



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

FBR/2022-2023/IIT/538

Booking Request ID:FBR/2022-2023/IIT/538

Booking ID:FBK/2022-2023/IIT/483

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 the amount paid to various staff members of TFS (V/2016/1847) towards extra duty in connection with the programme of open house on SAIP and curriculum at Netaji Auditorium. against Bill No 690 Dt 18-03-22

Total Estimated Value : 1850.00 [Rupees One Thousand Eight Hundred Fifty 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
124000.00	10170.00	113830.00	8320.00	19007 22-04-2022 06:52 PM

Date:

Signature of The Indentor)

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

If Proposal upto 600000 /-

Approved

Prof. Jayanta Mukhopadhyay

Date:

(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/JC/ REGISTRAR / DEPUTY REGISTRAR / Sr. EE)

Approved

If Proposal above 600000 /-

Recommendation 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/JC/ REGISTRAR / DEPUTY REGISTRAR / Sr. EE

Date:

(Signature with Seal)

Approved

Deputy Director

(Director)

Date:

FINANCIAL POWER FOR APPROVAL

IIT KHARAGPUR

[Contact No. (03222) 8-1044/2692]

No. IIT/TFS/ 690

Date 18.03.2022

To Prof. Goutam Chakraborty
Associate Dean, International Relations/Ranking
IIT Kharagpur

Sub : Payment of Bill. V/2016/1847

Dear Sir,

A bill for Rs. 1,850.00 (Rupees one thousand eight hundred fifty only) is submitted in connection with booking of Netaji Auditorium for Open House on SAIP and New Curriculum on 17th March 2022

You are requested kindly to arrange payment of the above amount by crossed cheque to "Technology Film Society" at an early date.

A/c No: 95562010000810

Canada bank

Details of Bill :

A. Hall Service Charge	Rs.	IFSC : CNRB0019556
B. P.A. Service Charge	Rs.	
C. Light Service Charge	Rs.	
D. Staff Honorarium	Rs. 1,850.00	
E. Miscellaneous Charges	Rs.	
Total	Rs. 1,850.00	

[Signature]
Yours faithfully,

Treasurer, TFS

Encl : Hall booking form.

[Signature]
Manager

Der

Date

Gen

B2m

Register, Mide Page No. 03, Sh. No. 04, Dated 26/04/22

~~Amos~~
15/22

~~de~~ / ~~Open~~ ~~Start~~
~~STP~~ / ~~17 of 2022~~
~~Alina Nay~~
~~11/04/2022~~

Indian Institute of Technology Kharagpur Technology Film Society (TFS)

Date: 18.103.2022

The following staff members of TFS were engaged for extra duties in connection with the programme of **Open House on SAIP and New Curriculum** by Prof. Goutam Chakraborty, Associate Dean, International Relations /Ranking dated 17th March 2022.

In view of the above an amount of **Rs. 1,850/-** (One thousand eight hundred fifty only) may please be sanctioned against the following staff members attached to his section as a token honorarium for appreciation to their works.

1.	Shri Akhilesh Kr. Singh	Manager	Rs. 60/-	300.00	
2.	Shri Sidhartha Barman	Accountant	Fixed	150.00	
3.	Shri Ajoy Kumar Das	Caretaker	Rs. 60/-	300.00	
4.	Shri G. Babu (Monoj)	Cleaner	Rs. 50/-	550.00	
5.	Shri T. Rao	Cleaner	Rs. 50/-	550.00	
			Total Amt =	1,850.00	



Vice – Chairman



Treasurer, TFS



Manager

No.: ESTT/Gen/S-1/2022/0408
Date: March 10, 2022

MEMO

With reference to the application/e-mail, the following Auditorium(s) is/are allotted as per requirements submitted by Prof. Goutam Chakraborty, Associate Dean, International Relations / Ranking :

Auditorium(s)	Date	Time	Purpose
Netaji Auditorium	17-03-2022	10:00 AM to 08:30 PM	Open House on SAIP and New Curriculum

Note:

1. The services of the Audio Visual Cell, PCs, Multimedia etc., if required, are subject to a separate requisition (available at the CWISS Office and AV Cell Office, Vikramshila at V-1) by the user/organizer directly to the Chairman, CWISS atleast 48 hours before commencement of the programme mentioning programme details and requirements of the Audio Visual facilities.
2. The users of the Committee Room are requested to ensure cleanliness of the room after the meeting by removing paper cups, food packets, loose papers etc.
3. Any food item (including tea, Coffee, Cold Drinks, Snacks etc.) is not allowed inside the Auditorium.

Assistant Registrar (E)

भारत के उद्योग / IIT Kharagpur
Assistant Registrar (E)

To
Prof. Goutam Chakraborty
Associate Dean, International Relations / Ranking
IIT Kharagpur
Copy to
1. Chairman, CWISS
2. Prof-in-Charge, Audio Visual Cell, CWISS
3. Prof-in-Charge, Refrigeration & Air Conditioning
4. Vice-Chairman, Technology Film Society
5. Superintending Engineer (Civil)
6. Senior Executive Engineer (Electrical)
7. Security Officer
8. Overseer / Caretaker, Main Building Area
9. Office File