

# LIST OF DOCUMENTS REQUIRED FOR AVAILING DR FACILITIES AT NDC, SHASTRI PARK, NEW DELHI

## West Bengal State Data Centre

1. Please visit ndcsp.nic.in and download all relevant forms.
2. Letter from CEO & Whole Time Director to PM, NeGP
3. Letter from Principal Secretary, Dept. of Finance (Govt. of WB) to Principal Secretary, Dept. of IT & Electronics (Govt. of WB)
4. Authorization letter to receive goods on behalf of Finance Department, Govt. of West Bengal
5. Brief description of the project with identification of CRITICAL services which would be available during actual disaster. Please avoid Server dependency/interaction with WBSDC during actual disaster as it is presumed that no services at WBSDC would be available during that period.
6. DR Plan and/or Strategy Document including disaster declaration criteria, list of critical services to be activated from DR site during actual disaster, DR Drill Methodology
7. Disaster Co-ordination Team & Message communication Methodology
8. Explicit & exhaustive Port Opening Request (POR) at DR end (NDC,SP) for all types of internal and external communication including DR Drill POR requests. Port of the servers would be opened after getting clearance from Cyber Security Division (CSD) of NIC HQs .
9. DR Backup Policy endorsed by OSD & EO Secretary, Finance Department, Govt. of West Bengal
10. Proposed DR Team formation – endorsed by OSD & EO Secretary, Dept. of Finance, Govt. of West Bengal
11. Security Certificate for from Cert-in empanelled vendor for all the modules which would be running from DR end during actual disaster . On the basis of these certificates, CSD, NIC HQs would issue ‘ Go Ahead’ (MANDATORY)
12. Server Co-location Storage Allocation Form for DR
13. System Level Disaster Recovery Plan endorsed by OSD & EO Secretary, Dept. of Finance, Govt. of West Bengal ---Annex-A
14. Firewall Rule Entry Request Form for DR
15. Project Architecture Diagram - Annex-I
16. Rack size of Server and other devices – Annex-II
17. Hardware configuration – Annex-III

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