日 / Date of expiry
13 APR 2027

發行官序 / Authority
MINISTRY OF
FOREIGN AFFAIRS

持有人自署/Signature of bearer

仲林詒考