ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO.DY.CME(COMP)/WB/96-EDP.

O/O MANAGING DIRECTOR, Mushirabad : Hyderabad-20. DT. 16.08.96.

To
THE ALL DEPOT MANAGERS,

Sub: DCP - Preserving of one year Way Bills on Hard Disk/Catridge tapes Reg.

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After due sanction of the competent authority, carbon copy of the Way Bill has been dispensed with in computerised depots. But the data about each Way Bill has to be preserved either on the Hard Disk on the computer or as backup on the catridge tape. The backup should be available for a period of one year so that any officer or Audit requires, this should be generated through the program old bill.

It has been observed that at some of the depots, the backup of the Way Bill is not being taken up regularly and whenever copy of the Way Bills is asked for, they are refering the Regional Office.

Once again it is reiterated that this backup of the Way Bills should be taken and should be available for a period of one year.

The procedure for backup of Way Bills for one year is given below:

The commands for taking backup have already been included in the " TAPEBACK OR DISKBACK" programs.

(1) The commands are as follows : (1) Login as root and mount / user3 file system with the following command : # mount /dev/user3/user3

(2) Change to /user3 directory : # CD/user3

(3) Create a directory by name "WAY BILL " : # MK DIR WAY BILL

(4) Change to /data directory : # CD /data

(5) Append the waybill day files with the following commamd from

cat wb8*.day » /user3/waybill/wdxxxxxx.seq

NOTE: Step numbers 2,3, shall be used for the <u>FIRST TIME ONLY</u>

_____ Step numbers 1,4 & 5 shall be followed daily._____

When there is no space in /user3 directory, copy the Way Bill directory to tape, and delete the wdxxxxxx.seq file from /user3/Way Bill.

This backup shall be preserved for one year.

Depot Managers are instructed to ensure that Way Bills backups are taken scrupulously and regularly without fail.

Sd/-
Dy.CME(COMPUTERS)

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