



Indian Institute of Technology Kharagpur
Administrative Approval For Procurement (FORM - A)

FBR/2022-2023/IIT/17440

Booking Request ID:FBR/2022-2023/IIT/17440

Booking ID:Not Approved Yet

Name of Indentor : Shruti Singh Parihar (16066)
Designation : Executive Officer
Organisation : Indian Institute of Technology Kharagpur
Cost Center : International Relations
Project : Not Applicable

Budget Information : Maintenance Fund

Item Description : Being amount paid to Balmer Lawrie & Co. - V/2016/2355 towards air fare expenses of IR officials. Visited IIT Gandhinagar to attain the IR Conclave. Bill details and approval copy is attached with the fund booking form.

Total Estimated Value : 65529.00 [Rupees Sixty Five Thousand Five Hundred Twenty Nine Only]/-
Status : Request

Justification(add extra sheet if required) :

summarized position of allocation

Total Allocated Amount	Cumulative Booked Fund	Available Balance	Total Concurred	Creation Information
1284518.00	1138087.00	146431.00	995803.00	16066 07-02-2023 11:31 AM

Date:

Shruti S Parihar
(Signature of The Indentor)

Shruti S Parihar
Executive Officer
Emp. Code: 16066

If Proposal upto 600000/-

Date: *8/2/23*

Shruti S Parihar

Approved
प्राध्यापक जयन्त मुखोपाध्याय
Prof. Jayanta Mukhopadhyay
संकायाध्यक्ष आउटरेच (पर्सनल)
(Signature and Seal of The /ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN
(VGSOM) / DEAN (RGSOPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD
IIC / PRESIDENTS TSG / ALL PICs / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRTH/SE/Joint
REGISTRAR / DEPUTY REGISTRAR / Sr. EE)
Prof. Jayanta Mukhopadhyay
प्राध्यापक जयन्त मुखोपाध्याय
Dean Outreach & Public Relations Head
Dean Outreach & Public Relations Head
Chairperson, PMO, BCRTH/SE/Joint
Chairperson, PMO, BCRTH/SE/Joint
Indian Institute of Technology Kharagpur

If Proposal above 600000/-

Date:

Recomendation of the /ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN
(VGSOM) / DEAN (RGSOPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD
IIC / PRESIDENTS TSG / ALL PICs / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRTH/SE/Joint
REGISTRAR / DEPUTY REGISTRAR / Sr. EE

(Signature with Seal)

Approved

Deputy Director

Date:

(Director)

FINANCIAL POWER FOR APPROVAL



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1669/2022/OIR

Date: 09.12.2022

NOTE

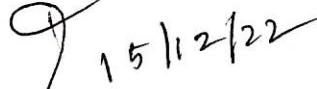
The Airfare expenses of the following officials are approved by the competent authority as per the document w.r.t Ref No. – 1657/2022/OIR, Dated 05.12.2022, that was booked through Balmer Lawrie & Co.

- (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.


Associate Dean,
International Relations and Ranking


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 previous 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.

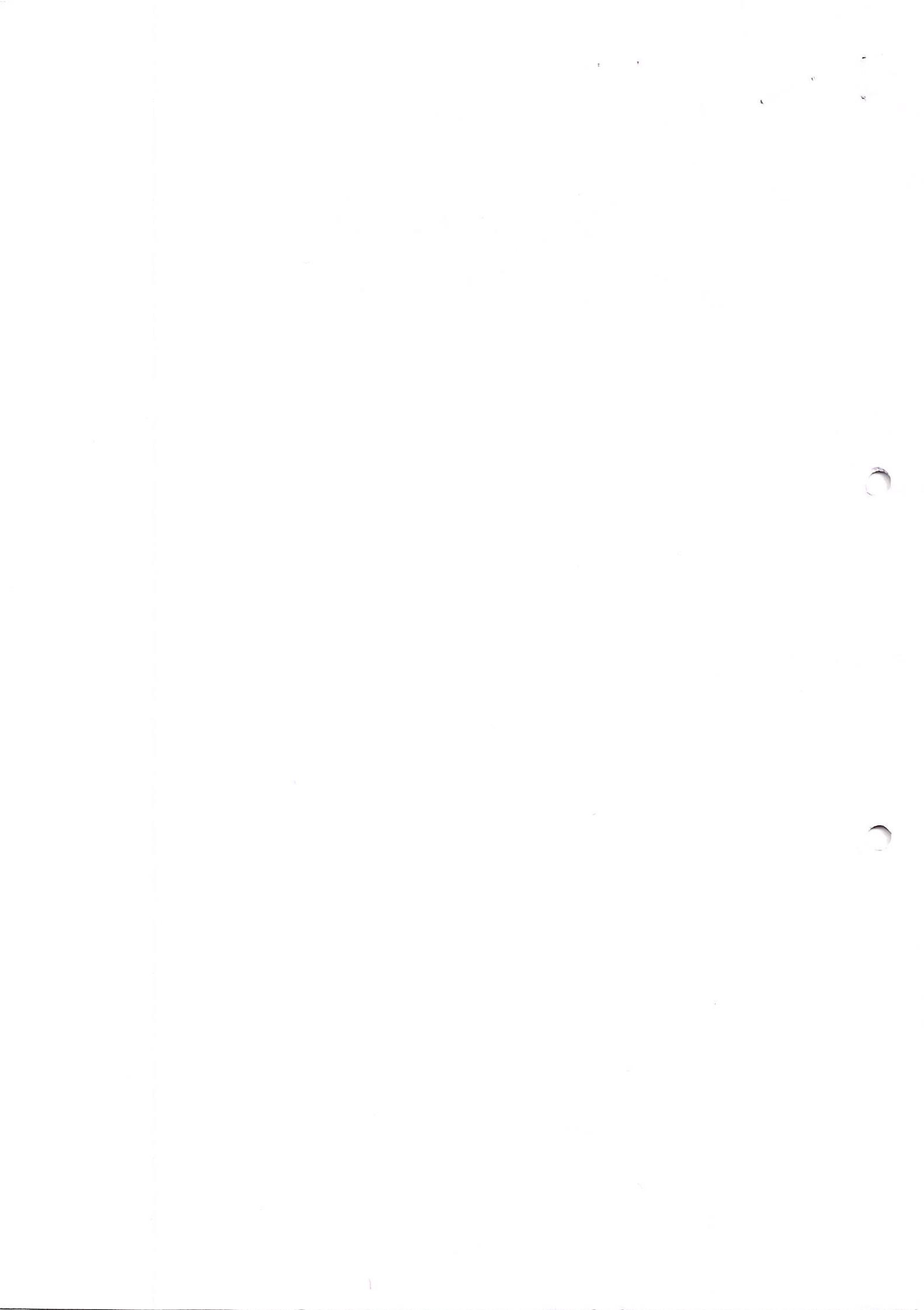
Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs

Deputy Director

A approved

08/12/2022



To,	Ref. BL/IIT KGP / 10th OCTOBER 2022			Balmer Lawrie & Co.Ltd.
The Liaison Officer	21 NS ROAD KOLKATA-700001			
INDIAN INSTITUTE OF TECHNOLOGY (IIT KGP)	IR OFFICE			DATE: 10/10/2022
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
1	DL2271004406735		22-09-2022	MS RITUPARNA CHAKRABORTY
2	DL2271004406736		22-09-2022	MS RITUPARNA CHAKRABORTY
3	DL2271004406737		22-09-2022	MS KOUSHIKI MUKHERJEE
4	DL2271004406738		22-09-2022	MS KOUSHIKI MUKHERJEE
5	DL2271004406739		22-09-2022	MS ALIVIA NAG
6	DL2271004406740		22-09-2022	MS ALIVIA NAG
				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

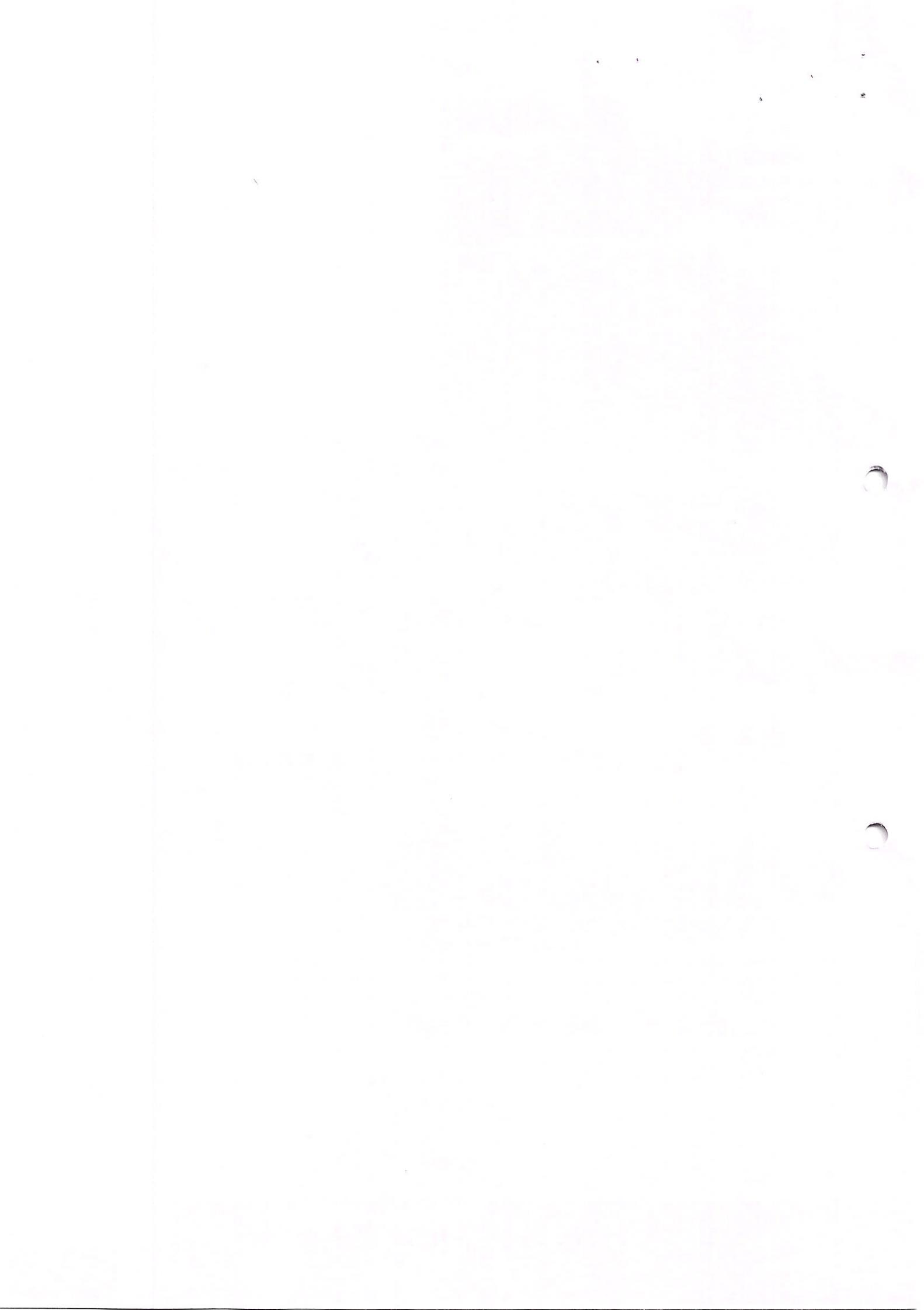
Airline	Passenger(s)	Ticket(s) No	Flight No.	Travel Date	Sectors	Travel Class	Gross Fare
Indigo	MS RITUPARNA CHAKRABORTY	USFWNA1	374	29.09.2022	CCU-IXR	R	11077
Indigo		USFWNA1	6654	29.09.2022	IXR-AMD	R	
PNR:USFWNA, USFWNA							9181
Tax Breakup : PHF-50.00, RCF-100.00, TTF-321.00, ASF-236.00, UDF-706.00							0
Base Air Fare Taxable (Base Fare + YQ + YR + TRF + CMF + RCS + RCF + PHF + TTF + COMM + COMMBF + CUTE + SGI + SVGU + CNX - TF1K) : 9652							0
							0
							0
							1413
							0
							483
							0
							0
							11077
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 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

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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 : 07AABCB0984E1ZX

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)				Roundoff Total Bill Amount :			₹ 10766

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Bill Date : 22.09.2022

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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 : 07AABCB0984E1ZX

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 TF + COMM + COMMBF + CUTE + SGI + SVGU + CNX - TF1K) : 9652							YR: 0
							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)							Roundoff Total Bill Amount : ₹ 11077

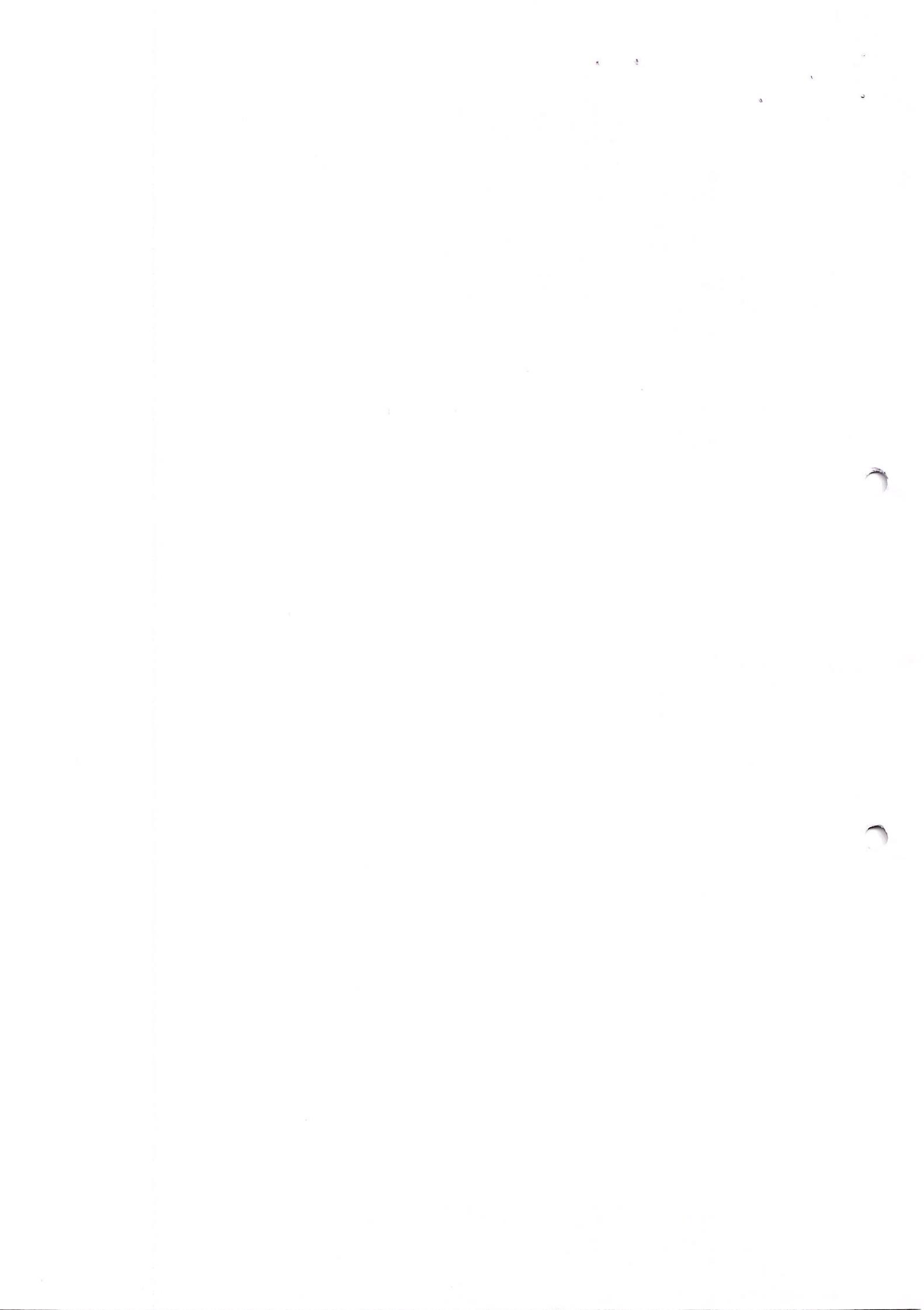
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Balmer Lawrie
TRAVEL & VACATIONS

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

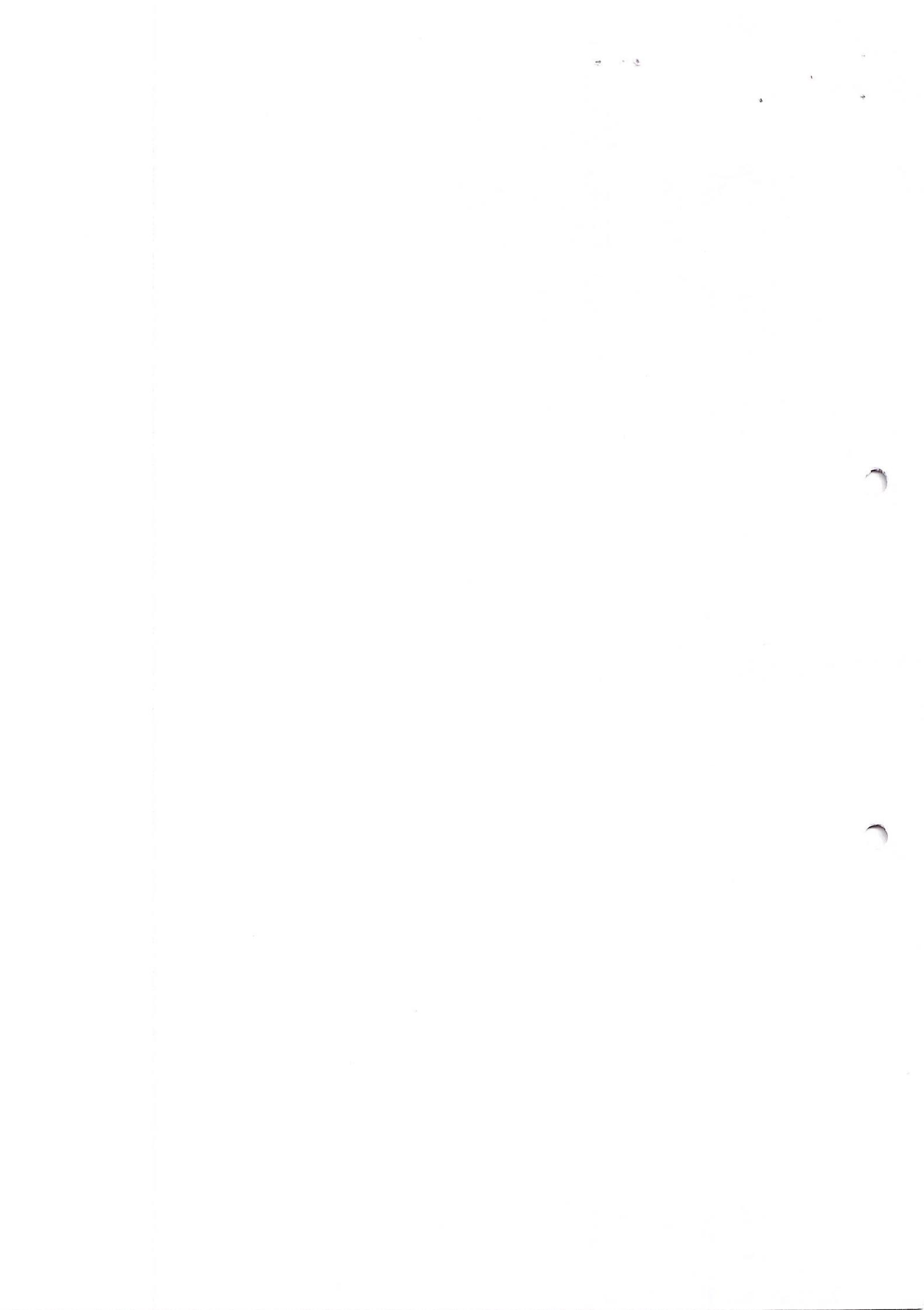
Airline	Passenger(s)	Ticket(s) No	Flight No.	Travel Date	Sectors	Travel Class	Gross Fare
Indigo	MS KOUSHIKI MUKHERJEE	YNDGKP2	751	02.10.2022	AMD-CCU	V	10766
PNR:YNDGKP, YNDGKP				Fare:			9500
Tax Breakup : PHF-50.00, RCF-50.00, TTF-333.00, ASF-236.00, UDF-100.00				YQ:			0
Base Air Fare Taxable (Base 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

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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 : 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 + TTF + COMM + COMMFB + CUTE + SGI + SVGU + CNX - TF1K): 9652						YR:	0
						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)				Roundoff Total Bill Amount :			₹ 11077

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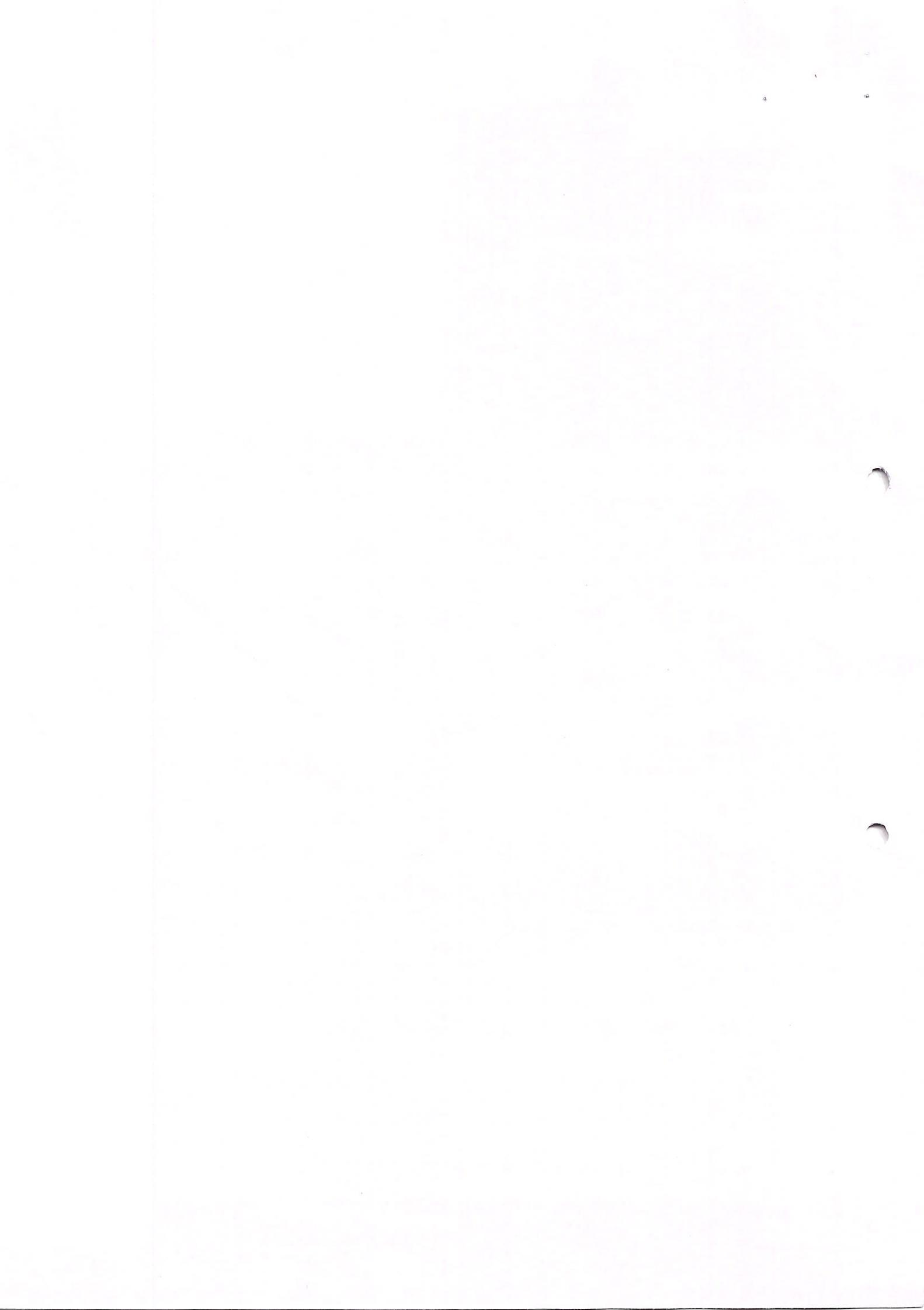
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Vendor Code : V/2016/2355







Balmer Lawrie
TRAVEL & VACATIONS

Balmer Lawrie & Co Ltd.

Core 08 GF/Scope Complex

New Delhi 110003

GST Number : 07AABCB0984E1ZX

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)							₹ 10766

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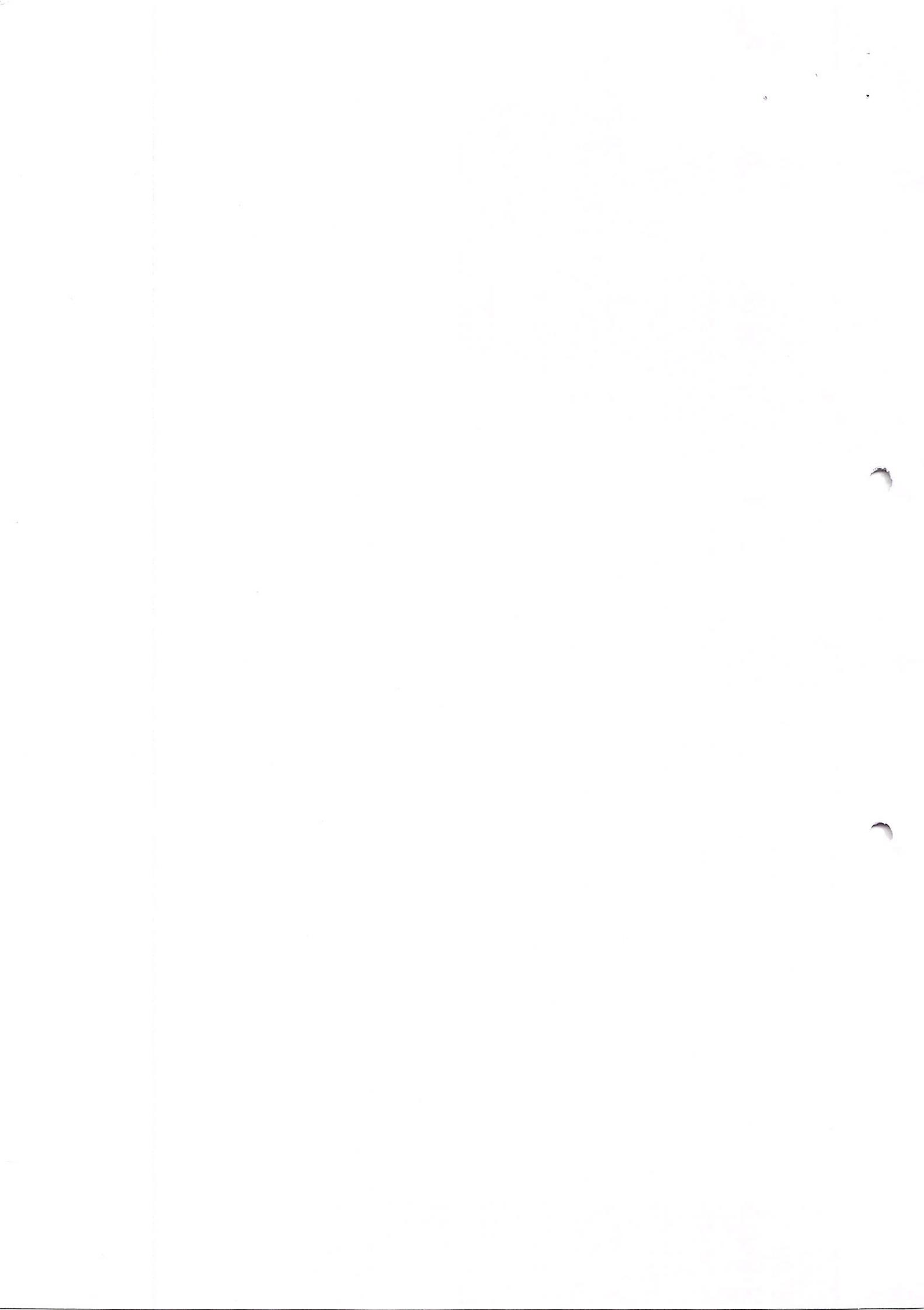
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Bill Date : 22.09.2022

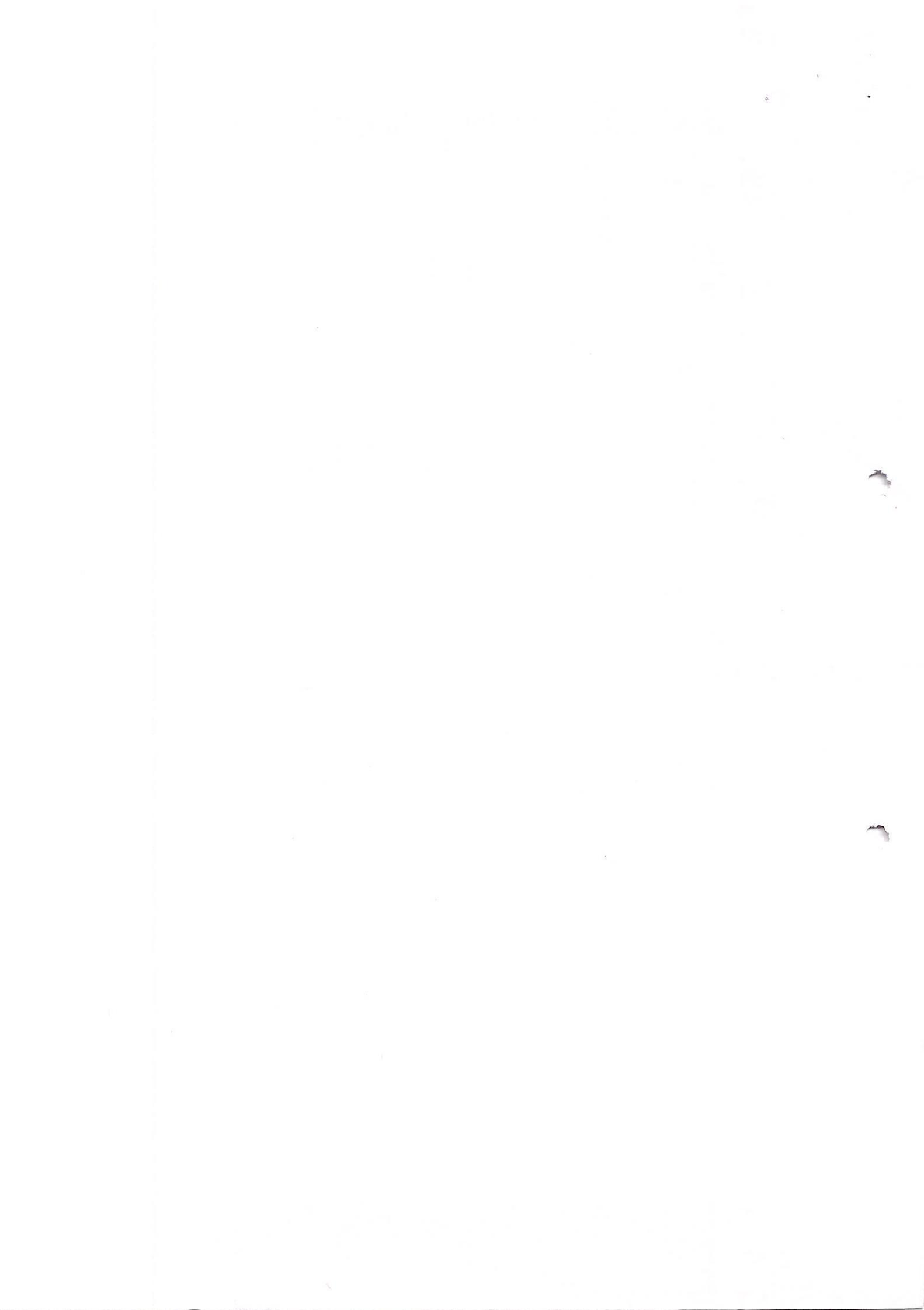
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Vendor Code : V/2016/2355





IR Executive
IIT Gandhinagar travelled to
IR consulate.
IR Executive travelled to attend
07/11/2022



IndiGo  Boarding Pass (Web Check-in)

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.

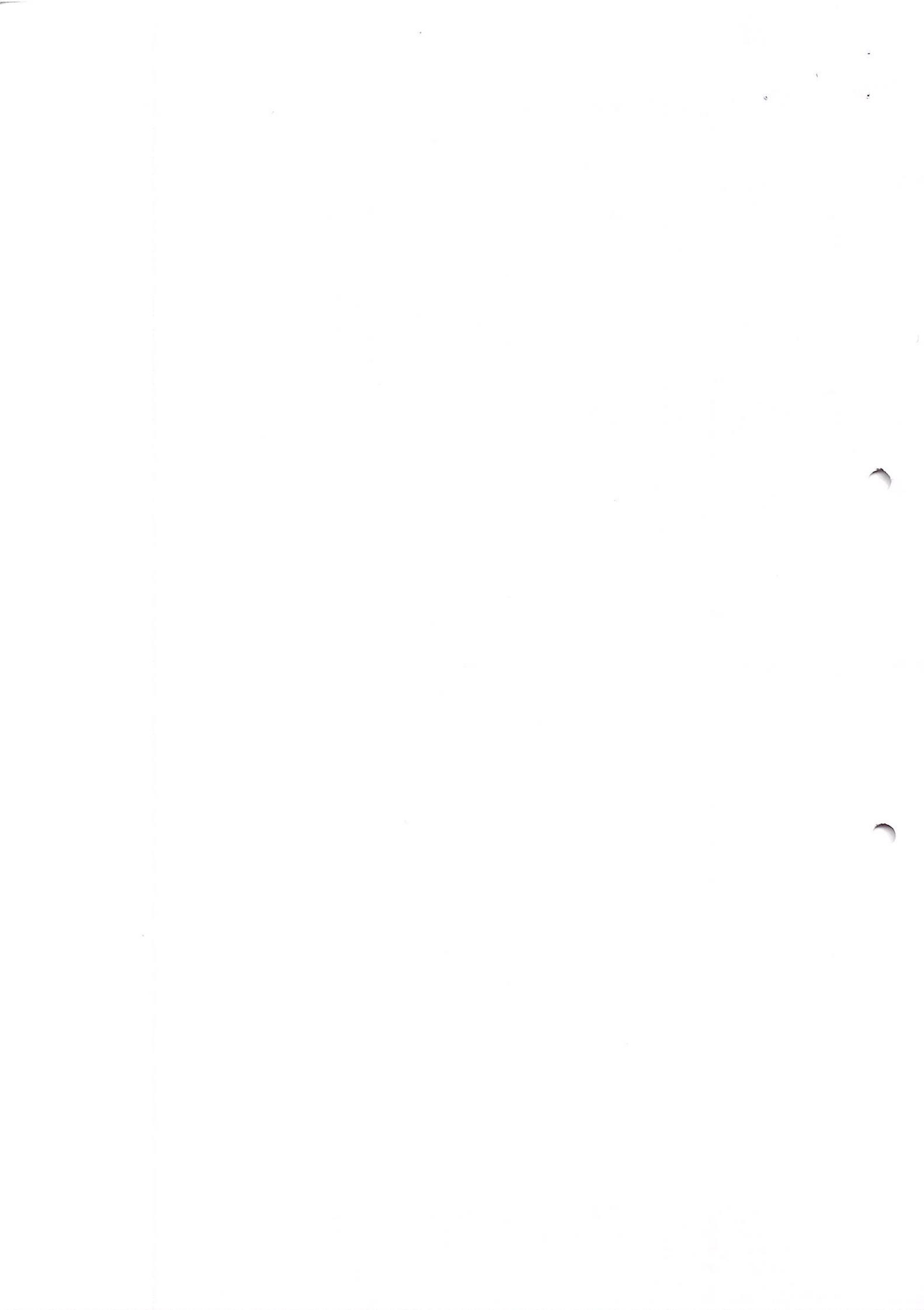
CHAKRABORTY/RITUPARNA MS

KOLKATA To RANCHI

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



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





Boarding Pass (Web Check-in)

Your Arrival Terminal is T1

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**

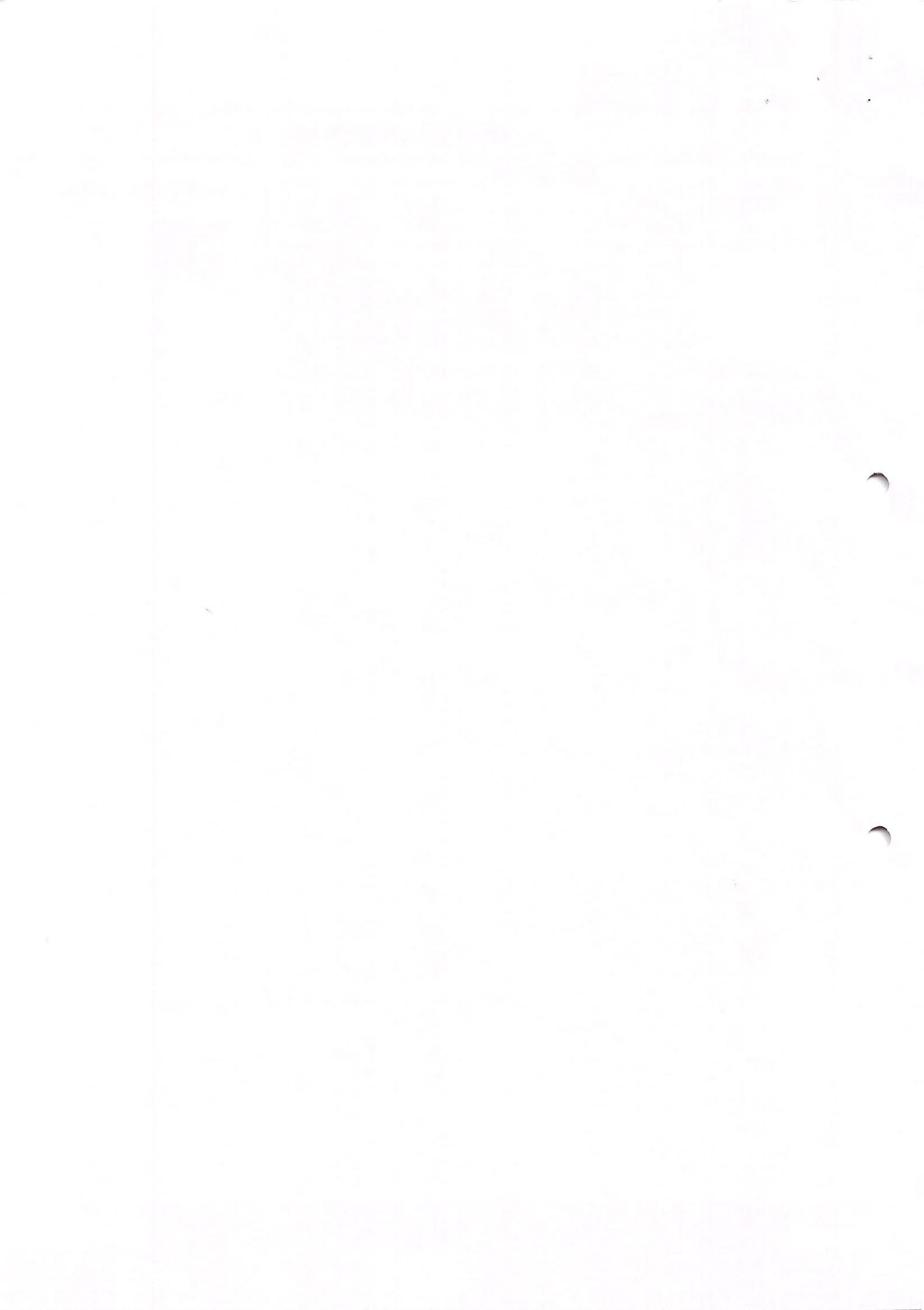
Date **29 Sep 2022**

Services **CPTR**

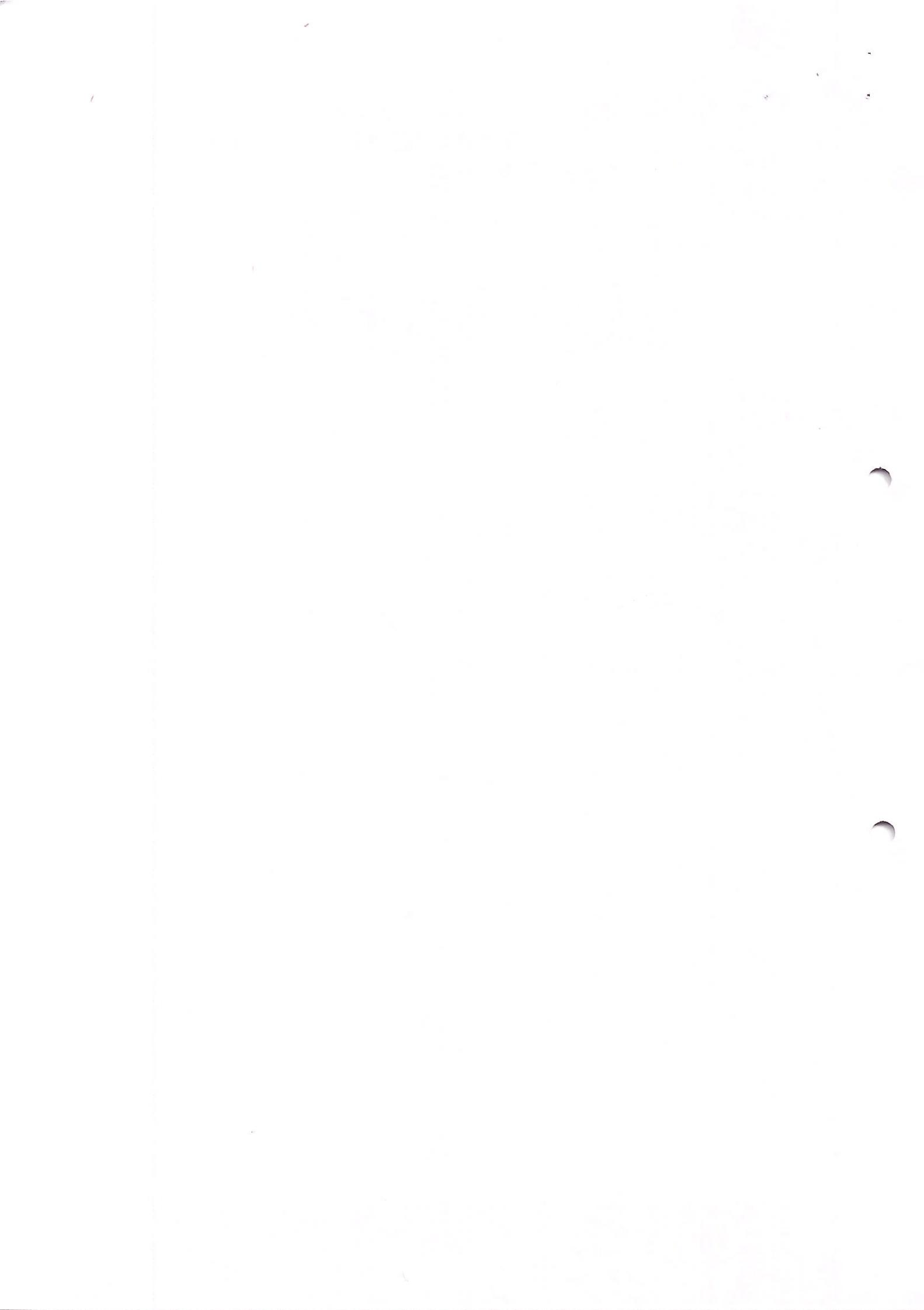


Seat **3A**

Seq **0022**



IndiGo  Boarding Pass (Web Check-in)					
MUKHERJEE/KOUSHIKI MS					KOLKATA To RANCHI
Flight 6E 374	Gate -	Boarding Time 1205 Hrs	Boarding Zone 3	Seat 2B	
	Date 29 Sep 2022	Departure 1250 Hrs	Services CPML		
	Seq 0031				
<small>Gate is subject to change and will close 25 minutes prior to departure.</small>					
MUKHERJEE/KOUSHIKI MS					KOLKATA To RANCHI
PNR USFWNA	Flight 6E 374	Date 29 Sep 2022	Services CPML		
	Seat 2B				
	Seq 0031				





Boarding Pass (Web Check-in)

Your Arrival Terminal is T1

MUKHERJEE/KOUSHIKI MS

RANCHI To AHMEDABAD (T1)

Flight
6E 6654

Gate
-

Boarding Time
1435 Hrs

Boarding
Zone 3

Seat
3B



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

Date **29 Sep 2022**

Seq **0023**

Departure **1520 Hrs**

Services **CPTR**

MUKHERJEE/KOUSHIKI MS

RANCHI To AHMEDABAD (T1)

PNR **USFWNA**

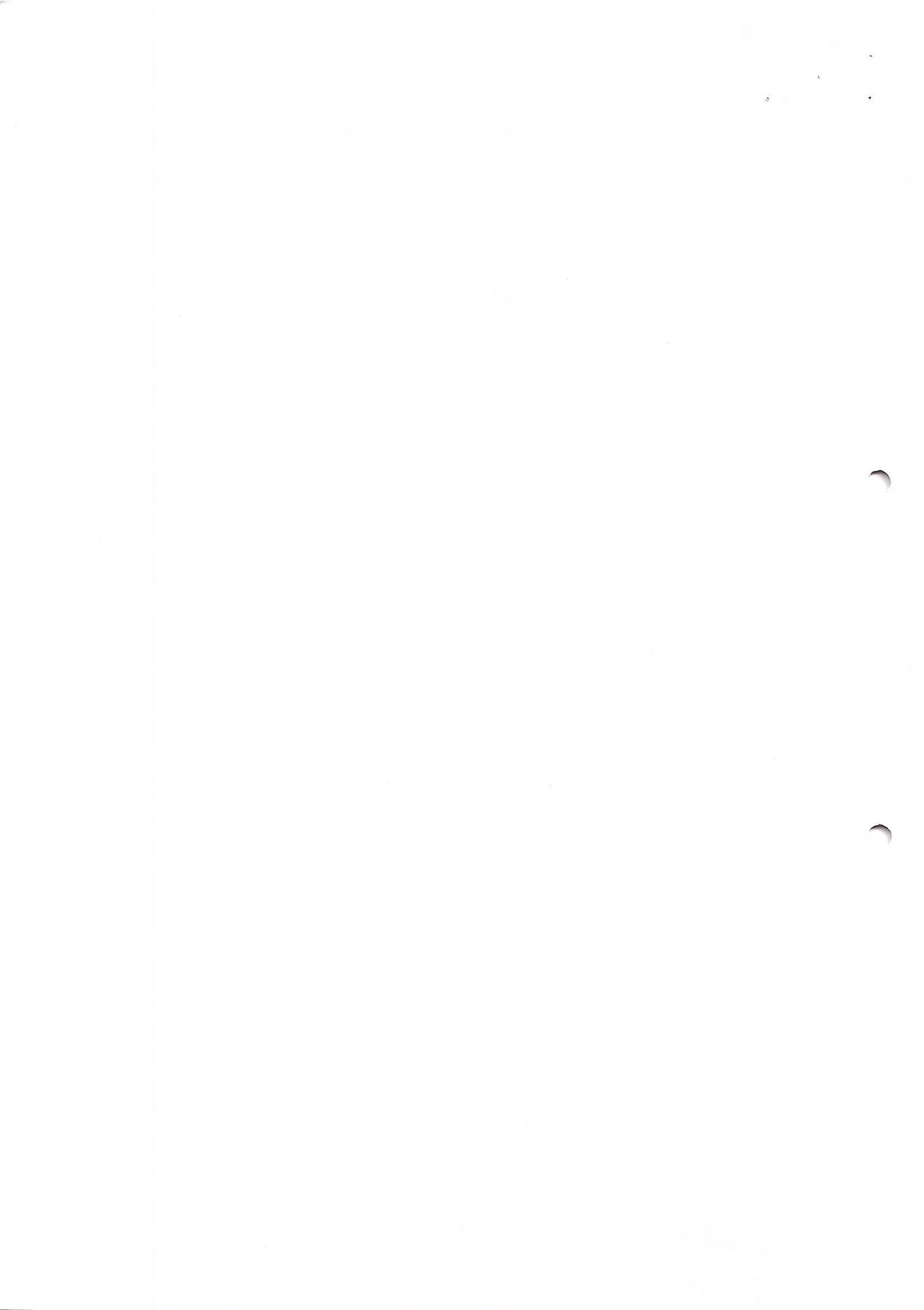
Flight **6E 6654**

Date **29 Sep 2022**

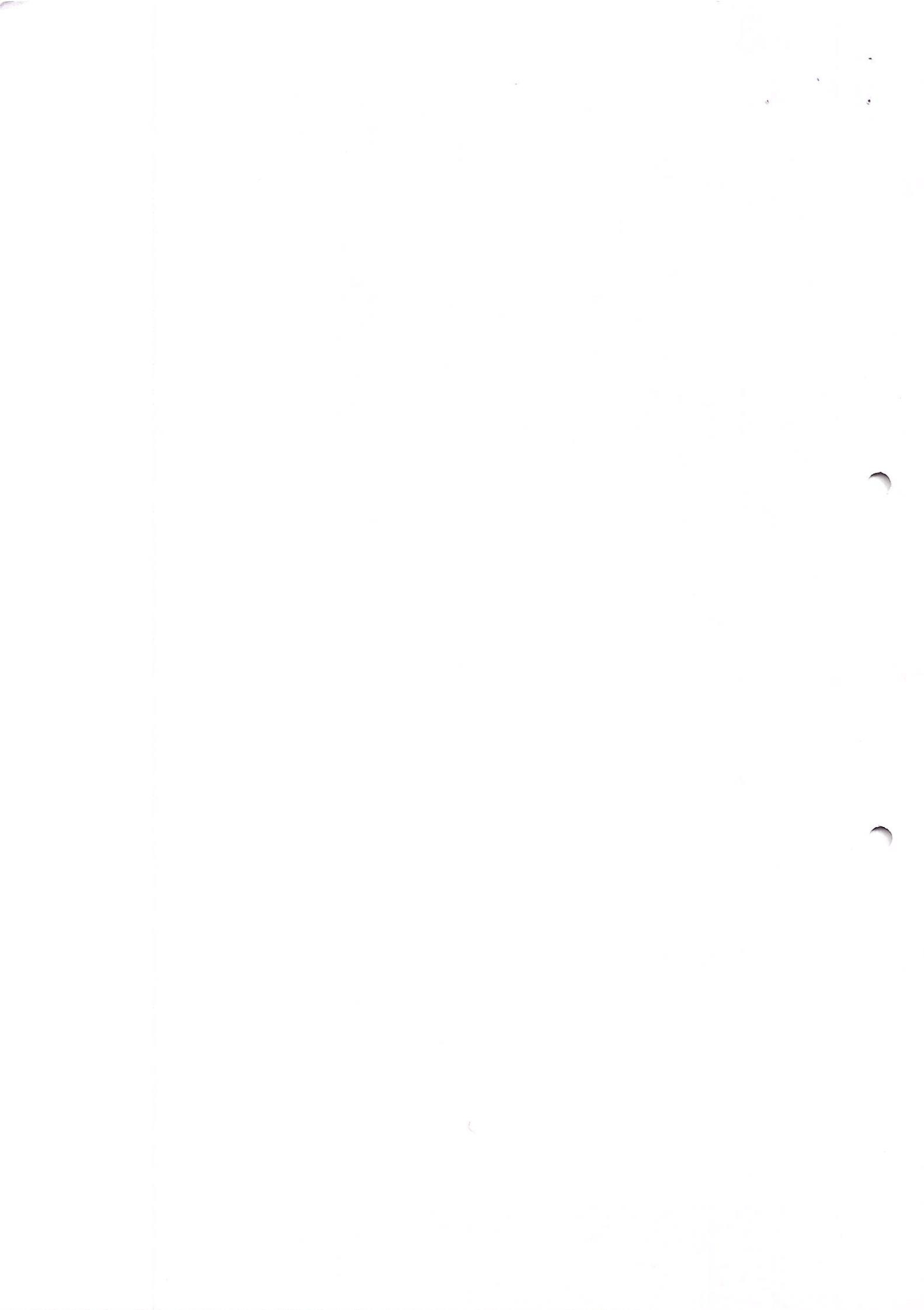
Services **CPTR**



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



IndiGo  Boarding Pass (Web Check-in)									
NAG/ALIVIA MS						KOLKATA To RANCHI			
Flight 6E 374	Gate -	Boarding Time 1205 Hrs	Boarding Zone 3	Seat 2C					
	Date 29 Sep 2022	Departure 1250 Hrs	Services CPML	Seq 0032					
<small>Gate is subject to change and will close 25 minutes prior to departure.</small>									
NAG/ALIVIA MS						KOLKATA To RANCHI			
PNR USFWNA	Flight 6E 374	Date 29 Sep 2022	Services CPML	Seq 0032					
	Seat 2C								



IndiGo

Boarding Pass (Web Check-in)

Your Arrival Terminal is T1

NAG/ALIVIA MS

RANCHI To AHMEDABAD (T1)

Flight
6E 6654

Gate
-

Boarding Time
1435 Hrs

Boarding
Zone 3

Seat
3C



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**

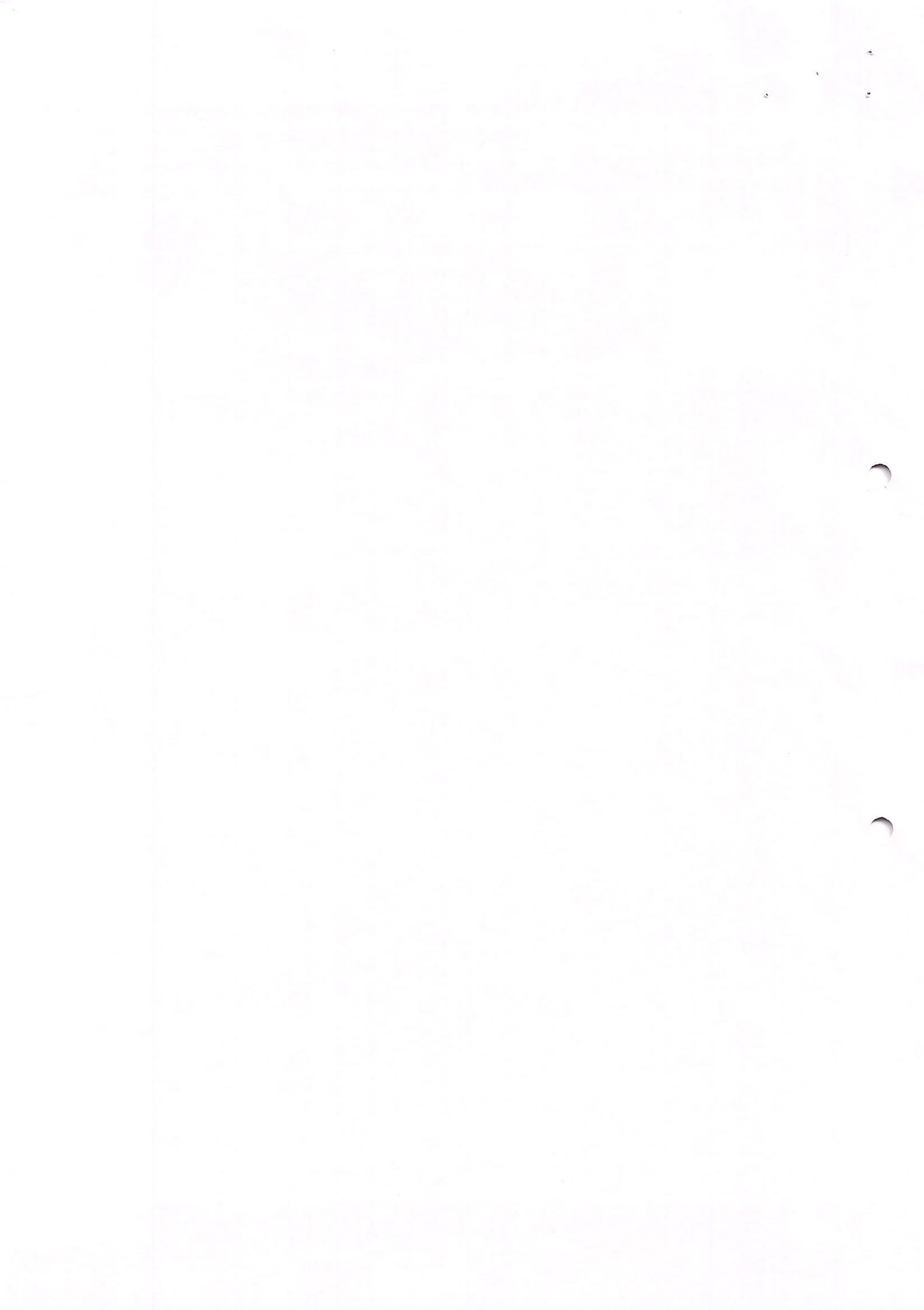
Flight **6E 6654**

Date **29 Sep 2022**

Services **CPTR**



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



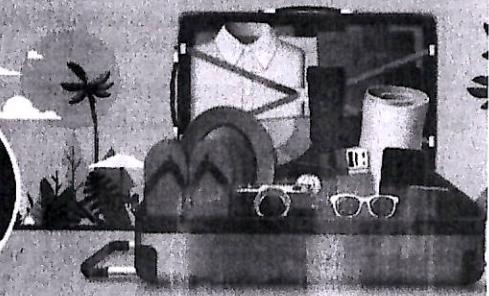
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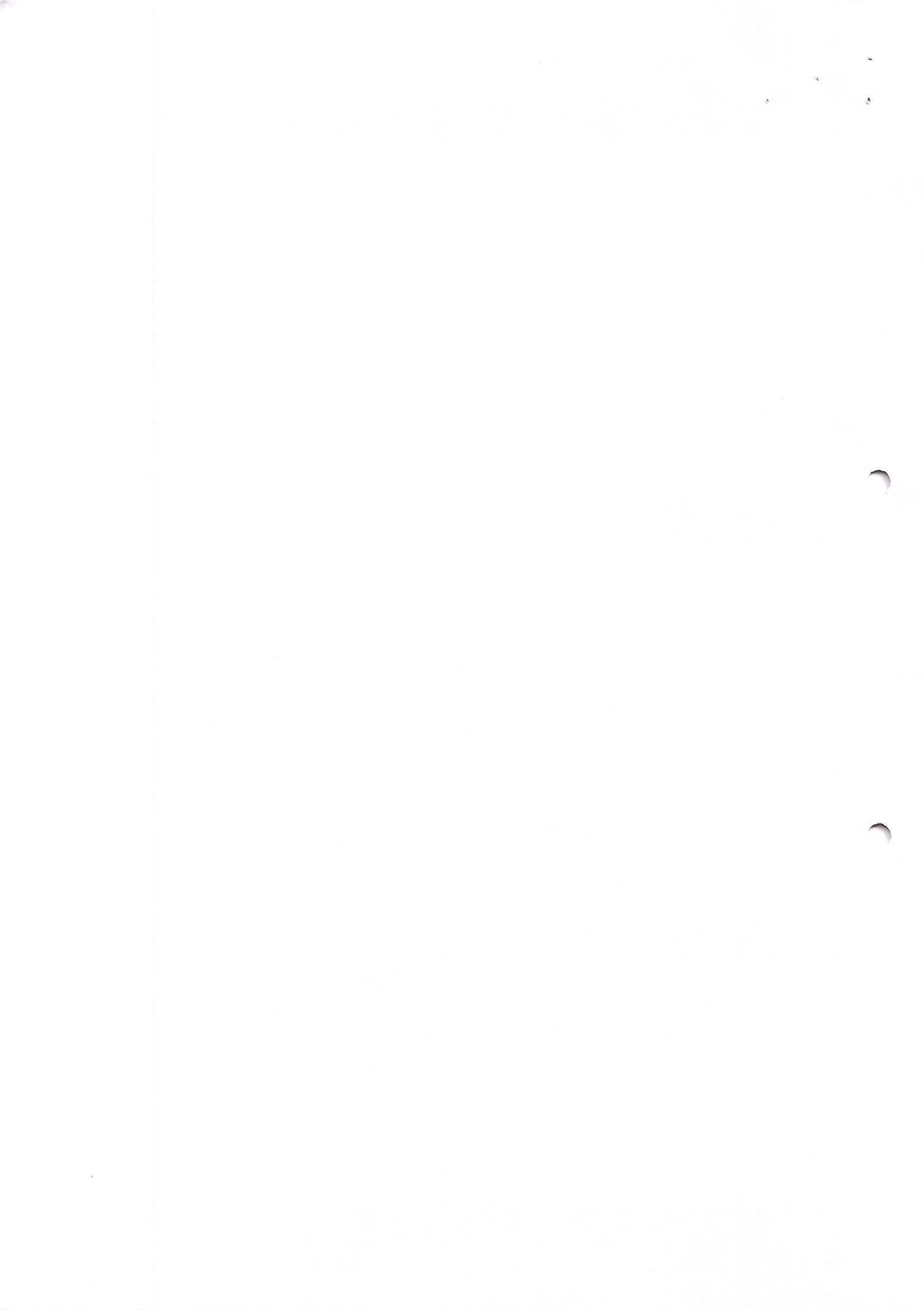


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- All customers should wear a mask and sanitize their hands before proceeding to the boarding gate.
- Customers must wear a face mask covering their nose and mouth, throughout their journey with IndiGo. The mask may be removed only while eating and 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 751Gate
-Boarding Time
0815 HrsBoarding
Zone 3Seat
3FDate **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 KOLKATAPNR **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 751Gate
-Boarding Time
0815 HrsBoarding
Zone 3Seat
3EDate **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 KOLKATAPNR **YNDGKP**Flight **6E 751**Date **02 Oct 2022**Services **CPML, CPTR**Seat **3E**Seq **0122**



Boarding Pass (Web Check-in)

NAG/ALIVIA MS

Flight
6E 751

Gate
-

Boarding Time
0815 Hrs

AHMEDABAD (T1) To KOLKATA

Boarding
Zone 3

Seat
3D



Date **02 Oct 2022**

Seq **0123**

Departure **0900 Hrs**

Services **CPML, CPTR**

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

Your Departure terminal is T1

NAG/ALIVIA MS

AHMEDABAD (T1) To KOLKATA

PNR **YNDGKP**

Flight **6E 751**

Date **02 Oct 2022**

Services **CPML, CPTR**



Seat **3D**

Seq **0123**

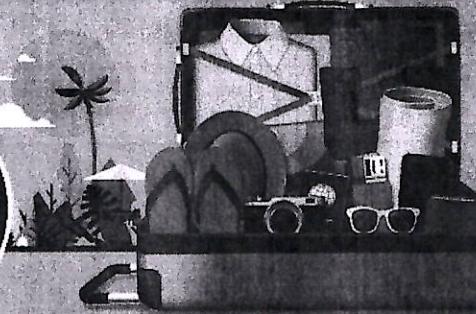
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- Customers must wear a **face mask covering their nose and mouth**, throughout their journey with IndiGo. The mask may be removed **only** while eating and drinking.
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- Customers are also requested 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.

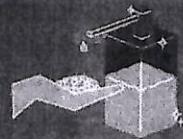
#SuperHabits for your journey



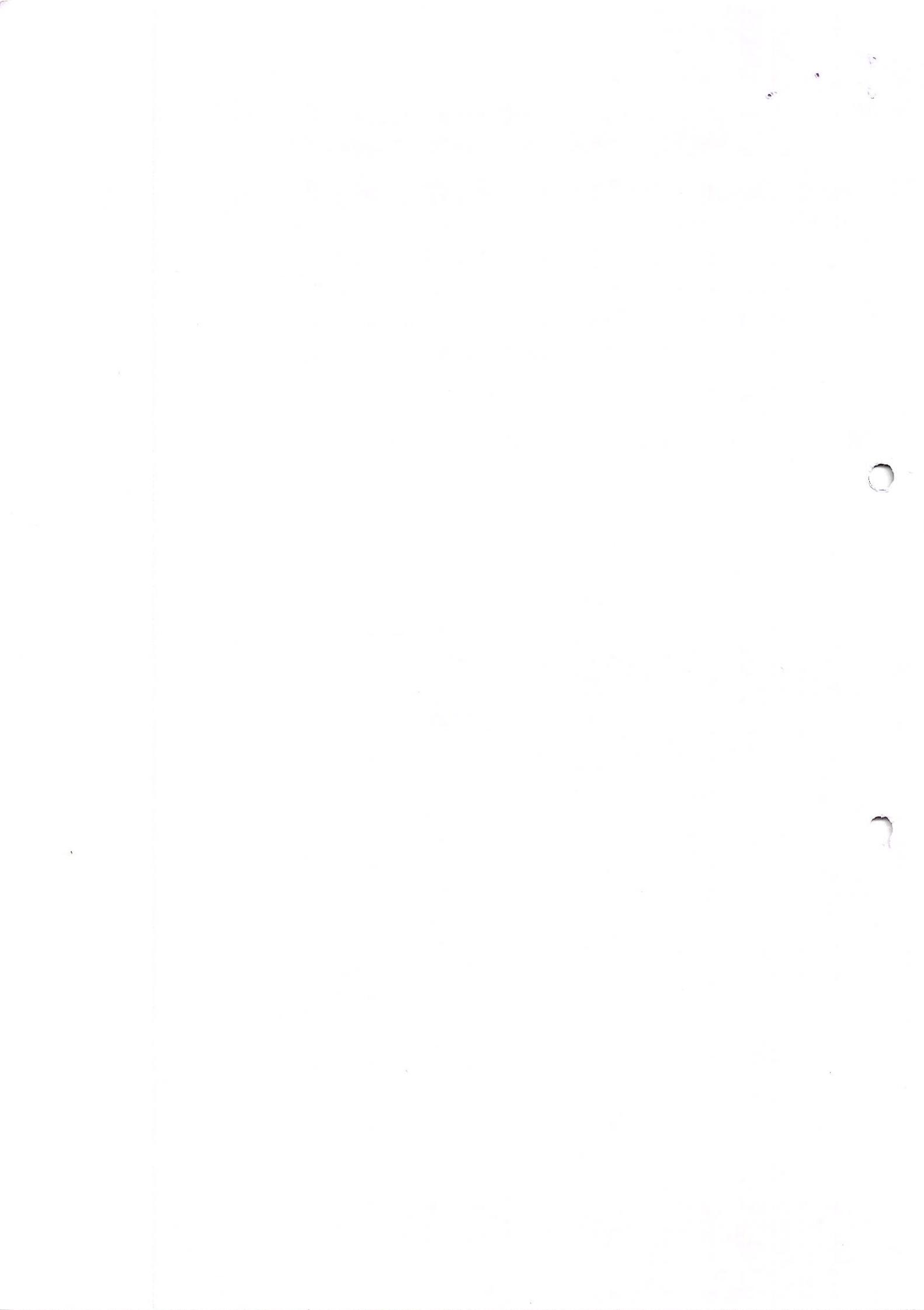
Mask on always



Social distancing at all times



Frequent hand hygiene





भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
स्थापना अनुभाग / ESTABLISHMENT SECTION



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)

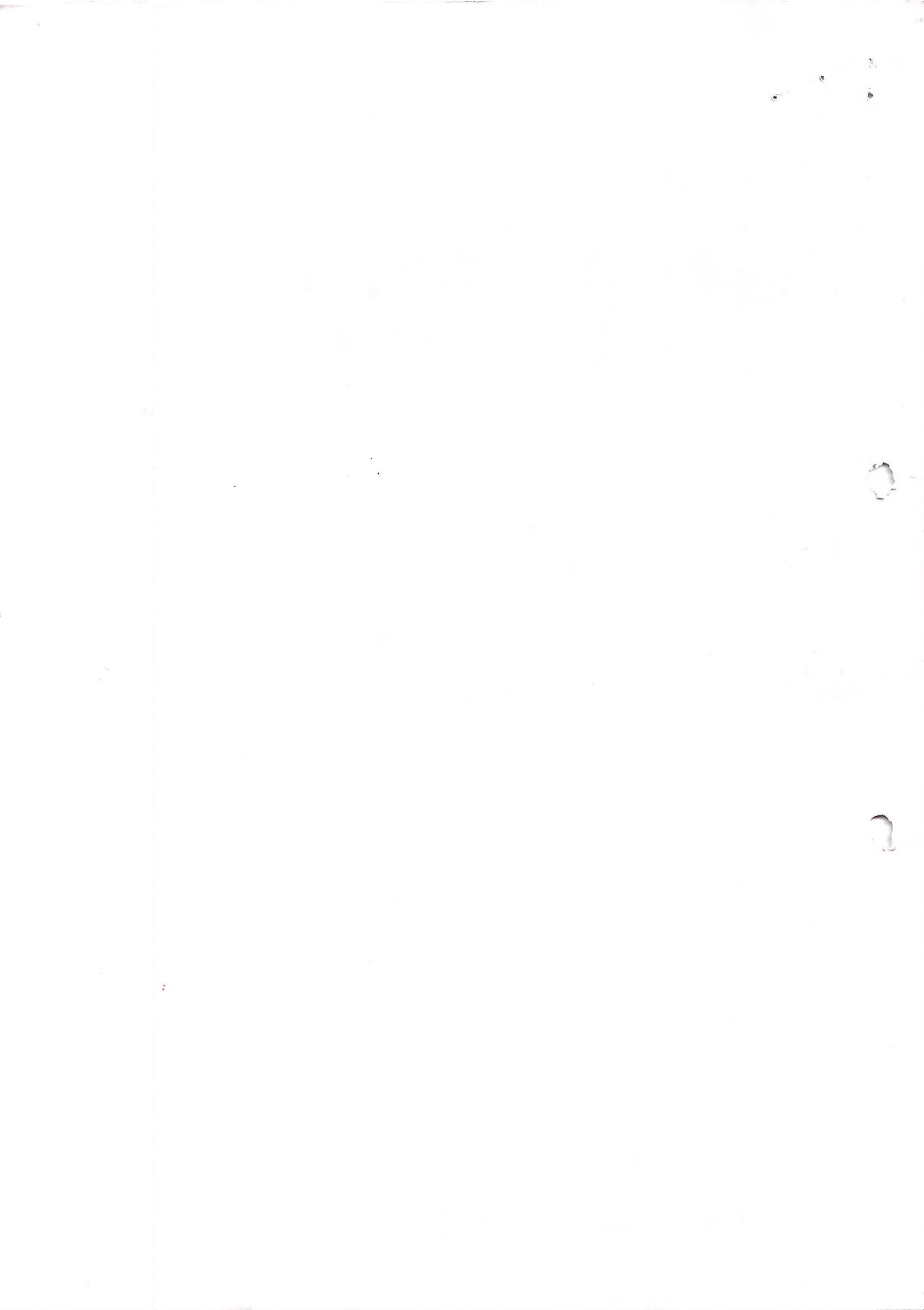
To

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.

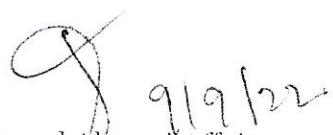
The Office of International Relations – IITKGP has received an invitation from IIT Gandhinagar to attend the International Relation Conclave to be held during 30.09.2022 – 01.10.2022., IIT Kharagpur has duly accepted the invitation and confirmed her participation. With internationalization becoming a 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
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

