

## Annexure 1

### Automated Backup Facility

1. A Participant whose DPM database size is  $\leq 15$  GB on the EOD of date of this circular and who wishes to avail this facility may inform NSDL Production Monitoring and Control department (PMC) through an email ([helpdesk@nsdl.co.in](mailto:helpdesk@nsdl.co.in)) so that automated job can be setup for such Participant.
2. Any Participant which wishes to discontinue this facility at a later stage may inform PMC so through an email so that automated backup job is not scheduled for such Participant. In such event, Participant will have to take backup as per applicable procedure.
3. PMC would setup an automatic job for taking the backup for eligible Participants who intimate their preference for using this facility.
4. The time to start the backup process is configurable and it will be set to 6 PM by PMC, as default time. If any Participant wants to change this time, it may intimate its preferred time to PMC through an email.
5. The facility will function as below –
  - a. The backup job would be invoked automatically at the pre-set time.
  - b. It would stop the communication services and start creation of backup files on the hard disk of NSDL server machine. Full backup will be taken on Wednesday and Fridays, while incremental backup will be taken on remaining working days.
  - c. Once the backup files have been created successfully, services would be restarted.
  - d. As a good business practice, system users should refrain from doing any activity when backup files are being created as any activity undertaken after start of the backup job will not be backed-up.
  - e. After successful creation of the backup files, job will look for the pre-configured storage media at G drive and start copying backup files onto media, provided sufficient space is available.
  - f. After copying files onto media, job would copy backup files on the harddisk of the client machine on which robo copy of transaction logs in generated.
  - g. Participants availing this facility will not have to copy backup files on the second external media (i. e. only one storage media needed for one day's backup which may be kept at same place).

6. **Pre-requisites** – In order to ensure that the automated backup job is performed properly, Participant needs to ensure following –
  - a. NSDL Server machine should be in 'power on' mode. Server should be connected to NSDL Depository Module.
  - b. Participant should ensure that sufficient space (more than the size of database backup files\*6 – for 6 days files) is available on the hard disk of NSDL server machine and Robocopy client machine. For example, if total size of backup files is 10 GB, then minimum space available should be 60 GB.
  - c. Configure the external storage media (any device which is allowed for storage of backup file) as G drive on NSDL Server machine. Such configuration should not be changed without approval of PMC as it would result in failure of the automatic backup job.
  - d. Participant should ensure that LAN speed is minimum 1 GBPS. This is needed to ensure that backup files are copied on the Robocopy machine properly. In case, LAN speed is below 1 GBPS, then Participant need to connect one more external storage media as H drive on NSDL Server machine.
  - e. Participant should ensure that a different storage media should be used for Friday's backup.
7. DP official will henceforth be required to check if the backup files have been copied on external media and robocopy client machine (or second external media), every working day.

Participants are requested to inform NSDL as and when there is any change in the information submitted regarding 'System – Incharge' and 'Alternate System – Incharge' as PMC may need to contact these officials in case of any problem in the process.

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