

**Government of West Bengal**  
**Office of the District Programme Co-ordinator MGNREGA**  
**& District Magistrate, Hooghly**



Memo No. 595(18)/MGNREGA/10

Dated: 22/07/2010.

From: The Additional District Magistrate (G), Hooghly.

To: The Block Programme Officer & Block Development Officer (All)  
Hooghly

**Sub: Checking the quality of data backup before sending to the District.**

You are requested to make necessary arrangements to check data backup before sending it to the District for uploading through FTP (through NIC).

**Following points are to be checked by B.I.O.s & C.A.s –**

1. In **Muster Roll master table** every Muster Roll should have proper **Work Code**.
2. You should delete **all transaction tables** before sending to District for upload through FTP.
3. You should ensure that all database tables should have related **primary keys and foreign keys** which should not be tampered from any end especially for those **GPs whose backup is not reflecting for a long time**.

*Reliens*  
22/7  
Additional District Magistrate (G),  
Hooghly

Memo No. 595(18)/1(43)/MGNREGA/10

Dated:- 22/07/2010.

**Copy forwarded for information and taking necessary action to –**

- 1) The Sub – Divisional Officers (All), Hooghly.
- 2) DIO, NIC with a request to upload in the MGNREGA website.
- 3) B.I.O.s & C.A. all Blocks, Hooghly.
- 4) C.A. to District Magistrate, Hooghly.
- 5) P.A. to Additional District Magistrate(G), Hooghly.

*Reliens*  
22/7  
Additional District Magistrate (G),  
Hooghly.