

## **Annexure-II**

### **Process for Digitization of Running/Closed files at District/ Divisional/ Mandal Level Offices**

**Table 1:** District/ Divisional/ Mandal Level Offices

1. e-office digitization coordinator shall keep at least 300 files of his section/wing/department ready. (All the files should contain note file, current file with indexing in proper order without any jumbling).
2. Enter the list of files in Log register for each 300 files bundle.
3. Ensure indexing data is available in file and proper guidance and help should provide to the e-Office Digitization Partner for proper data entry.
4. Obtain proper receipts for the files from Signature of the Digitization Partner.

**Table 2:** eOffice Digitization Partner/Agency

5. Now Digitization Partner/Agency will prepare document, De - staple/unbind, clean etc., bundle wise.
6. Digitization Partner/Agency will also check if relevant documents and all files in bundle are available. If not available, report the same to the e-office digitization coordinator.
7. File is finally scanned. PDF is stored in local computer with file number with suffix NF/CF for note file/current file as file name.
8. File naming and quality check in the neighbor computer. Also check for authentication of all pages.
9. Indexing data to be entered by Digitization Partner in excel sheet for each file.
10. Final checking of the PDF files and index data by Digitization Partner.
11. Upload the PDF files and excel in to the FTP server, file wise in predefined folder structure.
12. Attach the **File Digitized** stamp on all scanned files with signature and date.
13. Handing over the physical bundle after completion to the e-office digitization coordinator with proper receipt.

**Table 3:** Quality check and Payment

14. e-office digitization coordinator, check files randomly for image quality, proper documents and index data, and issues a certificate to the Digitization Partner. The bundle/files are now ready for migration to e-Office.
15. e-office digitization coordinator or his assistant from wing/unit stores the bundle at the pre numbered bundle position in rack