



# OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur  
Kharagpur- 721302, India

Ref No.: 1679/2022/OIR

Date: 21.12.2022

## NOTE

The Ministry of Education in association with the National Board of Accreditation organised a workshop on the Ranking Improvement in Higher Educational Institutions (HEIs) on 29<sup>th</sup> September, 2022 at Casuarina Mini Auditorium, India Habitat Centre, Delhi. The Director nominated the following delegates to attend the workshop.

- (1) Prof. Goutam Chakraborty, Associate Dean of International Relations and Ranking
- (2) Prof. Pawan Goyal, PIC, Rankings

The above-mentioned delegates attended the workshop. In this regard, the details of the airfare expenses for travelling from Kolkata to Delhi (to and fro) has been given below.

Sl. No.	Bill. No.	Name	Actual Amount (INR)
1	DL227100410559 (CCU-DEL) DL227100410560 (DEL-CCU)	Prof. GOUTAM CHAKRABORTY	18,279.00
2	DL227100410561 (CCU-DEL) DL227100410562 (DEL-CCU)	Prof. PAWAN GOYAL	18,279.00
<b>Total</b>			<b>36,558.00</b>

Also, this is to inform you that Prof. Goutam Chakraborty stayed in the Hotel Arch, New Delhi when he went to Delhi to attend the same workshop on 28<sup>th</sup> and 29<sup>th</sup> September, 2022. The total accommodation charges amounts to INR 9,795 for staying in the hotel.

Therefore, you are being requested to kindly make the payment of airfare directly to Balmer Lawrie & Co. as well as make the reimbursement of the accommodation charges for stay in the hotel to Prof. Goutam Chakraborty (EC: 03004).

All the necessary documents and bills have been attached herewith, for your kind reference.

Submitted for your kind consideration and approval.

Associate Dean,  
International Relations and Ranking

Dean, Outreach and Alumni Affairs 29.12.22

Deputy Registrar, Accounts



**HDFC BANK**

We understand your world

HOTEL ARCH  
HOTEL ARCH COUNTER1 A74  
NEW DELHI DL

DATE 29/09/2022 TIME 10:34  
MID 282159  
BATCH NO 000502 INVOICE NO: 0038

SALE

CARD \*\*\*\* \* 5217 CTLS

CARD TYPE VISA

EXP DATE \*\*

APPR CODE 063800 RRN 000000006549

TC E56A65E9B59ED135

AID A0000000031010

Application Name VISA CREDIT

AMT ₹ 2630.00

TIP ₹

TOTAL ₹ 2630.00

PIN NOT REQUIRED FOR CONTACTLESS  
TRANSACTIONS UPTO RS 5000.00  
I AGREE TO PAY AS PER CARD ISSUER  
AGREEMENT

\*\*\* CUSTOMER COPY \*\*\*  
Version: 1.0 2(11/05/2021)

AGREEMENT  
\*\*\* CUSTOMER COPY \*\*\*  
Version: 1.0 2(11/05/2021)

**HDFC BANK**

We understand your world

HOTEL ARCH  
HOTEL ARCH COUNTER1 A74  
NEW DELHI DL

DATE 28/09/2022 TIME 22:01:57  
MID 282159  
BATCH NO 000501 INVOICE NO: 0038

SALE

CARD \*\*\*\* \* 5217 CHIP

CARD TYPE VISA

EXP DATE \*\*

APPR CODE 078651 RRN 000000006542

TC E9E0C2433BEBE51A

AID A0000000031010

Application Name VISA CREDIT

AMT ₹ 7165.00

TIP ₹

TOTAL ₹ 7165.00

PIN VERIFIED OK  
SIGNATURE NOT REQUIRED  
G CHAKRABORTY

I AGREE TO PAY AS PER CARD ISSUER

AGREEMENT  
\*\*\* CUSTOMER COPY \*\*\*  
Version: 1.0 2(11/05/2021)

\*\*\* CUSTOMER COPY \*\*\*  
Version: 1.0 2(11/05/2021)

Ref. BL/IIT KGP / 10th OCTOBER 2022			Balmer Lawrie & Co.			
			21 NS ROAD KOLKATA-700			
The Liaison Officer			I R OFFICE			
INDIAN INSTITUTE OF TECHNOLOGY (IIT KGP)						
KHARAGPUR			(VENDOR CODE - V/2016/2355)			
Enclosed please find herewith the bill(Official)for Balmer Lawrie & Co Ltd for payment.						
SL NO	INVOICE	CREDIT NOTE	DOC. DATE	PAX NAME	TRAVEL DATE	AM
1	DL227100410559		23-09-2022	MR GOUTAM CHAKRABORTY	28-09-2022	
2	DL227100410560		23-09-2022	MR GOUTAM CHAKRABORTY	29-09-2022	
3	DL227100410561		23-09-2022	MR PAWAN GOYAL	28-09-2022	
4	DL227100410562		23-09-2022	MR PAWAN GOYAL	29-09-2022	
						3

- 1 Payment should be made only by cheque/RTGS/creditcard/debitcard or other RBI approved digital modes of payment. No Cash payments are allowed.
- 2 For NEFT/RTGS payments, you may make payment to our local bank account as communicated to you by our branch officials for travel related payments.
- 3 GST has been charged on airfare @ 5% for economy and @ 12% for business class tickets, wherever applicable, as per law. For processing fees/commission/incentives, GST has been charged @18%.
- 4 As part of our digitization efforts and to save trees, all clients are advised to send an email for bill details covering bill no, bill date, passenger name, amount settled against each bill, credit note no, credit note date, credit note amount etc. to BL accounts department and BL branch manager on their official email id as communicated to you from time to time.
- Bill Date : 23.09.2022

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Vendor Code : V/2016/2355





**Balmer Lawrie**  
TRAVEL & VACATIONS

Balmer Lawrie &amp; Co Ltd.

Core 08 GF/Scope Complex

New Delhi 110003

GST Number : 07AABC0984E1ZX

IRN: -NA-  
Ack No: -NA-  
Ack Dt: -NA-M/S, INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
IIT KHARAGPUR  
KHARAGPUR

Customer GST :

Place of Supply : West Bengal

Bill No : DL227100410559  
Ticket Issue Date : 23.09.2022  
SAP Client Code : 7000009021  
Client Code : IG000241108  
Booked By : Alik Paul  
Requested By : IR OFFICE

Airline	Passenger(s)	Ticket(s) No	Flight No.	Travel Date	Sectors	Travel Class	Gross Fare
Indigo	MR GOUTAM CHAKRABORTY	LRKWKA1	898	28.09.2022	CCU-DEL	O	9416
PNR:LRKWKA, LRKWKA				Fare:	7700		
Tax Breakup : PHF-50.00,RCF-50.00,TTF-270.00,ASF-236.00,UDF-706.00				YQ:	0		
Base Air Fare Taxable ( Base Fare + YQ + YR + TRF + CMF + RCS + RCF + PHF				YR:	0		
+ TTF + COMM + COMMBF + CUTE + SGI + SVGU + CNX - TF1K ): 8070				PSF:	0		
				Other Taxes / Fees:	1312		
				Insurance:	0		
				IGST on Airfare (SAC:996425):	404		
				Add: Processing Fee	0		
				IGST on PF (SAC:998551):	0		
Total Bill Amount :						₹	9416
Rs: ( NINE THOUSAND FOUR HUNDRED SIXTEEN ONLY )						₹	9416
Roundoff Total Bill Amount :						₹	9416

1 Payment should be made only by cheque/RTGS/creditcard/debitcard or other RBI approved digital modes of payment. No Cash payments are allowed.

2 For NEFT/RTGS payments, you may make payment to our local bank account as communicated to you by our branch officials for travel related payments.

3 GST has been charged on airfare @ 5% for economy and @ 12% for business class tickets, wherever applicable, as per law. For processing fees/commission/incentives, GST has been charged @18%.

4 As part of our digitization efforts and to save trees, all clients are advised to send an email for bill details covering bill no, bill date, passenger name, amount settled against each bill, credit note no, credit note date, credit note amount etc. to BL accounts department and BL branch manager on their official email id as communicated to you from time to time.

Bill Date : 23.09.2022

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Vendor Code : V/2016/2355



**Balmer Lawrie**  
TRAVEL & VACATIONS

Balmer Lawrie & Co Ltd.  
Core 08 GF/Scope Complex  
New Delhi 110003

GST Number : 07AABC0984E1ZX

IRN: -NA-  
Ack No: -NA-  
Ack Dt: -NA-



M/S, INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
IIT KHARAGPUR  
KHARAGPUR  
Customer GST :  
Place of Supply : Delhi

Bill No : DL227100410560  
Ticket Issue Date : 23.09.2022  
SAP Client Code : 7000009021  
Client Code : IG000241108  
Booked By : Alik Paul  
Requested By : IR OFFICE

Airline	Passenger(s)	Ticket(s) No	Flight No.	Travel Date	Sectors	Travel Class	Gross Fare
Indigo	MR GOUTAM CHAKRABORTY	XIRZBY1	2057	29.09.2022	DEL-CCU	O	8863
PNR:XIRZBY, XIRZBY							Fare: 7700
Tax Breakup : PHF-50.00,RCF-50.00,TTF-270.00,ASF-236.00,UDF-62.00							YQ: 0
Base Air Fare Taxable ( Base Fare + YQ + YR + TRF + CMF + RCS + RCF + PHF							YR: 0
+ TTF + COMM + COMMBF + CUTE + SGI + SVGU + CNX - TF1K ): 8070							PSF: 91
							Other Taxes / Fees: 668
							Insurance: 0
							CGST on Airfare (SAC:996425): 202
							SGST on Airfare (SAC:996425): 202
							Add: Processing Fee 0
							CGST on PF (SAC:998551): 0
							SGST on PF (SAC:998551): 0
Total Bill Amount :							₹ 8863
Rs: ( EIGHT THOUSAND EIGHT HUNDRED SIXTY THREE ONLY )							
Roundoff Total Bill Amount :							₹ 8863

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- 2 For NEFT/RTGS payments, you may make payment to our local bank account as communicated to you by our branch officials for travel related payments.
- 3 GST has been charged on airfare @ 5% for economy and @ 12% for business class tickets, wherever applicable, as per law. For processing fees/commission/incentives, GST has been charged @18%.
- 4 As part of our digitization efforts and to save trees, all clients are advised to send an email for bill details covering bill no, bill date, passenger name, amount settled against each bill, credit note no, credit note date, credit note amount etc. to BL accounts department and BL branch manager on their official email id as communicated to you from time to time.
- Bill Date : 23.09.2022

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Vendor Code : V/2016/2355







Balmer Lawrie & Co Ltd.  
Core 08 GF/Scope Complex  
New Delhi 110003

GST Number : 07AABC0984E1ZX

IRN: -NA-  
Ack No: -NA-  
Ack Dt: -NA-

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
IIT KHARAGPUR  
KHARAGPUR  
Customer GST :  
Place of Supply : West Bengal

Bill No : DL227100410561  
Ticket Issue Date : 23.09.2022  
SAP Client Code : 7000009021  
Client Code : IG000241108  
Booked By : Alik Paul  
Requested By : IR OFFICE

Airline	Passenger(s)	Ticket(s) No	Flight No.	Travel Date	Sectors	Travel Class	Gross Fare
Indigo	MR PAWAN GOYAL	LRKWKA2	898	28.09.2022	CCU-DEL	O	9416
PNR:LRKWKA, LRKWKA				Fare:			7700
Tax Breakup : PHF-50.00,RCF-50.00,TTF-270.00,ASF-236.00,UDF-706.00				YQ:			0
Base Air Fare Taxable ( Base Fare + YQ + YR + TRF + CMF + RCS + RCF + PHF				YR:			0
+ TTF + COMM + COMMBF + CUTE + SGI + SVGU + CNX - TF1K ): 8070				PSF:			0
				Other Taxes / Fees:			1312
				Insurance:			0
				IGST on Airfare (SAC:996425):			404
				Add: Processing Fee			0
				IGST on PF (SAC:998551):			0
Total Bill Amount :						₹	9416
Roundoff Total Bill Amount :						₹	9416

Rs: ( NINE THOUSAND FOUR HUNDRED SIXTEEN ONLY )

Payment should be made only by cheque/RTGS/creditcard/debitcard or other RBI approved digital modes of payment. No Cash payments are allowed.  
For NEFT/RTGS payments, you may make payment to our local bank account as communicated to you by our branch officials for travel related payments.  
GST has been charged on airfare @ 5% for economy and @ 12% for business class tickets, wherever applicable, as per law. For processing fees/commission/incentives, IST has been charged @18%.  
As part of our digitization efforts and to save trees, all clients are advised to send an email for bill details covering bill no, bill date, passenger name, amount settled against each bill, credit note no, credit note date, credit note amount etc. to BL accounts department and BL branch manager on their official email id as communicated to you from time to time.  
Bill Date : 23.09.2022

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Vendor Code : V/2016/2355



**Balmer Lawrie**  
TRAVEL & VACATIONS

SINCE - 1867

Balmer Lawrie &amp; Co Ltd.

Core 08 GF/Scope Complex

New Delhi 110003

GST Number : 07AABCB0984E1ZX

IRN: -NA-  
Ack No: -NA-  
Ack Dt: -NA-

BALMER LAWRIE BILL

M/S, INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
IIT KHARAGPUR  
KHARAGPUR  
Customer GST :  
Place of Supply : DelhiBill No : DL227100410562  
Ticket Issue Date : 23.09.2022  
SAP Client Code : 7000009021  
Client Code : IG000241108  
Booked By : Alik Paul  
Requested By : IR OFFICE

Airline	Passenger(s)	Ticket(s) No	Flight No.	Travel Date	Sectors	Travel Class	Gross Fare
Indigo	MR PAWAN GOYAL	XIRZBY2	2057	29.09.2022	DEL-CCU	O	8863
PNR:XIRZBY, XIRZBY				Fare:	7700		
Tax Breakup : PHF-50.00,RCF-50.00,TTF-270.00,ASF-236.00,UDF-62.00				YQ:	0		
Base Air Fare Taxable ( Base Fare + YQ + YR + TRF + CMF + RCS + RCF + PHF				YR:	0		
+ TTF + COMM + COMMBF + CUTE + SGI + SVGU + CNX - TF1K ): 8070				PSF:	91		
				Other Taxes / Fees:	668		
				Insurance:	0		
				CGST on Airfare (SAC:996425):	202		
				SGST on Airfare (SAC:996425):	202		
				Add: Processing Fee	0		
				CGST on PF (SAC:998551):	0		
				SGST on PF (SAC:998551):	0		
Total Bill Amount :						₹	8863
Rs: ( EIGHT THOUSAND EIGHT HUNDRED SIXTY THREE ONLY )						₹	8863
Roundoff Total Bill Amount :						₹	8863

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Vendor Code : V/2016/2355







**Office of International Relations (OIR)  
Indian Institute of Technology  
Kharagpur – 721 302**

Ref: 1672 /2022/OIR

Dated: 22.09.2022

**NOTE**

Ministry of Education in association with National Board of Accreditation is organizing a workshop on 29<sup>th</sup> September at Casuarina Mini Auditorium, India Habitat Centre, Delhi on Ranking Improvement in Higher Educational Institutions (HEIs). The Director has nominated the following persons to attend the workshop.

1. Prof. Goutam Chakraborty, Associate Dean International Relations and Ranking
2. Prof Pawan Goel, PIC, Ranking

To-and-from airfare from Kolkata to Delhi as well as the TA, DA for the above visit may kindly be approved for the above two persons from Institute Fund.

Submitted for your kind consideration and approval

Associate Dean, IR and Ranking

Dean, Outreach

Deputy Director



F. No. 31-5/2022-TS. II  
Government of India  
Ministry of Education  
Department of Higher Education  
Technical Section-II

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Shastri Bhawan, New Delhi  
Dated the 13<sup>th</sup> September, 2022

To

The Directors/VCs of the Higher Education Institutions

**Subject: Workshop on Ranking improvement in Higher Educational Institutions (HEIs) - reg.**

Respected Madam/ Sir,

In continuation to this Ministry's letter of even number dated 01.09.2022 and 13.09.2022 regarding nominating a ranking coordinator, it is informed that the Ministry intends to support and sensitize all higher educational institutions through a series of mentoring workshops which will generate a culture of rankings and result in higher participation in national rankings.

2. In view of the above, Ministry of Education in association with National Board of Accreditation is organizing a workshop, which is scheduled to be held on **29<sup>th</sup> September 2022 at Casuarina Mini Auditorium, India Habitat Centre, Delhi**. It is requested to kindly attend the workshop along with the nominated/appointed "Ranking Coordinator". If the ranking coordinator has not been appointed yet, you are requested to kindly nominate the official at the earliest, for attending the above said workshop.

3. Further information on the workshop will be shared shortly by the nodal officer, whose contact details are as follows: Dr Priyanka Singh, Sr. Manager (Ranking), National Board of Accreditation, Email: [nbait@nbaind.org](mailto:nbait@nbaind.org), contact: 011-43512997.

Yours Sincerely,

Kirti

(Kirti)

Deputy Director (TE)

Ph.: 23385935

✓ Prof. Goutam Chakraborty / PE. attend the workshop  
Prof. Pawan Goyal

21/09/2022