



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

FBR/2022-2023/IIT/19272

Booking Request ID: FBR/2022-2023/IIT/19272

Booking ID: FBK/2022-2023/IIT/18402

Name of Indentor : Shruti Singh Parihar (16066)
 Designation : Executive Officer
 Organisation : Indian Institute of Technology Kharagpur
 Cost Center : International Relations
 Project : Not Applicable

Budget Information : Maintenance Fund

Item Description : Being amount reimbursement to Shruti Singh Parihar- EC16066 towards google additional space 2 TB purchase for office use. Vide order no- SOP.3316-6454-6580-97143 Dt 10-02-2023

Total Estimated Value : 6500.00 [Rupees Six Thousand Five Hundred 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
1284518.00	1257078.00	27440.00	1213696.00	16066 24-02-2023 12:34 PM

Date:

Shruti 27/2/23
(Signature of The Indentor)

Shruti Singh Parihar
Executive Officer
Emp. Code: 16066

If Proposal upto 600000 /-

Approved
Dean (Outreach)
IIT Kharagpur

Suman Chakraborty
07-03-2023

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

Date:

Conita Chakraborty

If Proposal above 600000 /-

Approved

Recomendation 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/Joint REGISTRAR / DEPUTY REGISTRAR / Sr. EE

Date:

(Signature with Seal)

Approved

Deputy Director

Date:

(Director)

FINANCIAL POWER FOR APPROVAL

Your Google Play Order Receipt from Feb 10, 2023

1 message

Google Play <googleplay-noreply@google.com>
Reply-To: Google Play <googleplay-noreply@google.com>
To: iriitkgp@gmail.com

Fri, Feb 10, 2023 at 3:36 PM



Thank you

You've made a purchase from Google Ireland Limited on Google Play.

Order number: SOP.3316-6454-6580-97143

Order date: Feb 10, 2023 3:36:03 PM GMT+5:30

Your account: iriitkgp@gmail.com

Item	Price
2 TB (Google One) — 1 year (by Google LLC)	₹6,500.00
Expires on Feb 10, 2024	
	Total: ₹6,500.00
	(Includes GST of ₹991.53)

Payment method: Visa-3006

Keep this for your records.

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Google Play

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**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).

Shanti
Executive Officer

Carla Chawla
Associate Dean, IR and Ranking

8
9/2/23
Dean, Outreach and Alumni Affairs



Shruti Singh Parihar
Executive Officer
Emp. Code: 16066

Prof. (Dr.)
Associate
International Relations
अंतर्राष्ट्रीय संबंधों
भा. प्रौ. सं. युवाओं/IIT Kharagpur