



OFFICE OF INTERNATIONAL RELATIONS
Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1669/2022/OIR

Date: 09.12.2022

NOTE

The Airfare expenses of the following officials are approved by the competent authority as per the document w.r.t Ref No. – 1657/2022/OIR, Dated 05.12.2022, that was booked through Balmer Lawrie & Co.

- (1) Ms. Alivia Nag
- (2) Ms. Koushiki Mukherjee
- (3) Ms. Rituparna Chakraborty

Therefore, you are being requested to kindly make the payment of amount INR 65,529 to Balmer Lawrie & Co.

The necessary documents have been attached herewith for your kind reference.

[Signature]
15/12/2022

Associate Dean,
International Relations and Ranking

[Signature]
15/12/22

Dean, Outreach & Alumni Affairs

Deputy Registrar, Accounts





OFFICE OF INTERNATIONAL RELATIONS
Indian Institute of Technology Kharagpur
Kharagpur- 721302, India



Ref No.: 1657/2022/OIR

Date: 06.12.2022

NOTE

The following officials of the Office of International Relations (OIR), IIT Kharagpur attended the International Relations Conclave held at IIT Gandhinagar during 30th September, 2022 to 01st October, 2022.


- (1) Ms. Alivia Nag
- (2) Ms. Koushiki Mukherjee
- (3) Ms. Rituparna Chakraborty

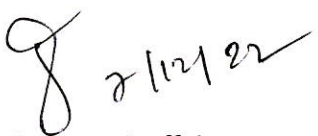
For the visit, a budget was prepared and was approved by the competent authority as per the note no- 1573/2022/OIR dated 09.09.2022. The actual airfare expenses for the trip exceeded the approved amount by INR 8,529.00. The details of the airfare is shown in the following table.


Sl. No.	Bill. No.	Name	Actual Amount (INR)	Amount as per pervious budget (INR)	Difference (INR)
1	DL227100406735 DL227100406736	Ms. Rituparna Chakraborty	21,843.00	19,000.00	2,843.00
2	DL227100406737 DL227100406738	Ms. Koushiki Mukherjee	21,843.00	19,000.00	2,843.00
3	DL227100406739 DL227100406740	Ms. Alivia Nag	21,843.00	19,000.00	2,843.00
Total			65,529.00	57,000.00	8,529.00

You are requested to kindly approve the excess amount and allow the Institute to pay the amount directly to Balmer Lawrie & Co.

Submitted for your kind consideration and approval.


Associate Dean,
International Relations and Ranking


Dean, Outreach and Alumni Affairs


Deputy Director

(A)

approved


08/12/2022

Ref. BL/IIT KGP / 10th OCTOBER 2022		Balmer Lawrie & Co.Ltd.						
				21 NS ROAD KOLKATA-700001				
The Liaison Officer				I R OFFICE		DATE: 10/10/2022		
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	AMOL'NT	SECTOR	TKT / PNR
1	DL227100406735		22-09-2022	MS RITUPARNA CHAKRABORTY	29-09-2022	11,077.00	CCU-IXR,IXR-AM	USFWNA1,USFWNA1
2	DL227100406736		22-09-2022	MS RITUPARNA CHAKRABORTY	02-10-2022	10,766.00	AMD-CCU	YNDGKP1
3	DL227100406737		22-09-2022	MS KOUISHIKI MUKHERJEE	29-09-2022	11,077.00	CCU-IXR,IXR-AM	USFWNA2,USFWNA2
4	DL227100406738		22-09-2022	MS KOUISHIKI MUKHERJEE	02-10-2022	10,766.00	AMD-CCU	YNDGKP2
5	DL227100406739		22-09-2022	MS ALIVIA NAG	29-09-2022	11,077.00	CCU-IXR,IXR-AM	USFWNA3,USFWNA3
6	DL227100406740		22-09-2022	MS ALIVIA NAG	02-10-2022	10,766.00	AMD-CCU	YNDGKP3
						65,529.00		



Balmer Lawrie
TRAVEL & VACATIONS

Balmer Lawrie & Co Ltd.

Core 08 GF/Scope Complex

New Delhi 110003

GST Number : 07AABCB0984E1ZX

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



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

Bill No : DL227100406735
Ticket Issue Date : 22.09.2022
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	MS RITUPARNA CHAKRABORTY	USFWNA1	374	29.09.2022	CCU-IXR	R	11077
Indigo		USFWNA1	6654	29.09.2022	IXR-AMD	R	
PNR:USFWNA, USFWNA				Fare:	9181		
Tax Breakup : PHF-50.00,RCF-100.00,TTF-321.00,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): 9652				PSF:	0		
				Other Taxes / Fees:	1413		
				Insurance:	0		
				IGST on Airfare (SAC:996425):	483		
				Add: Processing Fee	0		
				IGST on PF (SAC:998551):	0		
Total Bill Amount :						₹	11077
Rs: (ELEVEN THOUSAND SEVENTY SEVEN ONLY)						₹	11077
Roundoff Total Bill Amount :						₹	11077

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 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 : 22.09.2022

THIS IS A COMPUTER-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE

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-



...S, INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
IIT KHARAGPUR
KHARAGPUR
Customer GST :
Place of Supply : Gujarat

Bill No : DL227100406736
Ticket Issue Date : 22.09.2022
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	MS RITUPARNA CHAKRABORTY	YNDGKP1	751	02.10.2022	AMD-CCU	V	10766
PNR:YNDGKP, YNDGKP							Fare: 9500
Tax Breakup : PHF-50.00,RCF-50.00,TTF-333.00,ASF-236.00,UDF-100.00							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): 9933							PSF: 0
							Other Taxes / Fees: 769
							Insurance: 0
							IGST on Airfare (SAC:996425): 497
							Add: Processing Fee 0
							IGST on PF (SAC:998551): 0
Total Bill Amount :						₹	10766
Rs: (TEN THOUSAND SEVEN HUNDRED SIXTY SIX ONLY)						₹	10766
Roundoff Total Bill Amount :						₹	10766

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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 : West Bengal

Bill No : DL227100406737
Ticket Issue Date : 22.09.2022
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	MS KOUSHIKI MUKHERJEE	USFWNA2	374	29.09.2022	CCU-IXR	R	11077
Indigo		USFWNA2	6654	29.09.2022	IXR-AMD	R	
PNR:USFWNA, USFWNA				Fare:			9181
Tax Breakup : PHF-50.00,RCF-100.00,TTF-321.00,ASF-236.00,UDF-706.00				YQ:			0
Base Air Fare Taxable (Base Fare + YQ + YR + TRF + CMF + RCS + RCF + PHF				YR:			0
+ TF + COMM + COMMBF + CUTE + SGI + SVGU + CNX - TF1K): 9652				PSF:			0
				Other Taxes / Fees:			1413
				Insurance:			0
				IGST on Airfare (SAC:996425):			483
				Add: Processing Fee			0
				IGST on PF (SAC:998551):			0
Total Bill Amount :						₹	11077
Rs: (ELEVEN THOUSAND SEVENTY SEVEN ONLY)						₹	11077
Roundoff Total Bill Amount :						₹	11077

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Balmer Lawrie
TRAVEL & VACATIONS

Balmer Lawrie & Co Ltd.

Core 08 GF/Scope Complex

New Delhi 110003

GST Number : 07AABCB0984E1ZX

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



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

Bill No : DL227100406738
Ticket Issue Date : 22.09.2022
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	MS KOUSHIKI MUKHERJEE	YNDGKP2	751	02.10.2022	AMD-CCU	V	10766
PNR:YNDGKP, YNDGKP				Fare:			9500
Tax Breakup : PHF-50.00,RCF-50.00,TTF-333.00,ASF-236.00,UDF-100.00				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): 9933				PSF:			0
				Other Taxes / Fees:			769
				Insurance:			0
				IGST on Airfare (SAC:996425):			497
				Add: Processing Fee			0
				IGST on PF (SAC:998551):			0
Total Bill Amount :						₹	10766
Rs: (TEN THOUSAND SEVEN HUNDRED SIXTY SIX ONLY)						₹	10766
Roundoff Total Bill Amount :						₹	10766

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Balmer Lawrie
TRAVEL & VACATIONS

Balmer Lawrie & Co Ltd.

Core 08 GF/Scope Complex

New Delhi 110003

GST Number : 07AABCB0984E1ZX

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 : DL227100406739
Ticket Issue Date : 22.09.2022
SAP Client Code : 7000009021
Client Code : IG000241108
Booked By : Alik Paul
Requested By : IR OFFICE

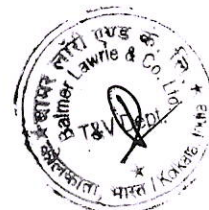
Airline	Passenger(s)	Ticket(s) No	Flight No.	Travel Date	Sectors	Travel Class	Gross Fare
Indigo	MS ALIVIA NAG	USFWNA3	374	29.09.2022	CCU-IXR	R	11077
Indigo		USFWNA3	6654	29.09.2022	IXR-AMD	R	
PNR:USFWNA, USFWNA				Fare:			9181
Tax Breakup : PHF-50.00,RCF-100.00,TTF-321.00,ASF-236.00,UDF-706.00				YQ:			0
Base Air Fare Taxable (Base Fare + YQ + YR + TRF + CMF + RCS + RCF + PHF				YR:			0
+ TTF + COMM + COMMBF + CUTE + SGI + SVGU + CNX - TF1K): 9652				PSF:			0
				Other Taxes / Fees:			1413
				Insurance:			0
				IGST on Airfare (SAC:996425):			483
				Add: Processing Fee			0
				IGST on PF (SAC:998551):			0
Total Bill Amount :						₹	11077
Rs: (ELEVEN THOUSAND SEVENTY SEVEN ONLY)						₹	11077
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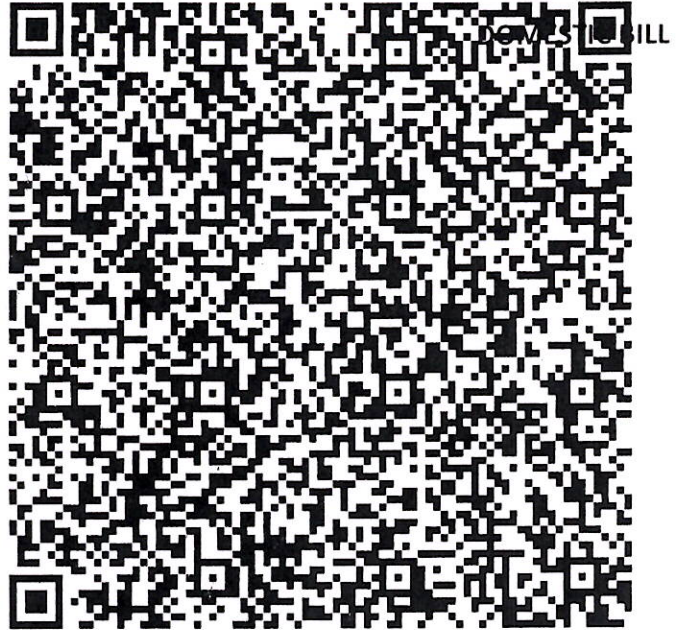


Balmer Lawrie
TRAVEL & VACATIONS

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

GST Number : 07AABC0984E1ZX

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



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

Bill No : DL227100406740
Ticket Issue Date : 22.09.2022
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	MS ALIVIA NAG	YNDGKP3	751	02.10.2022	AMD-CCU	V	10766
PNR:YNDGKP, YNDGKP				Fare:			9500
Tax Breakup : PHF-50.00,RCF-50.00,TTF-333.00,ASF-236.00,UDF-100.00				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): 9933				PSF:			0
				Other Taxes / Fees:			769
				Insurance:			0
				IGST on Airfare (SAC:996425):			497
				Add: Processing Fee			0
				IGST on PF (SAC:998551):			0
Total Bill Amount :						₹	10766
Rs: (TEN THOUSAND SEVEN HUNDRED SIXTY SIX ONLY)						Roundoff Total Bill Amount :	₹ 10766

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Bill Date : 22.09.2022

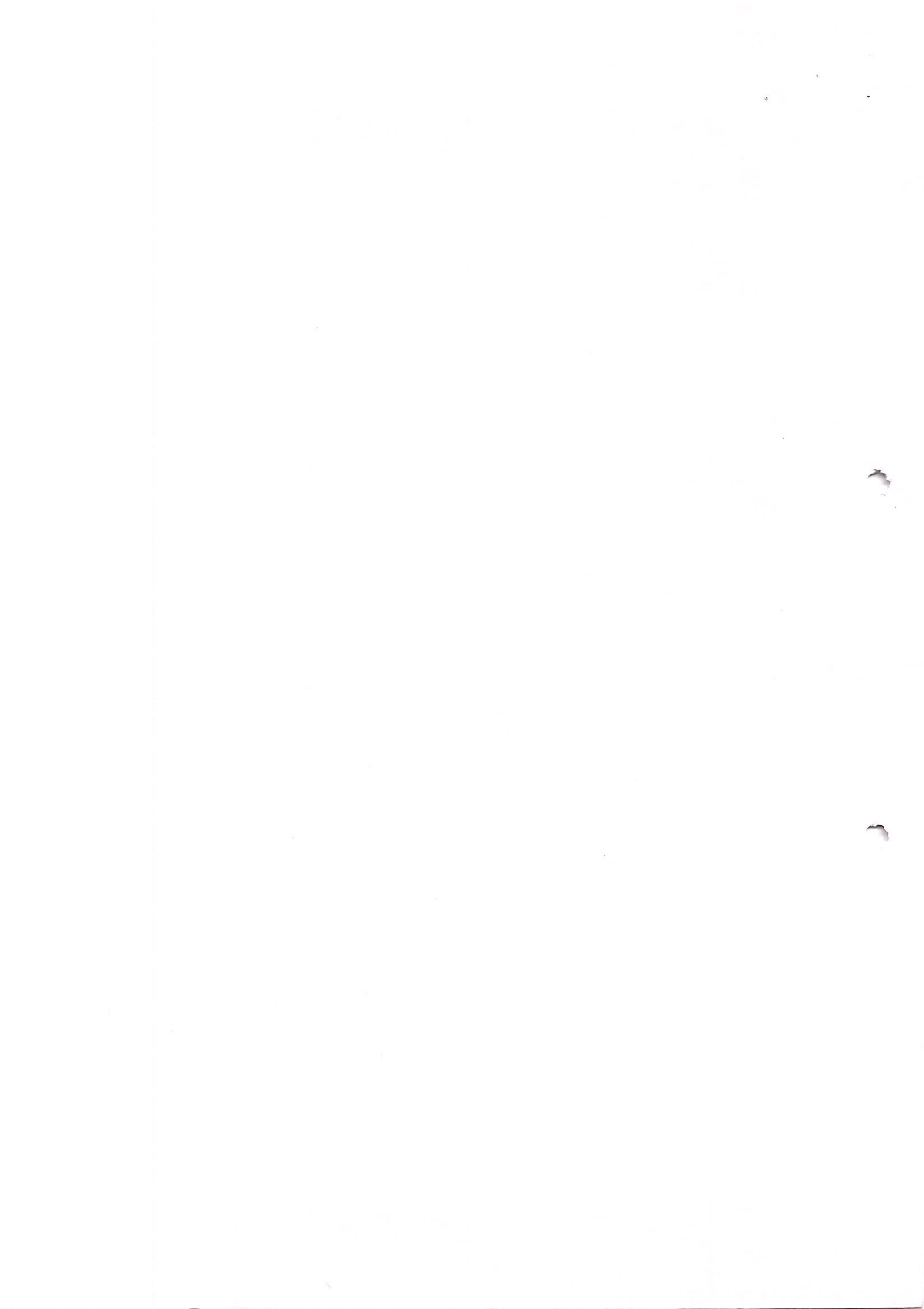
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Vendor Code : VI/2016/2355



1 R executives travelled to
117 Gandhinagar to attend
1 R Conclave.

~~D. K. Bhoj~~
07/11/2022



CHAKRABORTY/RITUPARNA MS

KOLKATA To RANCHI

Flight
6E 374

Gate
-

Boarding Time
1205 Hrs

Boarding
Zone 3

Seat
2A



Date **29 Sep 2022**
Seq **0030**

Departure **1250 Hrs**
Services **CPML**

Gate is subject to change and will close 25 minutes prior to departure.

CHAKRABORTY/RITUPARNA MS

KOLKATA To RANCHI

PNR **USFWNA**
Flight **6E 374**
Date **29 Sep 2022**
Services **CPML**



Seat **2A**
Seq **0030**

CHAKRABORTY/RITUPARNA MS

RANCHI To AHMEDABAD (T1)

Flight
6E 6654

Gate
-

Boarding Time
1435 Hrs

Boarding
Zone 3

Seat
3A



Date **29 Sep 2022**

Departure **1520 Hrs**

Seq **0022**

Services **CPTR**

Gate is subject to change and will close 25 minutes prior to departure.

CHAKRABORTY/RITUPARNA MS

RANCHI To AHMEDABAD (T1)

PNR **USFWNA**

Flight **6E 6654**

Date **29 Sep 2022**

Services **CPTR**



Seat **3A**

Seq **0022**

**Boarding Pass (Web Check-in)****MUKHERJEE/KOUSHIKI MS****KOLKATA To RANCHI**Flight
6E 374Gate
-Boarding Time
1205 HrsBoarding
Zone 3Seat
2BDate **29 Sep 2022**Seq **0031**Departure **1250 Hrs**Services **CPML**

Gate is subject to change and will close 25 minutes prior to departure.

**MUKHERJEE/KOUSHIKI MS****KOLKATA To RANCHI**PNR **USFWNA**Flight **6E 374**Date **29 Sep 2022**Services **CPML**Seat **2B**Seq **0031**

MUKHERJEE/KOUSHIKI MS

RANCHI To AHMEDABAD (T1)

Flight
6E 6654

Gate
-

Boarding Time
1435 Hrs

Boarding
Zone 3

Seat
3B



Date **29 Sep 2022**
Seq **0023**

Departure **1520 Hrs**
Services **CPTR**

Gate is subject to change and will close 25 minutes prior to departure.

MUKHERJEE/KOUSHIKI MS

RANCHI To AHMEDABAD (T1)

PNR **USFWNA**

Flight **6E 6654**

Date **29 Sep 2022**

Services **CPTR**



Seat **3B**
Seq **0023**

NAG/ALIVIA MS

KOLKATA To RANCHI

Flight 6E 374	Gate -	Boarding Time 1205 Hrs	Boarding Zone 3	Seat 2C
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Date **29 Sep 2022** Departure **1250 Hrs**
Seq **0032** Services **CPML**

Gate is subject to change and will close 25 minutes prior to departure.

NAG/ALIVIA MS

KOLKATA To RANCHI

PNR **USFWNA**
Flight **6E 374**
Date **29 Sep 2022**
Services **CPML**



Seat **2C**
Seq **0032**

NAG/ALIVIA MS

RANCHI To AHMEDABAD (T1)

Flight 6E 6654	Gate -	Boarding Time 1435 Hrs	Boarding Zone 3	Seat 3C
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Date **29 Sep 2022** Departure **1520 Hrs**
Seq **0024** Services **CPTR**

Gate is subject to change and will close 25 minutes prior to departure.

NAG/ALIVIA MS

RANCHI To AHMEDABAD (T1)

PNR **USFWNA**
Flight **6E 6654**
Date **29 Sep 2022**
Services **CPTR**



Seat **3C**
Seq **0024**

Advertisement

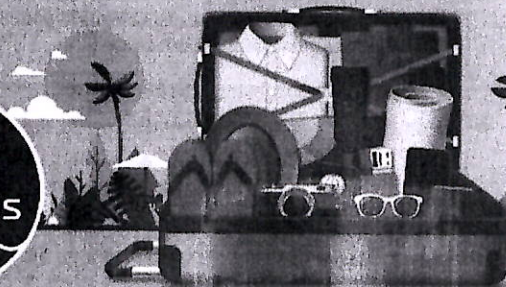
Pack your holiday best, we'll do the rest!

Holiday packages to Goa, Kochi, Leh, Srinagar and many more. Starting from Introductory price of ₹5999*

*T&C apply.

Book now

**6E
Holidays**



Scan the code
and say Hello 6E!



Scan QR Code

AirSewa app & website
enables travellers to submit
grievances & seek information
on air travel in India



Scan QR Code for more

Travel advisory: Safety during COVID-19

We seek your kind assistance to safeguard your well-being, as well as that of your fellow passengers and our crew on board our flights, by following the guidelines set out below:

- All customers should wear a mask and sanitize their hands before proceeding to the boarding gate.
- Customers must wear a face mask covering their nose and mouth, throughout their journey with IndiGo. The mask may be removed only while eating and drinking.
- Please maintain appropriate social distancing while boarding and de-boarding the aircraft.
- Kindly adhere to all the announcements and other directives issued by our ground staff and/or crew at all points of time during your journey.
- Customers are also requested to familiarise themselves with the guidelines for air passengers published by the Indian Ministry of Civil Aviation on the following link:

https://www.civilaviation.gov.in/sites/default/files/Guidelines_for_Air_Passengers_21May.pdf
<https://www.mohfw.gov.in/pdf/Guidelinesfordomestictravelflighttrainshipbusinterstatetravel.pdf>

- **Caution: Customers are advised to strictly follow all COVID-19 protocols. Failure to comply with these guidelines and the directions of our ground staff and/or crew may attract penal action against the concerned individual.**

#SuperHabits for
your journey





Mask on always





Social distancing at all times



Frequent hand hygiene

IndiGo ✈️ Boarding Pass (Web Check-in)					Your Departure terminal is T1 ✈️	
CHAKRABORTY/RITUPARNA MS			AHMEDABAD (T1) To KOLKATA			
Flight 6E 751	Gate -	Boarding Time 0815 Hrs	Boarding Zone 3	Seat 3F		
		Date 02 Oct 2022 Seq 0121	Departure 0900 Hrs Services CPML, CPTR			
Gate is subject to change and will close 25 minutes prior to departure						
CHAKRABORTY/RITUPARNA MS AHMEDABAD (T1) To KOLKATA			PNR YNDGKP Flight 6E 751 Date 02 Oct 2022 Services CPML, CPTR  Seat 3F Seq 0121			

IndiGo ✈️ Boarding Pass (Web Check-in)					Your Departure terminal is T1 ✈️	
MUKHERJEE/KOUSHIKI MS			AHMEDABAD (T1) To KOLKATA			
Flight 6E 751	Gate -	Boarding Time 0815 Hrs	Boarding Zone 3	Seat 3E		
		Date 02 Oct 2022 Seq 0122	Departure 0900 Hrs Services CPML, CPTR			
Gate is subject to change and will close 25 minutes prior to departure						
MUKHERJEE/KOUSHIKI MS AHMEDABAD (T1) To KOLKATA			PNR YNDGKP Flight 6E 751 Date 02 Oct 2022 Services CPML, CPTR  Seat 3E Seq 0122			

IndiGo**Boarding Pass (Web Check-in)**Your Departure terminal is **T1****NAG/ALIVIA MS****AHMEDABAD (T1) To KOLKATA**Flight
6E 751Gate
-Boarding Time
0815 HrsBoarding
Zone 3Seat
3DDate **02 Oct 2022**Seq **0123**Departure **0900 Hrs**Services **CPML, CPTR**

Gate is subject to change and will close 25 minutes prior to departure

NAG/ALIVIA MS**AHMEDABAD (T1) To KOLKATA**

PNR

YNDGKP

Flight

6E 751

Date

02 Oct 2022

Services

CPML, CPTRSeat **3D**Seq **0123**

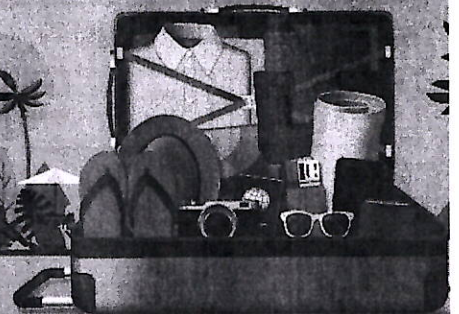
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- All customers should wear a **mask** and **sanitize their hands** before proceeding to the boarding gate.
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https://www.civilaviation.gov.in/sites/default/files/Guidelines_for_Air_Passengers_21May.pdf
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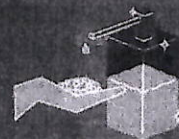
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Mask on always



Social distancing at all times



Frequent hand hygiene



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
स्थापना अनुभाग / ESTABLISHMENT SECTION

75
आज़ादी
अमृत महोत्सव

No. HT/3-5/3321
Dated: 21.09.2022

ज्ञापन / M E M O

The undersigned is to convey that the Competent Authority has been pleased to approve the participation of Ms. Rituparna Chakraborty (EC : T0692), Data Management Executive on contract, Office of Dean, Outreach and Alumni Affairs of this Institute in the International Relations Conclave 2022 at IIT Gandhinagar, Gujarat during the period from 30.09.2022 to 01.10.2022.

The period of absence from 29th to 30th September, 2022 of Ms. Chakraborty will be treated as on duty.

All financial assistance in this matter will be met out of the fund from the Office of the Dean, Outreach and Alumni Affairs.

Acceptance of other financial assistance from other Agencies/Government is not permissible without prior approval of the Institute/Government of India.

No further extension of leave will be permitted and on her return Ms. Chakraborty shall submit her joining report through proper channel.


उप कुलसचिव (स्था-II) / Deputy Registrar (E-II)

To
Ms. Rituparna Chakraborty (EC : T0692),
Data Management Executive on contract,

Through : Dean, Outreach and Alumni Affairs

Copy to :

- ✓ 1. Dean, Outreach and Alumni Affairs
2. Deputy Registrar (Accounts)
3. Deputy Registrar (Audit)
4. Chairman, ERP Cell
5. Deputy Registrar, E-III (Meeting) – to report the matter to the BOG at its next meeting.
6. Personal File / Service Book.



Office of International Relations (OIR)
Indian Institute of Technology Kharagpur
India - 721302

Ref. No: 1573 /2022/OIR

Dated: 09/09/2022

Subject: Request for Approval for attending International Relations Conclave hosted by and at IIT Gandhinagar (Gujarat) and related budget.

The Office of International Relations – IITKGP has received an invitation from IIT Gandhinagar to attend the International Relation Conclave to be held during 30.09.2022 – 01.10.2022. IIT Kharagpur has duly accepted the invitation and confirmed her participation. With internationalization becoming a priority area for Indian higher education in general, and IITs in particular, this conclave will give us an opportunity to share our experience, set strategies for the future, and join forces where necessary. It is proposed that a four member delegation will visit IIT Gandhinagar for attending this conclave.

The delegates from IIT Kharagpur will include Prof. Goutam Chakraborty (Associate Dean, International Relations and Ranking), Mrs. Alivia Nag (Head, Office of International Relations), Ms. Koushiki Mukherjee (Senior IR Executive) and Ms. Rituparna Chakraborty (Data Management Executive). The host institute will cover the local accommodation, food charges and local travel for all the participants for these two days. The other expenses such as travel and incidental charges will be borne by the guest institute. A budget has been prepared accordingly for the upcoming visit to IITG for your kind perusal and necessary approval:

Particulars		Total (INR) (Approx.)
1. Ground Travel (IIT KGP to Kolkata Airport - CCU) (To and Fro)		12,000/-
2. Air Travel fare (CCU to AMD and AMD to CCU) (Round Trip)	19,000/- per person	76,000
3. Miscellaneous/Incidental Expenses		7,000/-
Total (Rs.)		95,000/-

Submitted for your consideration and approval, please.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs

Deputy Director

