

## •BACK U ttdfmS1'0ltE POLICY

- The backup of following shall be taken on a Regular basis:

- Log Files

- SQL Database

- The procedure for taking backup shall be as follows:

- 1.The backup shall be taken by one of the two designated officials. Further, the backup taken by designated officials shall be verified by the system administrator on a regular basis.

- 2.The backup shall be taken on all the log files on the Application Administrator along with that of SQL Database.

- 3.The Backup shall be taken simultaneously on two Systems.

- 4.As part of backup procedures regular testing and full restoration of backups to a separate system has been implemented on every last Saturday of month.

- 5.The Backup shall be retained for a period of 5 years