



Digitalization Process

For eOffice Implementation

Old Physical Files Migration to Electronic File



INVENTORY:

This document allows Department to view a summary of all physical files.

- The Inventory : File Head/Section wise document having number of files and page-numbers.(Provided by Department/Sections)

Basic Head	Description	Primary Head	Description	No of Files(Head Wise)
F1	Establishment	11	Personal files of the all contractual & regular employees	38
F1	Establishment	12	Appointment	40
F1	Establishment	13	Recruitment	
F1	Establishment	14	Structure/Establishment	187

S.no.	File No.	Subject	Estimate No. of Pages	Active
1	F-101/76/NRHM/13-14	TELEPHONE LINES VB-II	128	YES
2	F2/FM/MR/206/DSHM/13-14	REIMBURSEMENT OF MOBIL	299	YES
3	F2/FM/MSTOSPMU/DSHM/11-12	MOBILITY SUPPORT TO SPM	186	NO
4	F2/FM/MSTOSPMU/DSHM/11-12/PF	MOBILITY SUPPORT TO SPM	278	NO

- By inventory document we can identify actual number of papers to be scan and actual time for scanning.

Process to get files scanned

“A Paper Note/Sticker should be placed on the Physical File-Cover before going for Scan mentioning Scan Number, Verification, Migration.”

- 1. Scan No:** File got isolated number so the duplication of scanning would be ignored.
- 2. Verification :** Verification comments from department before going to migrate).
- 3. Migration :** Comments from user of the department regarding file migration by using FTP.

Scanning Process

(Responsibility of the Scanning Team + Department)

- Whole noting portion will be a single PDF.
- Whole correspondence portion will be a single PDF.
- Files will be scanned only in “.pdf” format.
- PDF(Portable Document Format) must be searchable.
- Document will be scanned in grayscale and 200 dpi specification (300 dpi in case of old, damaged and torted papers.).
- Please check with 200 dpi. If not satisfied with the quality of the document then it could be 300 dpi.
- It would be the responsibility of the concerned division/section to check the scanned data (PDF file) irrespective of preciseness (no. of pages, accuracy of Note/CS).
- If any discrepancy found. It must be reported to the scanning team and get rescan the document before it gets uploaded into the FTP Server.

Folder Structure

“Folder Structure” of scanned file should be standardized as follows :

- Main Folder (File Number mention on file cover) Eg: A-11019/5/2007-Admn.I

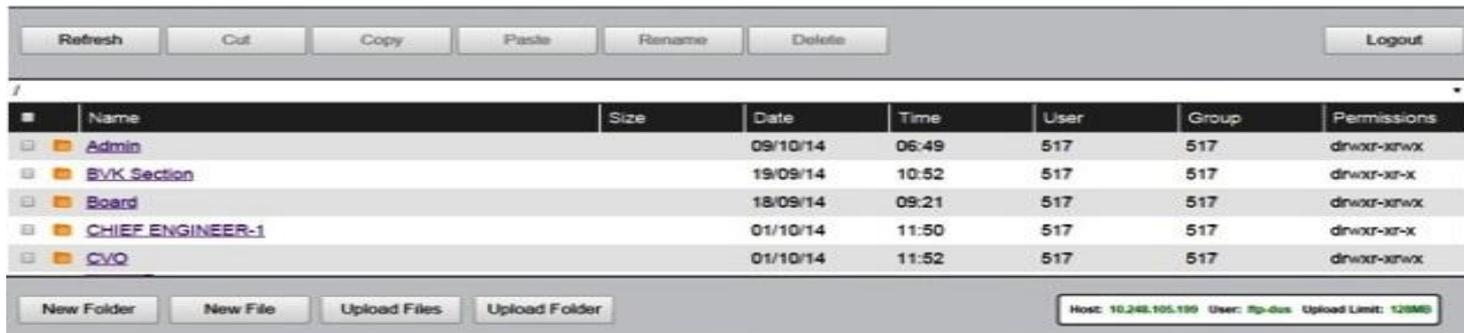
(Replace “/” with “_” so the Folder Name will be “A-1019_5_2007Admn.I”)

- 4 Sub Folders (Noting, Receipt, Reference, Issues)

(Department has to decide for separate Receipt, Reference and Issues or it can be merged in a single PDF as a Receipt.)

FTP Process

- Section Wise Separate folders should be created on FTP Server.



The screenshot shows an FTP client interface with a toolbar at the top containing buttons for Refresh, Cut, Copy, Paste, Rename, Delete, and Logout. Below the toolbar is a table listing folders with columns for Name, Size, Date, Time, User, Group, and Permissions. The folders listed are Admin, BVK Section, Board, CHIEF ENGINEER-1, and CVO. At the bottom of the interface, there are buttons for New Folder, New File, Upload Files, and Upload Folder, along with a status bar showing Host: 10.248.105.199, User: Rp-dus, and Upload Limit: 128MB.

Name	Size	Date	Time	User	Group	Permissions
Admin		09/10/14	06:49	517	517	drwxr-xrwx
BVK Section		19/09/14	10:52	517	517	drwxr-xr-x
Board		18/09/14	09:21	517	517	drwxr-xrwx
CHIEF ENGINEER-1		01/10/14	11:50	517	517	drwxr-xr-x
CVO		01/10/14	11:52	517	517	drwxr-xrwx

- Permission to access the Folders has been given by the eOffice administrator through migration module in File Management System.



Key Points

- ✓ PDF File size should be identified thru Internet speed in Department.
- ✓ Try to make single or less number of PDF file for Receipt.(User has to enter meta data for every separate PDF file and manage the sequence thru migration module)
- ✓ Only correct data should be upload on FTP Server(Uploaded data on FTP can be deleted but a Image will not be removed in migration module).

Thank you