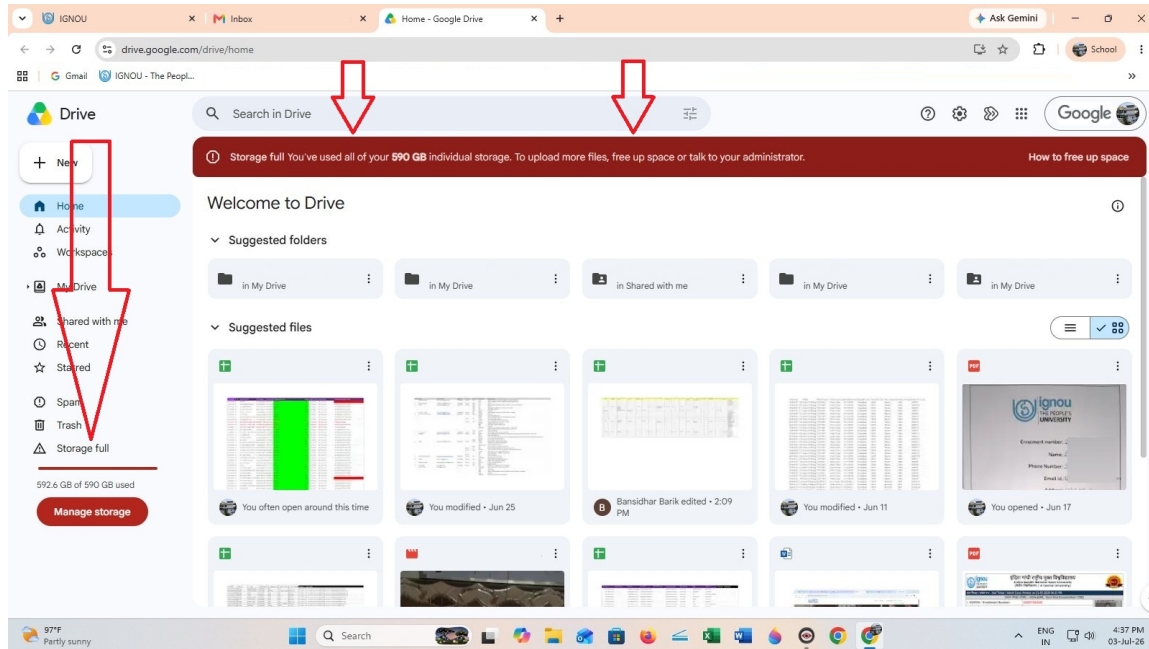


Public Notice

Sub: Google Drive Storage Management Issue – regd.

All concerned are hereby requested to note the following:



01. As RC Delhi-3 is a very high enrolment Regional Centre (RC), it gets lots of emails with and without attachments on a daily basis. It leads to frequent **Storage full** issues, which affect the use of many Google services. RC is then required to **free up space to manage the storage**. Refer to the above given screenshot. Sometimes, IGNOU Headquarters also ask the Regional Centres to free up space so that the Google services of the University are not affected.
02. Under such circumstances, the Regional Centre Delhi-3 is forced to delete old emails and/or emails having big file size attachments whenever such issues are faced by the RC.
03. Although due care is taken to retain important emails yet it may lead to unintentional deletion of any required email while deleting emails in bulk to create storage space in GB.
04. For this very reason and due to the operational difficulties, learners are advised **NOT to email** their Assignments or Internship/Project Files etc. unless otherwise specified.
05. In case of any dispute on this matter, the concerned learners and/or individuals are required to refer to the above facts and factual position, and submit a detailed written application along with the self-attested printout copy of their email and the attachment(s), as the case may be, on the matter.