

National Data Centre
Unit - 4, Sachivalaya Marg, Bhubaneswar-751001.

Backup Request Form for Cloud Services

- | | |
|---|---|
| 1. Name of the Administrator/User: | 2. Designation of the Administrator/User: |
| 3. E-Mail ID of the Administrator/User: | 4. Phone No of the Administrator/User: |
| 5. Division / Organization: | 6. Name of the Project / Service: |
| 7. New Setup / Existing Setup: | 8. URL of the Project / Service: |
| 9. Mode of the Service (Paid /Free): | 10. Cloud Ref. no: |
| 11. CUC No: | 12. Mail Ids for Receiving Job Failure Alert: |

Backup Request Details						
S.No	Server Name	Host IP	OS	Server details: App / DB	Mention: Folder Name for App Server / DB Name for DB Server	Size

- Note:**
- Default Backup Policy: Weekly Full, Daily Incremental and Retention Period is 7 days. User has to provide his own tape media if retention is more than 7 days. we do not provide OS level backups.
 - Backup charges are applicable as specified in the link <https://ndcbbsr.nic.in/pricing>.
 - Data base file folder backup is of no use and Database backup is supported in two modes only: -
 1. Plugin based backup (Preferred mode) :- In this mode user needs to make sure that no self-dump is created by database admin for local backup.
 2. Dump backup: - In this mode user needs to make routine dump on its server in a folder, and backup shall be scheduled for this folder by backup team.
 - Apply for firewall through (<https://farps.nic.in>) for allowing backup traffic if local firewall is turned on.
 - Backup Software does not support backup of NAS drives mapped with windows.

(HOD/HOG) Signature

(Administrator / User) Signature