


**SHIFTING OF CORPORATE OFFICE: DATA LOSS PREVENTION**

1. Refer directions on shifting of Corporate Office from the present location to new location at Noida.
2. IT Department will be shifting the PCs and Printers from each office/desk from present office to the planned office/desk at New Corporate Office.
3. In order to ensure that the shifting is seamless, hassle free and without inconvenience, all officials and staff are requested to **backup their data on Onedrive associated with the official Microsoft Office 365 account available with each official. The data of respective PA/PS/OA also be backed up on the Onedrive of the official concerned.**
4. Process for backing up data on Onedrive can be accessed at <https://www.youtube.com/watch?v=YFGCXsLqcwQ> and <https://www.youtube.com/watch?v=qgw01w0iYjA> besides the ready referral attached. Though the process is easy and self-explanatory, in case, assistance of exceptional nature is required, the following can be reached at numbers mentioned against their names:-
  - (a) Sumeet : 9958357331
  - (b) Jagveer : 9015741320
  - (c) Suresh : 9653102690
  - (d) Shivani : 8700346040
5. The backup and subsequent synchronization setup should be completed by 25 Oct 2024 to avoid possibility of any loss of data, due to unforeseen reasons, during the shifting process.
6. The contents of the letter be circulated widely amongst all officials and staff in respective department at Corporate Office.

  
(A S Pandey)  
AGM/IT

All GGMs

All GMs

**Copy to:-**

PS to MD: For Information please

Director/Fin, Director/OP&BD, Director/PP, Director/Infra, CVO: for information please

All EDs

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