

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

**Ref:** 2445/2024/OIR

Date: 20 Dec, 2024

**Subj: Shri Gopal Rajgarhia International Program Faculty Award: Track 1**

Dear Dr. S Varanasi,

I am happy to inform that your application for inviting Prof. Gin Jose, University of Leeds, UK as International Faculty under SGR International Distinguished Faculty/Expert Outreach Program (Track 1) has been approved by the committee.

The Budget Approval is as follows:

<b>Category</b>	<b>Maximum Limit (INR)</b>
Airfare	1,00,000
Local Travel	10,000
Honorarium	USD 200 per day up to 14 days to be paid based on actual number of days spent in IITKGP
Local Hospitality (Accommodation & Food) at (Rs. 2,500/day for 14 days max)	35,000 (The actual amount will depend on the number of days spent at IIT Kharagpur)
Contingency	5,000

**Please Note:**

1. Tax will be deducted from the honorarium as per clause 195 of 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 entertained and will be sent back to the host faculty member.
4. Please follow standard institute procedures for obtaining approval for institute faculty visit.

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.

*Rabibrata Mukherjee*  
20.12.2024

Prof. Rabibrata Mukherjee  
Dean IR



Through Head (Chemical)