

**OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR,  
UNIVERSITY DEPARTMENTS, RTU, KOTA**

No-RTU/ UD/TEQIP-III/ F(58)/18/2018/Dean FA/856-877 Date: 21.04.2018

**OFFICE ORDER**

A team of six faculties from Jadavpur University are visiting to UD RTU kota for Review Meeting on 23-04-2018 and Short Term Course from 23-04-2018 to 24-04-2018 under Twining Activity of TEQIP-III.

The following permissions are granted during visit by JU officials.

1. To make travel arrangement of 6 official of Jadavpur University team:

Permission is given to hire one innova taxi on 22.04.2018 Jaipur to Kota and one innova taxi on 23.04.2018 Kota to Jaipur to & fro. One indigo/desire taxi for Kota to Jaipur on 24.04.2018. (as per approved RTU hired agency)

2. Boarding & Lodging:

Permission is given for stay arrangement of all members from 22.04.2018 to 24.04.2018

- For 1 faculty from 22-04-2018 to 24-04-2018
- For 3 faculties from 22-04-2018 to 23-04-2018
- For 2 faculties on 23-04-2018

3. Other Expenses:

Permission is given to meet petty expenses (Snakes, Food & others) upto 7500/- if required additionally during visit from UD TEQIP-III budget (1.1.2.7 "Mentoring/ Twining System")

The expenditure for travel arrangement, boarding & lodging shall be booked under UD TEQIP-III budget (1.1.2.7 "Mentoring/ Twining System")

This bears the approval of Hon'ble Vice Chancellor.

*Sd/-*  
Dean FA & IPD  
UD TEQIP-III

Copy to:-

1. PS to HVC
2. Coordinator UD TEQIP-III
3. All Nodal Officers/ Asstt. Nodal Officers UD TEQIP-III
4. All HODs
5. Jeetu Travels: To make it convenient to attend the guest on time.
6. AO/AAO UD TEQIP-III
7. Dean FA office file

*Sd/-*  
Dean FA & IPD  
UD TEQIP-III  
21/04/18

Subject: Regarding Traveling and staying Arrangements for Team of faculties from JU Kolkata.

A team of faculties are coming to UD RTU kota for Review Meeting on 23-04-2018 and Short Term Course from 23-04-2018 to 24-04-2018 under Twining Activity of TEQIP-III. The following faculties are coming to UTD, RTU Kota-

1. Prof. Amitava Gupta
2. Prof. Achintya Mukhopadhyay
3. Dr. Pritam Aitch
4. Dr. Sudhabindu Ray
5. Sri G.K. Pattanayak
6. Prof. Sanjib Acharyya

As per mail received from Amitava Gupta <amitav\_gupta@yahoo.com> (attached), The traveling schedule is as follows:

The complete flight details are as follows:

- 1. Arrival on 22nd April 2018:** Prof. Amitava Gupta  
Prof. Achintya Mukhopadhyay  
Dr. Pritam Aitch  
Dr. Sudhabindu Ray  
6E 394 reaching Jaipur at 16:30hrs on 22nd April 2018
- 2. Arrival on 23rd April 2018:** Sri G.K. Pattanayak  
Prof. Sanjib Acharyya  
G8 701 reaching Jaipur at 08:20 on 23rd April 2018
- 3. Departure on 23rd April 2018** Sri G. K. Pattanayak  
Prof. Sanjib Acharyya  
Prof. Achintya Mukhopadhyay  
Dr. Pritam Aitch  
Dr. Sudhabindu Ray  
6E237 leaving Jaipur at 21:00 on 23rd April
- 4. Departure on 24th April 2018:** Prof. Amitava Gupta  
6E175 leaving Jaipur at 21:05 on 24th April

According to above schedule following arrangements are required to be done

1. A taxi is to be hired to receive 4 Faculties from Jaipur Airport on 22-04-2018
2. A taxi is to be hired to receive 2 Faculties from Jaipur Airport on 23-04-2018
3. A taxi is to be hired to drop 5 Faculties at Jaipur Airport on 23-04-2018
4. A taxi is to be hired to drop 1 Faculty at Jaipur Airport on 24-04-2018
5. Staying arrangement
  - For 1 faculty from 22-04-2018 to 24-04-2018
  - For 3 faculties from 22-04-2018 to 23-04-2018
  - For 2 faculties on 23-04-2018

The following budget also required for arrangement

- Tea/ Snakes/ Others: 2500/-
- Food: 5000/-

Submitted for AS & FS

*[Handwritten signatures and dates]*  
M. C. S. 21/4/18  
Day/AA  
TEQIP-III UD C&A 21/04/18