

Backup Request Form for Physical Server

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| <p>1. Name of the Administrator/User:</p> <p>3. E-Mail ID of the Administrator/User:</p> <p>5. Division / Organization:</p> <p>7. New Setup / Existing Setup:</p> <p>9. Mode of the Service (Paid /Free):</p> <p>11. NICSI Project Code:</p> | <p>2. Designation of the Administrator/User:</p> <p>4. Phone No of the Administrator/User:</p> <p>6. Name of the Project / Service:</p> <p>8. URL of the Project / Service:</p> <p>10. Pro Forma Invoice Number:</p> <p>12. Mail Ids for Receiving Job Failure Alert:</p> |
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Backup Request Form for Physical Server						
S.No	Server Name	Server 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> .
- Backup of Database level i.e database instance is not support on Ubuntu but dump of database in a folder and folder level backup is supported on Ubuntu.
- 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.
- Refer firewall rule addition guide (http://ndcsp.nic.in/Files/Firewall_Rule_Guide.pdf) for allowing backup traffic if local firewall is turned on.
- Backup of your own NAS drives mapped with windows is supported but does not support our NAS drive mapped with your windows server.

(HOD/HOG)
Signature

(Administrator / User)
Signature