



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

FBR/2022-2023/IIT/576

Booking Request ID:FBR/2022-2023/IIT/576

Booking ID:FBK/2022-2023/IIT/509

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 Sujata Enterprise (V/2018/832) towards purchase of refreshment items for Holi celebration with International Students vide bill no-512 dt 29-03-2022

Total Estimated Value : 8760.00 [Rupees Eight Thousand Seven Hundred Sixty Only] /-

s : Approved

Justification(add extra sheet if required) :

summarized position of allocation

Total Allocated Amount	Cumulative Booked Fund	Available Balance	Total Concurred	Creation Information
124000.00	42769.00	81231.00	34009.00	19007 25-04-2022 12:57 PM

Date:

[Signature]

(Signature of The Indentor)
Shri Anirban Biswas
Senior Executive Officer (Gr- I)
IIT Kharagpur

If Proposal upto 600000 /-

Approved

Date:

1/6/22

(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)

Approved

If Proposal above 600000 /-

Date:

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)

RABINDRAPALLY, P.O. - HIJLI
KHARAGPUR, PASCHIM MEDINIPUR
PIN-721306

Mobile: 8016874514
e-mail- kharagpur9932@gmail.com

H.T. Kharagpur

Composition Taxable Person, Not Eligible to Collect Tax on Supplies.

Sl. No.	PARTICULAR	QNTY.	RATE	AMOUNT	
				Rs.	P.
1.	Snacks packet	48pkt	170	8160	00
2.	Amust Water = 250ml	2bon	160	320	00
3.	Bisleri water = 500ml	1bon	280	280	00
GSTIN No - 19ESCPD3647A1Z3 Vender Code : V/2018/832 PAN No.- ESCPD3647A A/c No. - 1040050007344 IFSC Code: PUNB0104020				TOTAL	8760 00

Rupees in Word Eight Thousand Seven hundred Sixty Only

Bill No. 512 Date 29.03.2022

Challan No Date

Order No Date

E.&O.E.

Sujata Dey
For Sujata Enterprise

Chaitanya



Office of International Relations
Indian Institute of Technology Kharagpur
Kharagpur – 721 302

Ref: 1497/2022/OIR

Date: 13.05.2022

To,
Professor Goutam Chakraborty,
Associate Dean, International Relations and Ranking,
Office of International Relations,
IIT Kharagpur.

Sub: Request for Budget Approval for Holi Celebration

Dear Sir,

Greetings!

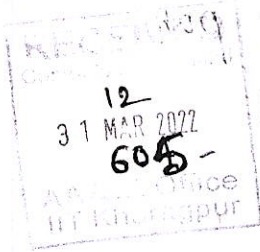
I am writing this letter to formally request for budget approval for Holi Celebration with International Students that was held on 18th March, 2022. The budget to arrange the entire function amounts to a sum of INR 8760. For your perusal, I have attached the receipt herein.

Submitted for your kind consideration and approval.

Sincerely,

Rituparna Chakraborty
International Relations Executive

Approved



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Register

02 Sl. No. 02 Dated. 25/04/22

Purpose: Holi Celebration
for International Student
Phakarabasta
31/3/2022



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