



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

FBR/2022-2023/IIT/5664

Booking Request ID:FBR/2022-2023/IIT/5664

Booking ID:FBK/2022-2023/IIT/5383

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 snacks packet & water bottle for official meeting with Athulya Aravind . vide bill no-585 dt 04-07-2022

Total Estimated Value : 3385.00 [ Rupees Three Thousand Three Hundred Eighty Five 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
298000.00	170225.00	127775.00	166840.00	19007 22-07-2022 05:30 PM

Date:

21/8/22

(Signature of The Indentor)

Shri Anirban Biswas  
Senior Executive Officer (Gr-I)  
IIT.Kharagpur

If Proposal upto 600000 /-

Approved

Date:

21/8/22

(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, BCRT/SE/JC/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE  
Indian Institute of Technology Kharagpur

Approved

If Proposal above 600000 /-

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, BCRT/SE/JC/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE

Date:

(Signature with Seal)

Approved

Deputy Director

(Director)

Date:

FINANCIAL POWER FOR APPROVAL



Indian Institute of Technology Kharagpur

Finance Section

Booking Request ID:FBR/2022-2023/IIT/5664

Booking ID:FBK/2022-2023/IIT/5383

Dept./Centre/Section/School/Unit : International Relations  
Project : Not Applicable  
Proposal For : Being amount paid to Sujata Enterprise (V/2018/832) towards purchase of snacks packet & water bottle for official meeting with Athulya Aravind . vide bill no-585 dt 04-07-2022  
Fund Type : Maintenance Fund  
Fund Sanctioned For This Proposal : 3385.00 [ Rupees Three Thousand Three Hundred Eighty Five Only ] /-  
Status : Approved  
Order Id (If Any) : No Order Has Been Given To This Concurrence On: 22-07-2022 05:33 PM  
Remarks By Approving Authority : Auto Concurrence / Approval Of The Booking Has been Made

Financial Concurrence

Financial Concurrence Id :FBK/2022-2023/IIT/5383

Financial concurrence is accorded for Rs. : 3385.00 [ Rupees Three Thousand Three Hundred Eighty Five Only ] /- under the head No Head of Account(0) for the year 2022-2023, subject to Sanction of Expenditure.

Concurrence By:

J.A.O

Executive / Superintendent

Assistant Registrar (F)

Deputy Registrar (F&A)

Registrar

Deputy Director

Sanction of Expenditure

Sanction of Expenditure is accorded for Rs. 3385.00 [ Rupees Three Thousand Three Hundred Eighty Five Only ] /- for issue of Work Order / Purchase Order to

M/s.....

Signature with Seal:

Approved By: Director/Dy. Director/Dean/HOD/HOS/HOC/PIC/Chairman/Registrar/Head of Section or Units

NB: Copy of this approval should be attached with the bill and send to the Accounts Section for payment.



## BILL

**SUJATA ENTERPRISE**

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

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

To O.I.R.  
I.I.T. Kharagpur  
.....  
.....

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

Sl. No.	PARTICULAR	QNTY.	RATE	AMOUNT Rs.	P.
1.	Snacks packet	23pkt	135	3105	00
2.	Bisleri Water = 500ml	1bott	280	280	00
GSTIN No - 19ESCPD3647A1Z3 Vender Code : VI/2018/832 PAN No.- ESCPD3647A A/c No. - 1040050007344 IFSC Code: PUNB0104020					
			<b>TOTAL</b>	3385	00

Rupees in Word Three thousand three hundred eighty five Only  
 Bill No. **585** Date 04.07.2022

E.&O.E.

Challan No ..... Date .....

Order No ..... Date .....

*Sujata Dey*  
For Sujata Enterprise

(Director)

Date:

FINANCIAL POWER FOR APPROVAL



Ms. Ananya Aravind, the  
University of Edinburgh Regional  
Director for South Asia visited success  
117 KOP on 30/06/2022 to discuss  
about possible collaborations.  
R. Chakraborty  
05/07/2022



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

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