

National Data Centre, Block-III, Delhi IT Park, Shastri Park, Delhi-110 053
Backup Request Form

1. Name, Designation, E-mail & Phone No. of the Administrator/User: _____
2. Division / Organization: _____
3. Name of the Project / Service: _____
4. New Setup / Existing Setup: _____
5. URL of the Project / Service: _____
6. Mode of the Service (Paid /Free): _____

Backup Details

S. No.	Host Name	IP	Backup IP	OS	Physical/VM	Server Detail: App / DB(SQL,PGSQL....)	Mention: Folder Name for App Server / DB Name for DB Server	Size

Note:

- Default Backup Policy: Weekly Full and Daily Differential.
- Default 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.
- Tape backup charges are applicable of 100 GB.
- If Database backup is required make sure database backup is applied by respective database plug-in only.

(HOD/HOG) Signature

(Administrator / User) Signature