



**Office of International Relations
Indian Institute of Technology
Kharagpur-721302**

Ref. No. 1724/2023/OIR

Date: 08.02.2023

Subject: Request to approve the procurement of Google Storage for official Gmail account

Due to the insufficient storage at Institute Zimbra account, the team members at the Office of International Relations require the additional storage capacity using G-mail. To maintain the additional storage for the official purpose, there is a need to procure extra Google storage.

For the purpose, a premium subscription with 2 TB storage capacity with an annual charge of INR 6500 is recommended. The additional Google storage of 2TB will be purchased only for a central Gmail account for the official purpose which is as follows:

iriitkgp@gmail.com (Central G-mail account for the Office of IR)

Placed for the kind consideration and approval to initiate the purchase and subsequent reimbursement using my personal credit card (as credit card is the only medium to make the payment). _____

Executive Officer

Associate Dean, IR and Ranking

Dean, Outreach and Alumni Affairs