Gyandeep Stocks Pvt Ltd.

E-164, Neelkanth Apartment, 2nd Floor,
Ramesh Marg, C-Scheme, Jaipur – 302001
Email ID: gyandeepstocks@gmail.com
Ph. No: 0141-4036666
CIN: U74992RJ2004PTC018927

Backup Policy

Overview
This policy defines the backup policy for computers within the organization (onsite on-line backup) & off-site off-line backup which are expected to have their data backed up.

Purpose
This policy is designed to protect data in the organization to be sure it is not lost and can be recovered in the event of an equipment failure, intentional destruction of data, or disaster.

Scope
This policy applies for the F.Y. 2022-23 to all equipment and data owned and operated by the organization.

Timing
The Organization must take Full backups performed nightly on daily (every working day) basis at user level as well as admin level.

Storage of Back up

The Organization is taking onsite on-line backup on the server itself on daily basis, off-site off-line backup on Two USB drive on daily/weekly basis. One USB drive is kept at the office area another at the remote site.

Testing of USB drive

The Organization is testing periodically USB drive, which are used for storage of off-site off-line backup backup. If there is any possibility for change / replace of such storage media then get it done by the responsible person of the organization.

Responsibility
The Organization appointed Mr. Nitesh Nyati to perform regular backups. Mr. Nitesh Nyati must follow or develop a procedure for testing backups and test the ability to restore data from backups on a daily/weekly basis.

Testing
The ability to restore data from backups shall be tested by senior official of the organization.

Backup Register

The Organization is maintaining the backup registered (electronically) for the purpose of maintain the records for daily backup taken by whose official and when it taken.

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The ability to restore data from backups shall be tested by senior official of the organization.

This policy shall be reviewed yearly.

For Gyandeep Stocks Pvt. Ltd.

For Gyandeep Stocks Pvt. Ltd

Director

Gyandeep Khemka
(Director)
Dated: 23.03.2023