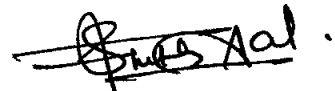


OFFICE ORDER NO.50/2020

Sub:- Disaster Recovery (DR) Drill planned from 21st to 23rd August 2020 – reg.

DG (Systems) would be conducting a Disaster Recovery Drill **from 20:00 Hours on 21st August 2020 to 12:00 Hours on 23rd August, 2020.**

1. 22nd August 2020 will be a normal working day for ICES and all the functionalities will be available.
2. Document filing at Service Centers and through RES would be stopped at 20:00 Hours on 21st August 2020. It may be ensured that work on ICES application at this location either by officers or by service center must be completed by 20:00 Hours on 21st August 2020.
3. ICES application is expected to be available again from 10:00 Hours to 19:00 Hours on 22nd August 2020 (Saturday).
4. Since 22/08/2020 would be a normal working day for our site, officers (covering complete workflow of ICES application) should be present as normal on 22nd August 2020 from 10:00 Hours till 18:00 hours for carrying out transactions in ICES application.
5. Service Centre shall be operational on 22/08/2020.
6. Officers must take stock of their respective queues in the ICES application after finishing their work on 21st August 2020 (Friday) before the application is stopped at 20:00 Hours. The same officers must again take stock of their respective queues on Saturday before starting the work. Any difference has to be recorded and reported the System Manager.
7. The transactions carried out during this exercise on 22nd August 2020 would be live transactions (as on a normal working day). However, transactions carried out on 22nd August 2020 between 10:00 Hours till 19:00 Hours should be rechecked on a random basis on 23rd August 2020 and anomalies, if any, may be noted and reported to System Manager.
8. It is advised that all the pending queues and urgent work be cleared on 21st August 2020.
9. Critical and revenue bearing transaction like processing of DBK/ROSL/IGST refunds may be avoided on 22/08/2020.
10. Resident Engineers (Res) must be present at the respective sites on 22nd August 2020. They may be contacted over phone (S/Shri Jineesh 7012944695, Sujith 8122705893, Liberson 7200247964).
11. The network equipment **need NOT be switched off** on the night of 21st August 2020 as it will hamper the network testing prior to the drill.



निधीन लाल Nidhin Lal

उपायुक्त Deputy Commissioner

फाइल संख्या EDI/12/2020 Cus

दिनांक : 20/08/2020