

1/40/2023

OFFICE OF THE DGP PUDUCHERRY	
No.....	2638 / CR
Received on:.....	08/09/2023
Despatched on:.....	08/09/2023

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY**

-:0:-

No.DIT/eOffice/79C/22-23/

Puducherry, Dt. 07.09.2023

I.D. Note

Sub : **DIT- eOffice Implementation & Scanning of files- Reg**

-: oOo :-

The e-office is made live by the Department of Information Technology with effect from 09-08-2023 following launch by the Hon'ble Lieutenant Governor. User ids have been created for 32 departments and the user id creation is in progress for other departments. In order to effectively use the e-office the note sheets and correspondence pages have to be scanned.

2. Regarding the digitization and uploading of legacy files in the eOffice system, it has been iterated in the several trainings/meetings conducted by this directorate to prepare the files in advance for scanning as per Record Retention Schedule 2012. A centralized scanning facility is functioning from 21-08-2023 at PIA block, 5th Floor in the Department of School Education to scan all legacy files. However, only a very few departments have submitted the files for scanning. It has also been observed that files relating to the issue of passes for particular events, procuring stationery, and other non-permanent files were also brought for scanning.

3. As the centralized scanning facility is available only for a limited period, all the departments are also requested to prepare the files as per the checklist attached along with this circular and send an email to this directorate immediately with the list of legacy files to obtain the schedule for scanning at the centralized scanning facility. The departments are also requested to exercise due diligence to ensure that only necessary files are sent for scanning.

4. Hence all the Heads of offices shall bestow their personal attention in this regard

Encl: As above

To
All the Head of the Departments

Copy to
PS to Chief Secretary for kind information

Signed by D Manikandan
Date: 07-09-2023 16:10:38
Reason: Approved

→ How much Scanning of legacy data has been done by us?

SP Writen

9/9/23

1/40/2023

CHECKLIST FOR SCANNING WORKS

PRE-ARRANGEMENTS

Department:

1. List of files to be scanned to be prepared and kept ready
2. Page No. - Separately for Notings & Correspondences
3. **Blank pages should not be numbered**
4. Stapler pins to be removed before commencing scanning

Scanning Agency:

1. Verify the list of files given by the Department
2. Make necessary entries with respect to the Department concerned (i.e.) Name of the Department, Section, No. of files for each section, etc.
3. Give acknowledgment after receiving files from the Department

AFTER SCANNING

Scanning Agency:

1. Each file scanned is to be verified for scanning quality checking
2. Intimate respective Departments to schedule their part of quality checking verification
3. After confirmation from the Department, scanning documents are to be saved in . PDF format. Maximum file size is to be 19 MB. If the file size is more than 19 MB, then it should be saved as Vol. 1, Vol. 2.... Etc with each file's max. size is to be restricted to 19* MB.
4. Get acknowledgment & signature from the respective Department/user after completion of scanning work & files are to be returned with acknowledgment

Department:

1. The department has to verify the quality of files scanned (all files), each & every page, through the scanning agency's software. If the Department requires any changes/modifications in the scanned document, they may be conveyed to the scanning agency to make changes.
2. If the Department is satisfied with the scanning works, on completion of works, the respective Department's Nodal Officer for scanning or the respective users sign the Scanning Register maintained by the scanning agency.
3. The Department brings a suitable storage device to take digitized documents to their departments to upload the same in the e-Office portal.
4. Get back the files scanned after verifying the files given for scanning.