



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

FBR/2022-2023/IIT/2077

Booking Request ID:FBR/2022-2023/IIT/2077

Booking ID:FBK/2022-2023/IIT/1929

Name of Indentor : Anirban Biswas (19007)
Designation : Senior Executive Officer Grade-I
Organisation : Indian Institute of Technology Kharagpur
Cost Center : International Relations
Project : Not Applicable

Budget Information : Maintenance Fund

Item Description : Being amount paid to Audio Visual Cell staff members for extra duty at Gargi Auditorium "During Institute lecture session by Prof Cameron Tropea" on 05-04-2022. Debabrata Chakraborty (V/2017/193) Rs.166/-, Manik Lal Sen (P/2018/294) Rs.166/-

Total Estimated Value : 332.00 [Rupees Three Hundred Thirty Two Only] /-

Status : Approved

Justification(add extra sheet if required) :

summarized position of allocation

Total Allocated Amount	Cumulative Booked Fund	Available Balance	Total Concurred	Creation Information
150000.00	83345.00	66655.00	83013.00	19007 23-05-2022 04:41 PM

Date:

(Signature of The Indentor)

Senior Executive Officer Grade-I

If Proposal upto 600000 /-

Approved

Prof. Jayanta Mukhopadhyay

(Signature and Seal of The /ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOIPL) / 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

If Proposal above 600000 /-

Approved

Recommendation of the /ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOIPL) / 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)

Deputy Director

Approved

Date:

(Director)



Audio Visual Cell
CWISS, IIT Kharagpur

OT Bill

The following staff members of Audio Visual Cell worked during Institute Lecture by Prof. Cameron Tropea held on dated 05.04.2022 at Gargi Auditorium. Please arrange to pay Rupees Three Hundred Thirty Two only (Rs. 332.00) as an OT for the Audio Visual support during the programme:

Date	Venue	AV Cell Staff	Time From.....To	Duration	OT (in Rupees)
05.04.2022	Gargi Auditorium	DEBABRATA CHAKRABORTY Vendor Code- V/2017/193 SBI A/C No- 34485207794 IFS Code- SBIN0000202 M/S. ADI BUIDER	5pm- 6:30pm	1.5 Hrs	110.75x1.5 =166.12≈166.00
		MANIK LAL SEN Vendor Code- P/2018/294 Punjab National Bank A/c No- 3210000100107188 IFS Code- PUNB0321000 M/S. RUPESH SHANKAR			110.75x1.5 =166.12≈166.00

To
Prof. Goutam Chakraborty,
Associate Dean (IR&R)
I.I.T. Kharagpur.

(प्रोफ. मानब क्र. दस / Prof. Manab Kr. Das)
अध्यक्ष/Chairman, CWISS

अध्यक्ष / CHAIRMAN
के.का.उ.से.प्र./CWISS
भा.प्रो.सं.खड़गपुर/I.I.T, Kharagpur

Audio Visual Cell
Central Workshop & Instruments Service Section
IIT Kharagpur

User Name with Cell No. :

Prof. Gouram Chakraborty

User Designation with EC No. / Roll No. :

03004

User's Deptt./Centre/Society :

Office of International Relations

Programme Details :

Prof. Thopea is visiting

Location :

IIT KGP to deliver an Institute Lecture

Equipment Required :

George Auditorium

Other Requirements :

1 podium with mic,

Equipment Details :

Laptop, projector

Date of Programme :

05.04.2022

Duration of the Programme : From

05:00pm To 08:00pm

Hand over & Hand over Personnel :

1) Name :

2) Desig. :

3) E. Code :

Other Requirements / Remarks :

To be submitted to : Chairman, A V Cell, O/o CWISS or O/o A V Cell at
Amshilla (VI Control Room) at least 24 Hrs. before commencement of the
programme.

User's Signature with Date

Remarks :

(Signature & Seal of HOD/HOC of the User)

सह-संकायध्यक्ष (अंतराष्ट्रीय संबंध एवं प्रेक्षा)

Associate Dean (International Relations & Ranking)

या.प्रौ.सं. खड़गपुर/IIT Kharagpur

Chairman, Audio Visual Cell, CWISS, IIT Kharagpur



Bh

For Guest Lecture
Dr. Baber Borah
05/05/22

Chandrabh

सह-संकायध्यक्ष (अंतर्राष्ट्रीय संबंध एवं श्रेणी)
Associate Dean (International Relations & Ranking)
भा.प्रौ.सं. खड़गपुर/IIT Kharagpur

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
FINANCE & ACCOUNTS SECTION

OBSERVATIONS WHILE PROCESSING BILLS

Date-13.06.2022.

Over Time wages bill may be routed through Outsource Manpower Unit, hence returned.

13/06
JAO (A/cs) *14/6*

13/06
AR (A/cs) *15/6*

13/06
O/o (International Relations & Ranking)

AR (etc)
Please refer to the office order (He Administrative Circular No 03/2022 dated 15th June, 2022) attached here with and kindly process the bills.

Chandra Cheluvoddy
1-8-2022

