

Annexure 2

Backup Guidelines

Sr. No.	Function / Activity	Procedure – Manual backup (applicable to those Participants who are not using Automatic backup facility)	Procedure – Automatic backup (applicable to those Participants who are using Automatic backup facility)
1	Daily Backup through GISMO	Participant should login to GISMO with Backup / Admin ID and start the Daily Backup	Not applicable. Participant need to ensure that NSDL Server machine is in 'power on' mode and connected to NSDL Depository Module.
2	Backup need to taken of	NSDL DPM, MSDB and MASTER and Transaction logs	Automatic job will take the backup of database files. Separate backup of transaction logs not needed.
3	Backup mode	Incremental database backup may be taken on all working days except for Wednesday and Friday. Full backup for Wednesday and Friday is a must. (DPM application is configured to ensure this).	Automatic job will take the backup as needed.
4	Backup storage devices allowed	DAT, USB, LTO, DLT, CD and DVD	DAT, USB, LTO, DLT, CD and DVD
5	Number of storage media required	Backup of database and transaction logs can be preserved on single media. Participant need to use separate media for taking backup of two consecutive working days (odd – even concept). For each day's backup, two sets of storage media would be required – one for local and another for remote.	Participant may use same media for taking backup of all weekdays except Friday. This may be kept at same place. Friday's backup should be taken on a separate media. If backup files can not be copied on the Robocopy machine (due to LAN speed being < 1 GBPS), then second storage media would also be required.
6	Remote site backup media	If the transaction log files generated are automatically copied to the Participant's remote site, then remote site backup is not required. Otherwise, backup must be taken in two sets - one for local and other for remote site. Media should be sent to remote site on the same day.	Participant should preserve backup files on one media which may be kept at same place except on Friday. On Friday, the backup media must be taken out and kept at remote place for 15 calendar days.
7	Backup retention	Retention period of backup of	Same as manual process.

	period	database taken on Monday, Tuesday, Wednesday, Thursday and Saturday is calendar 7 days. Retention period for backup taken on Friday is 15 calendar days (for both sets – local and remote).	Automatic job will over-write the backup files after 6 calendar days. Participant should ensure that remote site backup media containing backup of Friday is kept for 15 calendar days.
8	Option to take local site backup on next day	Backup meant for local site may be taken on the next day in uncompressed mode.	Not applicable
9	Compressed / Uncompressed mode of backup on backup media	Local set must be taken in uncompressed mode whereas the remote set may be taken in compressed mode	Not applicable, job will take full backup in uncompressed mode.
10	ASR backup	Not needed	Not needed
11	RAID configuration backup	Once in a month, if applicable (as per make and model of server machine)	Once in a month, if applicable (as per make and model of server machine)
12	Backup register	No need to maintain a separate register for backup.	No need to maintain a separate register for backup.
