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Dated: 30 August 2011

**EDP CIRCULAR-11**

**Sub: Procedure to Backup and delete files pertaining to House list & NPR Project.**

Image Based House List Form Processing using ICR eFlow has been completed by all the Data Centers. Before taking up the processing of Household Project the on line storage space occupied by House List and NPR Images in PC / Server Hard Disk/ Network Storage (NAS) / Storage Access Network (SAN) has to be freed from the Servers/Clients/NAS/SAN devices with the active support of software engineers provided by the System Integrator i.e M/s HCL. The software to Backup the NPR and House List files and procedure to be followed to delete them is attached as Annexure-1. Before deleting the important files, verify whether a backup as required (Three copies of TIF images of each Type - Black & white and Color of National Population Register and House List as well as the Final District Wise Merged ASCII File of House List) has been taken or not. Moreover, proper external label be affixed in the backed up media (External Hard Disk) and necessary entries such as the files available in each of the backed up media are also be to be recorded in a register (Electronically and Hard both) for future reference and retrieval purpose.

**The third copy of backup containing district wise TIF images and ASCII files are to be sent to D.P. Division for keeping as an OFF-SITE backup at DPD and later on these files will be copied at Disaster Recovery site at Chennai.**

**A compliance report (see Annexure-2) in this regard should be sent to D.P. Division.**

( Dr. C. Chandramouli )  
Registrar General &  
Census Commissioner, India

**To**

All DCOs of Data Center,

**Copy To:** 1) P.S. to RGI

2) P. S. to Additional RGI, DDG (NPR), DRG (C & T)

## Annexure-1

### IMPORTANT STEPS TO BE FOLLOWED BEFORE DELETING HOUSELIST AND NPR PROJECT FILES FROM ON LINE STORAGE

A soft copy of Detail procedure for installation and operational procedure is placed as **Annexure-III**. However the following steps need to be taken before deleting any files on Server/Disk/SAN/NAS/PCs.

Most of the above mentioned space have been occupied by EFLOW program files, IMAGE files (TIF), Final Data (TXT) files and House List/NPR application Databases.

#### 1) Action regarding ASCII (TXT) files in NAS/SAN/ADC/DC at Data Center:-

- a. It is presumed that ONE copy of regular backup of TXT files might have been taken in External Hard Disk / Client PCs or ADC/DC server and a proper register and backup log are also maintained.
- b. Verify that the all the TXT files created since the beginning of the project in Date folders have been taken in External Hard Disk backup and recorded in the register properly.
- c. Also take the two copy of backup of the entire District wise Final ASCII files on DVDs.
- d. It is assumed that House list project has been already completed and final data files sent to D.P.Division along with the backup taken, then you can safely delete all the "Date folders", containing TXT files from the ADC/DC/NAS/SAN/Clients PCs.

#### 2) Action regarding IMAGE (TIF) files in NAS/SAN/ADC/DC at Data Center:-

- a. It is presumed that ONE copy of backup of IMAGE (TIF) files might have been taken regularly as per instruction during scanning/encryption/decryption stage and a proper register is also maintained. Remember that this backup is date-wise and not district wise.
- b. Another copy of the IMAGE files is also required so as to safeguard against read error of the original External Hard Disk Backup files.
- c. **Now the three more copies of the TIF and Txt files of the House list and NPR Form Images are to be taken District-wise in a New External Hard Disk. For this purpose DPD will be sending software with necessary operational instructions. This software will enable to search for the images District-wise, Backup on to the External hard Disk and then to delete the same from the on line storage area i.e . **NAS/SAN/ADC/DC as the case may be**. It may please be noted that the images of a district may be appended to the New External Hard Disk continuously and if required may be**

continued to another External Hard Disk also. Please ensure that all the images have been properly backed up and the total number of images tallies with the number of batches processed for each district.

**3) Regarding Backup of eFlow Database file**

The location of this database file and its completeness is to be ascertained from the local System Operation Group official. The full and final copy of Database file is to be backed in a DVD (in triplicate). Send one copy to D P Division. Also takes the two set of Backup of Database on DVDs.

**4) Reconciliation and MIS Utility**

DP Division is also sending the reconciliation utility to ascertain the data and image consistency. This utility will also rename the Image (both Black &white and Color) and Txt files based on the FOR READ you have send to D P Division for finalization of House List Data. Please see the MIS report generated by this utility and keep the hard Copy of the Register generated for Backup information by this utility for future reference.

**5) Running Scan Disk & Defragmentation Utility**

Once the three copies of backup of each for Color and Black & White Images is completed now you may delete/remove the Date Wise files (ITIF Images and ASCII TXT Files) are kept on NAS/SAN/DC/ADC/External Hard Disk. The Resident Engineer may be asked to run SCAN DISK and DEFRAGMENTATION utility on the server and all PCs after deletion of the files.

**6) Reloading of Black & White Images of NPR and House List at On Line Storage(NAS/SAN):**

It was already decided to keep the Black & White Images of HL and NPR on Line for quick retrieval of information along with the ASCII file. Therefore you are requested to copy the State-District folder of NPR and House List **(B&W Images/ASCII Txt only)** on to the NAS/SAN from the Backup Copy just created at point number 2 & 3 above for on line access purpose.

**Important Note:**

**The third copy of backup containing district wise TIF images, ASCII files and Database are to be sent to D.P. Division for keeping as an OFF-SITE backup at DPD and later on these files will be copied at Disaster Recovery site at Chennai.**

**Annexure-2**

**Check list and compliance report on EDP Circular-11**  
**Name of the Data Center:**

<b>Sl. No.</b>	<b>Details</b>	<b>Compliance</b>	<b>Remarks</b>
1.	EFLOW software downloaded from website/ftp and kept under safe Custody.	Yes/No	If 'NO', state reasons
2	All the Districts finalized and data file sent to D.P. Division	Yes/No	If 'NO', state reason and likely date of finalization
3.	Merged and finalized data in respect of all the Districts are Backed up in External Hard Disk and kept under safe custody - No. of DVDs where Backup is kept:	Yes/No	If 'NO', state reason and likely date of finalization
4.	District wise House list Image files (TIF) have been generated and Backed up in External Hard Disk (EHD)  No. of EHDs used: List of no. of files in each district in EHD is attached:	Yes/No	If 'NO', state reason and likely date of finalization
5.	2 copies of Backup of Data Bases is taken in DVDs	Yes/No	If 'NO', state reason
6.	Folder containing TIF & TXT files deleted from on line storage after taking Backup as necessary	Yes/No	If 'NO', state reason
7	One copy of EHD containing District wise House list images and a DVD containing copy of Databases are sent to D.P.Division	Yes/No	
Name, Date and Signature of the Center In charge and counter signed by the Controlling officer of DCO's			

## Backup Software For House List & NPR 2011

Final Backup software is developed to take the backup of all the B&W and Color images (.TIF) and ASCII files (.TXT) of HL and NPR. This backup is to be done three times and on **Three different External Hard Disks (EHD)**.

### Installation:-

Final Backup Software Setup will be provided to all the centers. User will have to run the setup to install this software. Script of the table will be given along with the setup of the software.

**Note:-** Before running the software user may ensure that the script should be run in the database (House List2011) in MS SQL Server 2008.

### Working:-

1. As user runs this software this window will appear where user have to select which backup they want to create (either HL or NPR.)

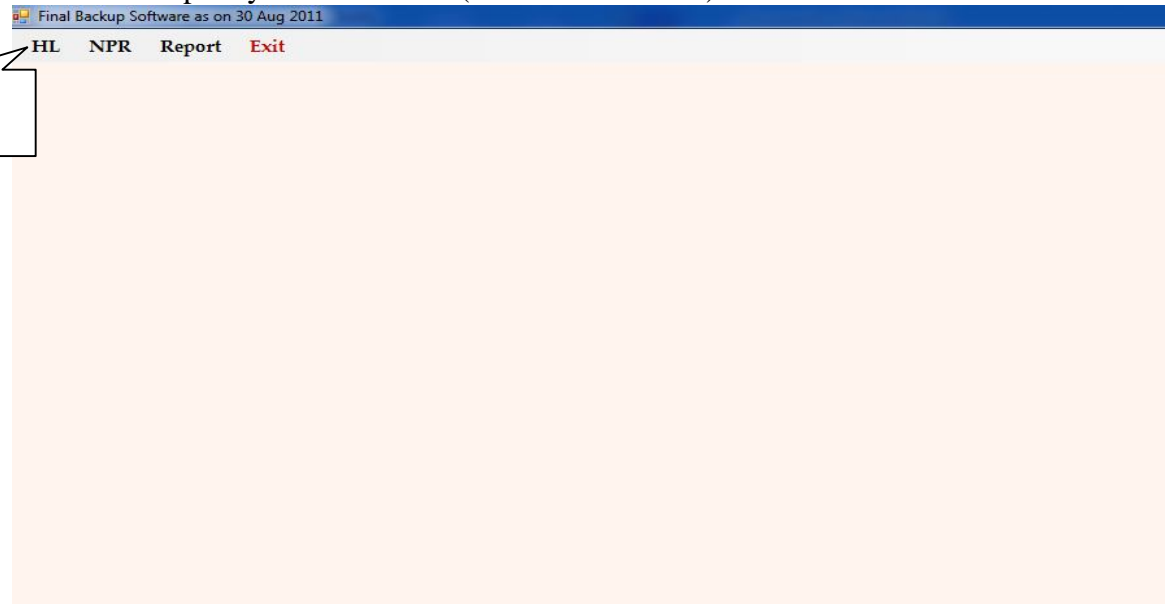


Fig.1

2. After selecting either HL or NPR next screen will appear. Suppose user selects HL so the fig. given below will appear. Here user first have to do following steps :-

**Step 1:** Select the drive that has all the B&W and Color images (TIF).

**Step 2:** Select the drive that have all the ASCII files i.e. .txt files.

**Step 3:** Select the external hard disk where backup has to be taken. Make sure that the selected drive has the enough space to store the backup.

**Step 4:** Enter the hard disk serial no. This is mandatory.

**Step 5.** Enter the hard disk label.

**Step 6.** After selecting the required fields, click the **Copy Images** button. This will start copying all the images. When all images have been copied then click **Copy ASCII files** button to copy all the ASCII files.

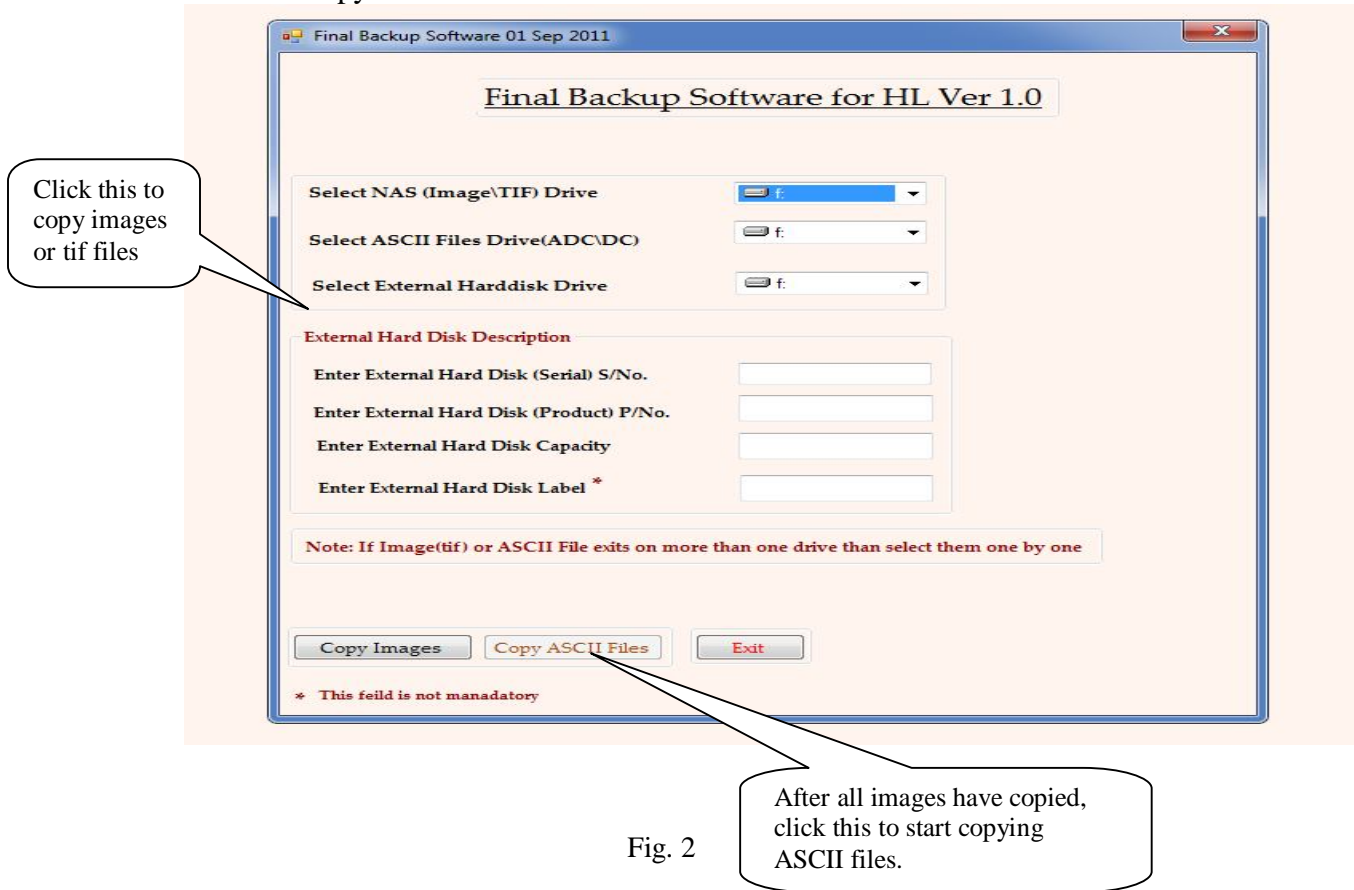


Fig. 2

The screen for NPR works same as of HL. The NPR screen is given below in **fig.3**

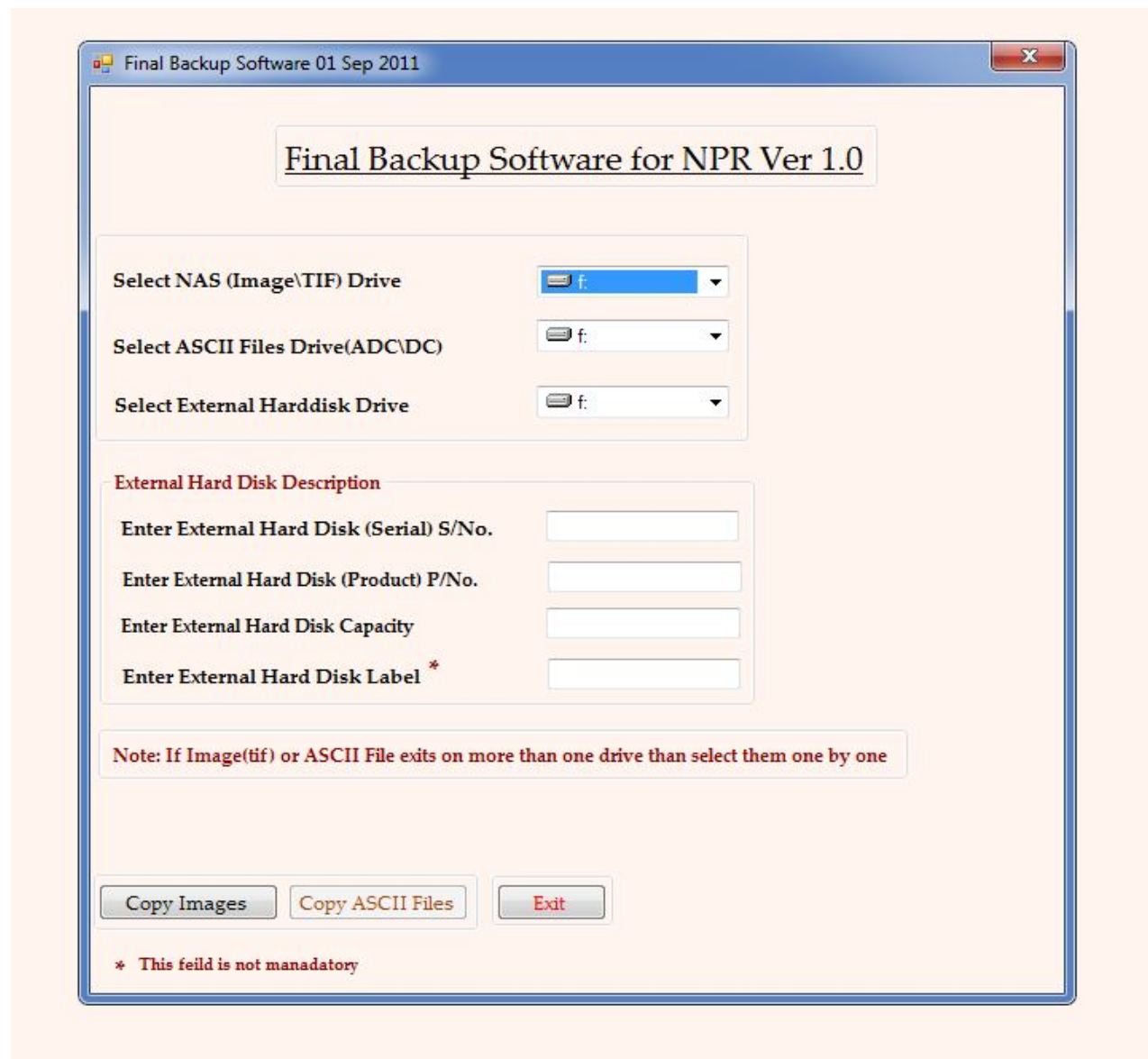


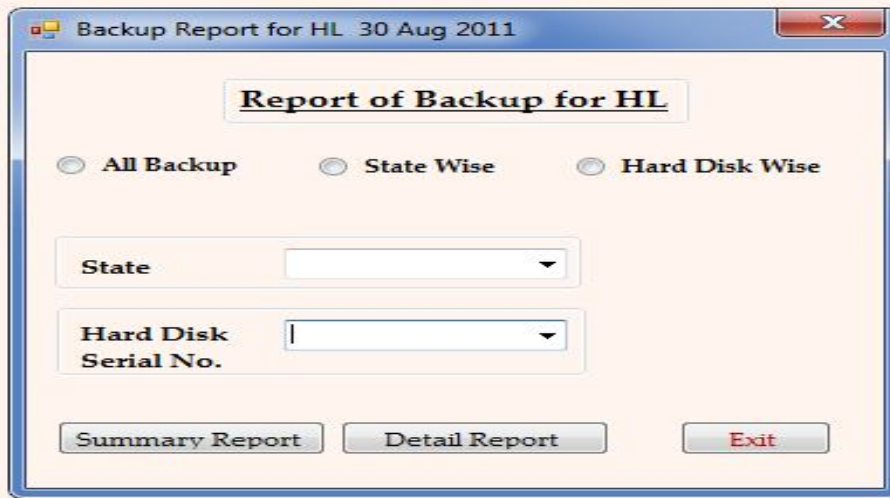
Fig.3

### **Reporting:-**

Users can generate the report of the backup taken by them. The report is categorized into three parts.

- a. **All Backup:** This will generate the report of all the states and districts whose backup have been taken.
- b. **State Wise:** This will only generate the report of a particular state.
- c. **Hard Disk:** This will only generate the report of the particular hard disk on which the backup have been taken.

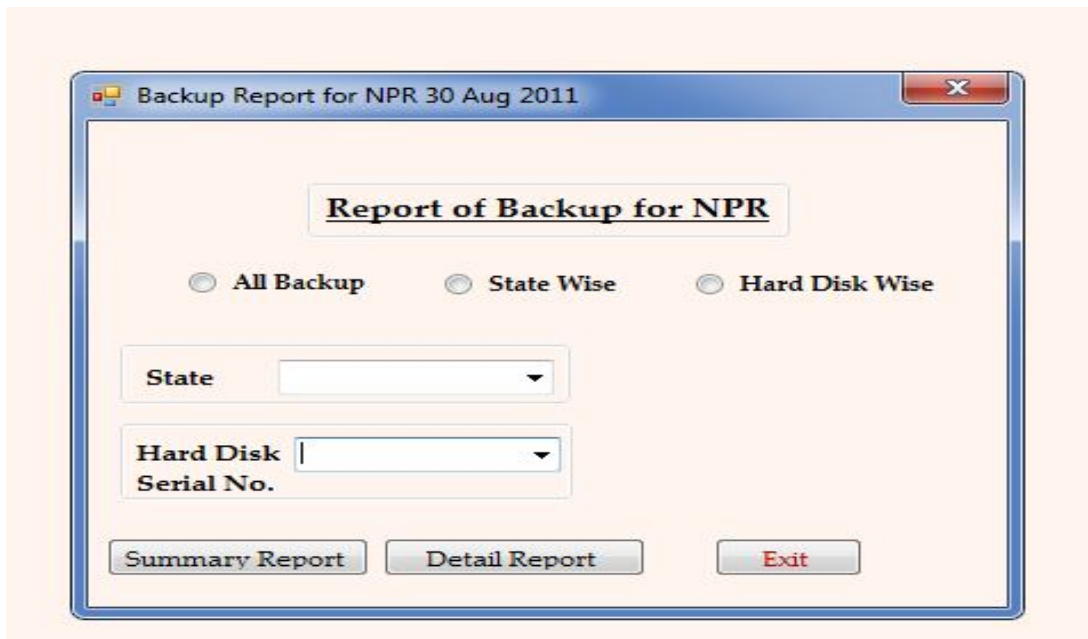
The Backup report for HL is given below as **below**



The screenshot shows a software window titled "Backup Report for HL 30 Aug 2011". The window contains a form with the following elements:

- A title bar with a close button (X).
- A header box containing the text "Report of Backup for HL".
- Three radio buttons for selection: "All Backup", "State Wise", and "Hard Disk Wise".
- A "State" dropdown menu.
- A "Hard Disk Serial No." dropdown menu.
- Three buttons at the bottom: "Summary Report", "Detail Report", and "Exit".

Fig. 4



The screenshot shows a software window titled "Backup Report for NPR 30 Aug 2011". The window contains a form with the following elements:

- A title bar with a close button (X).
- A header box containing the text "Report of Backup for NPR".
- Three radio buttons for selection: "All Backup", "State Wise", and "Hard Disk Wise".
- A "State" dropdown menu.
- A "Hard Disk Serial No." dropdown menu.
- Three buttons at the bottom: "Summary Report", "Detail Report", and "Exit".

Fig. 5



User can generate **Summary** as well as **Detail Report**. The output of the report will appear as given below in **fig.6** and **fig.7**

**Detail Report**

Annexure - B HOUSE LIST PROJECT Summary Report for Backup									
01-09-2011									
<u>State Code</u>	<u>District Code</u>	<u>Village Town Code</u>	<u>Sub-District Code</u>	<u>Ward</u>	<u>EB</u>	<u>Batch</u>	<u>Hard Disk S.No</u>	<u>Hard disk Label</u>	<u>Date of Back up</u>
20	24	0150	009	0000	0168	12024009015000000168_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:05
20	24	0156	009	0000	0173	12024009015600000173_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:05
20	24	0169	009	0000	0186	12024009016900000186_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:05
20	24	0032	005	0000	0067	12024005003200000067_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:05
20	24	0018	006	0000	0035	12024006001800000035_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:05
20	24	0020	007	0000	0038	12024007002000000038_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:05
20	24	0027	007	0000	0045	12024007002700000045_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:05
20	24	0027	007	0000	0046	12024007002700000046_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:05
20	24	0027	007	0000	0047	12024007002700000047_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:06
20	24	0028	007	0000	0048	12024007002800000048_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:06
20	24	0028	007	0000	0049	12024007002800000049_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:06
20	24	0042	007	0000	0078	12024007004200000078_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:06
20	24	0042	007	0000	0079	12024007004200000079_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:06
20	24	0044	007	0000	0072	12024007004400000072_26_01_01	NSZ/P1Q3	Delhi DCO	29-08-2011 10:10:06

Fig.6

## Summary Report

This part indicates only the code the State

This indicates the total no of districts in any particular state

01-09-2011

<u>State Code</u>	<u>Total No of District</u>	<u>Total No of EBs</u>	<u>Total No of Subbatches</u>	<u>Total No of Color Files</u>	<u>Total No of B&amp;W Files</u>	<u>Total No of ASCII Files</u>	<u>Hard Disk Serial No</u>	<u>Hard Disk Label</u>
05	1	1	1	1	0	0	NSV/1Z5	Uttarakhand DCO
20	2	552	3245	0	3245	0	NSZ/P1Q3	Delhi DCO
<b>Total:-</b>								
2	3	553	3246	1	3245	0		

Fig.7