


Data back Up Form	
	Department: Systems
Form ID: FRM/SYS/007	Version No: 1.1

DATA BACKUP / RESTORATION FORM

DATE:

TIME:

USER NAME:

DEPARTMENT:

SERVER NAME:

DATA BACKUP / RESTORATION PATH IN UNC FORMAT:

(For e.g. [\\servername\sharename\foldername](#))

DESTINATION PATH :

(In case of Restoration only)

REASON FOR ACTIVITY:

USER'S SIGNATURE:

DEPT. MANAGER'S SIGNATURE:

ENGINEER'S NAME & SIGNATURE:

SYSTEMS MANAGER SIGNATURE:

USER'S ACKNOWLEDGEMENT: