**BACKUP POLICY**

* + Odin database backup process-
  + Backup plan consist of taking backup with reference to following system or data base:-
  + Daily Database Backup Report containing all the six types of daily backup as above, person taking backup to sign and the same signed by another who verified it and note down to whom media is handed over ( in Implementation stage)
  + Database Restore Process- menu screen shots, option selection and steps till completion of process is provided in Manual format earmarked as DR