

## Application / Database - Backup Request Form

This form aims to streamline the Application / Database Backup Process

### Requester's Section

Requested By		Request Date	
Requester Email ID		Requester Contact No	
Department Name & Address		Development Agency/SI organization Name & Address	
		Backup Start Date	
Application URL		Type of Backup Website/Database	
DETAILS FOR BACKUP [Directory, file etc]			
Server Name / IP Address			
TYPE OF BACKUP Full Incremental / differential / log etc.			
Requested By [Sign, Name and Date]			

### Approver's Section

HPSDC Project Manager [Sign, Date]		HPSDC Nodal Officer [Sign, Date]	
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### Admin's Section (HPSDC Operator)

Assigned to		Call ID	
Backup Done (Yes/No), If No please mention the reason			
Effective Backup Date			
Backup Administrator [Sign and Name]			
Remarks (if any) by Admin Group			

The complete filled form, duly signed by the request owner, and approved from HPSDC Nodal Officer & Project Manager, may be submitted at HPSDC Helpdesk.  
For any assistance, call on +91-7807401412, [helpdesk.hpsdc@hpmail.gov.in](mailto:helpdesk.hpsdc@hpmail.gov.in)

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