



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur

Kharagpur- 721302, India

Ref No.: 1590/2022/OIR

Date: 20.09.2022

Subject: Budget proposal for procurement of Google Storage

This is to inform you that due to the insufficient storage at Zimbra and Google, the executives of the Office of International Relations are unable to store the important documents and receive all emails. Old emails are having to be deleted to make space for new emails. A lot of old but vital information is being lost in the process. Therefore, there is a need to procure extra Google storage for the staff members at the OIR.

It is being requested that a storage of 2TB be purchased from Google. The details of the plan is given below:

Storage: Premium 2 TB

Price: 650 INR per month

The following facilities will be provided:

- Share up to 5 persons
- Extra member benefits
- Access to Google experts

The extra Google storage of 2TB will be utilised by the following persons:

- (a) Associate Dean, International Relations
- (b) Ms. Alivia Nag
- (c) Ms. Koushiki Mukherjee
- (d) Ms. Rituparna Chakraborty
- (e) Mr. Arup K. Roy

This is being placed for your necessary review and possible approval.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs