Circular Memo.No.9469/SR/IT/2014   Dated: 24-04-2014

Sub:-AP Reorganization 2014 – Scanning & Digitization of files –
Certain additional Instructions – Issued

Ref: 1. Circular Memo No. 9469/SR/A1/2014 General Administration
(SR) Department., dated 07-04-2014.
2. G.O.Ms.No.110 dated 09.04.2014 of General Administration
(SR) Department,dated 09-04-2014.
3. Meeting held on 16.04.2014 in the Finance Dept., Conference Hall
chaired by the Secretary to Govt., ITE&C Dept.,
4. Meeting held on 21.04.2014 by the Spl. Chief Secretary to Govt.,
Plg. Dept with all Coordinating officers

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In continuation to the meeting held on 16.04.2014 & on 21-04-14, all the Nodal Officers of the Department concerned are hereby instructed to take necessary action on Scanning & Digitization of Files as per the Guidelines issued vide reference 1st and 2nd cited utilizing the services of Small Medium Enterprises identified for the department concerned therein.

1. All departments & their sub units have already prepared and uploaded the full list of files in each of the offices under their control onto the AP Reorganization Portal.

2. In accordance to the full list of files uploaded, the Nodal officers are required to prioritize the files for Digitization duly following the Circular Memo. No.9469/SR/A1/2014, Dt: 07.04.2014 issued by the General Administration (SR) Dept., which can be downloaded from http://reorganisation.ap.gov.in>>

3. The Nodal officers shall estimate the quantum of work under the Digitization process i.e. the no. of files & no. of pages from the identified files and share with the SME Agency and ITE&C dept PMU.

4. It is advised that the files which are to be digitized should be first listed out from the list of files that are already uploaded onto the Reorganization Portal (i.e., Annexure-A and Annexure-B etc.,) and a checklist be maintained of the files scanned against all the uploaded files. It is to mention here that the "Uploaded Files in Annexure-A" shall be treated as the "Baseline Files of the Department", out of which the concerned HoD will decide on the files which require 'Digitization'. Files not listed on the CGG portal should not be undertaken for Scanning. If any file identified for digitization but found not listed onto the AP Reorganization portal, should first necessarily be entered onto the AP Reorganization portal, before undertaking the Digitization of such files. This shall ensure consistency of the work and will later facilitate in generating proper MIS Reports for the Departments.

5. While undertaking the upload of the digitized files, the Nodal officers are instructed to first certify the Files digitized against the Files recorded under Annexure-A of the AP Reorganization Portal or as prioritized by the respective HoDs.

6. The File series number & File title being uploaded on to the DMS should match the corresponding File series number & Title uploaded on the AP Reorganization Portal without any variations and with confirmation of the quality of scanning. To that extent the concerned nodal officer should certify and submit report in prescribed format enclosed as Annexure.

7. The verification of the Files scanned can be undertaken by verifying the checklist as mentioned in G.O. Ms. No. 110 dated 09-04-2014 Annexure-III Point No. 21 which is reiterated below and also as per the point no. 4 mentioned above

   Preparation of checklist- procedure to be followed for Digitization is:
   a. Indexing file should be prepared : Vendor should study from the departments which data they want to share and search indexes should be defined accordingly
   b. Generation of check list
   c. Scanning of the Input Documents
   d. Indexing and storing of the documents.
   e. Vendor has to upload the entire Department data onto the Test Server initially & subsequently to the Central Server, SDC at Hyderabad after Verification and Approval by the respective Nodal Officer

8. No Nodal Officer shall Digitize & Upload a File which is not listed on the AP Reorganization Portal.

9. As per G.O. Ms. No. 110 dated 09-04-2014, Annexure -IV point 8 & 9, the process of files handover & takeover under the Scanning & Digitization is defined as below:

   a. The Nodal Officer shall identify an ***Assistant*** from each Wing/Unit who is responsible for
      i. Taking All the Files from the section and Handing over to the Service Provider
      ii. Collecting the files back after digitization from the service provider duly Verifying the Number of Current File pages and Note File pages as per the Register maintained with File details including Number of pages
      iii. The Assistant should maintain a Log Register containing at-least the following details:
         1. Name of File issued/collected& Name of the Official
         2. Number of pages in the File (A4/ Legal or any other size)
         3. Collected by and signature (Vendor Representative)
         4. Date of collection
         5. Returned to Department & Name of the Official with Signature
         6. Returned by (Vendor Representative)
         7. Actual Date of Return
      iv. Handover the original files in the concerned section

      b. Verifying the scanned file by the concerned Wing/Unit officer/case worker of the files

        i. The Wing/Unit officer/case worker of the files will access the digitized records/files from SDC using the Authorized ID and Password provided

        ii. Verify the content, clarity, number of pages etc. against the Original Manual file

        iii. Report any discrepancy w.r.t the original file

10. As per G.O. Ms. No. 110 dated 09-04-2014, Annexure -IV point 10, the concerned wing/ Unit officer/ case worker shall verify the content, clarity, no. of pages etc. against the manual file and shall take necessary action at mentioned at para-13. The first level of QC has to be confirmed by the respective departments.

    i. Quality Testing: Quality control checks and approving the scanned images for quality control.The Nodal Officer should ensure that the images scanned are complete, clear and usable and necessary scanned records shall be compared to the original paper document to ensure accuracy

    ii. Ensuring the uploading of the data by the Vendor on a daily basis and reviewing the count of number of files/pages uploaded.

    iii. Receiving the deliverables submitted by the Vendor and Verifying and Approval of the same.

    iv. Nodal officer to consolidate all Exceptions of his Department files and share the same with the Service Provider to rescan/correct the discrepancy.

    v. Nodal officer to present the Dash Board to the HOD on Files Digitization with

        a. Number of Existing Files
        b. Number of Closed Files
        c. Number of Digitized Files
        d. Number of files not digitized

11. The Departments are also instructed to ensure additional Security measures on the scanned data in addition to the listed security measures at Annexure V of GO Ms No 110 dt 09-04-14. The Nodal Officers appointed by the respective departments should handle the files with due care & diligence and ensure that there is 'No Data Leakage'. Further, the Nodal Officers are required to check the Scanning devices thoroughly for copies of documents that have been scanned or copied on them before the devices are removed/taken back from the department by the vendor.

12. As per G.O. Ms. No. 110 dated 09-04-2014 the departments are required to configure their LANs so as to access the DMS server at APSDC with the help of ITE&C dept. The loading of scanned files is to be done on to the DMS central server with the help of Digitization vendor & PMU. The Nodal officer has to ensure that the IP address of 10.2.2.238:8080 (test server) is accessible from the respective department LANs.

13. The test server is installed at D-Block, AP Secretariat and all the Secretariat departments can access the test server in AP Secretariat Campus Network (APSCAN) through LAN. The Departments, which are outside Secretariat, may access the test server if they are having APSWAN connectivity.

14. The Departments, which are outside Secretariat and do not have APSWAN connectivity, shall upload the data to the test server from their respective Secretariat department.

15. The data from the test server will be transferred to APSDC production server by DMS service provider. In case data transfer in physical media is required from test server to production server, then the same will be coordinated by ITE&C Department.

16. **MIS Report** – The ITE&C dept PMU has already designed and shared the Daily Progress report format with all the Nodal Officers on 16-04-14 through mail. Regarding the MIS report on Data Upload to DMS, the report can be viewed only after successful data upload to DMS server using the department logins.

17. Final Quality Check of the Scanned & uploaded Documents shall be made by the 3rd party viz., STQC/CDAC/ any other agency as identified by the GoAP.

18. **DMS Access-** For facilitating the Nodal Officers in uploading verified data to DMS, each Unit Office shall be given a default login & password for first time entry which needs to be changed by the respective department for data upload.

19. For upload & accessing the Digitized records, the departments should prepare the list of authorized officers in the following format:

Records Storage Center Access Authorization		**Instructions:** Fill up the form and return to the PMU,ITE&C dept.	
Department	**Section**	Person authorized to upload/access	Access restrictions
I hereby authorize the personnel listed above to request and receive records of the Department/sub units stored onto the DMS Records Center at APSDC.			

20. For obtaining training on using the Document Management System (DMS) by the respective nodal officers, it is informed that the ITE&C dept PMU has created a Training facility at APTS which can be availed by the interested Nodal officers by writing to PMU helpdesk at pmu.reorg@apts.gov.in.

S.P. TUCKER
SPL. CHIEF SECRETARY TO GOVERNMENT &
PRL. SECRETARY TO GOVERNMENT (SR)(FAC)

To

All the Spl. Chief Secretaries / Prl. Secretaries / Secretaries to the Government

Copy to

1. PS to Chief Secretary, Government of Andhra Pradesh

2. All the Coordinating Officers & Nodal Officers of the Department for necessary action

3. All the HoDs/ Corporations/ Societies / Nodal Officers for information and necessary action

//::: FORWARDED :: BY ORDER ::://

SECTION OFFICER

(P.T.O. for Annexure)

Annexure

Format of Certification to be issued by the Department Nodal Officer towards Digitization of files

Name of the Department / HOD :

Name of the Nodal Officer with contact No.:

Name of the SME allocated   :

S.No.	File Number (As in the file list uploaded on to AP Reorganization Portal under Annexure –A & B etc.,)	Type of file (Current/ Disposed)	Area of file – Both/A/T	Total No.of Pages	Whether Digitized and Uploaded on to DMS (Yes/No)	If Yes, corresponding File Number (file list uploaded on to DMS)	Quality of the Scanned Data
1							
2							
3							

Certified that the above mentioned files are Digitized and Uploaded on to DMS at APSDC on _____.

Signature

Name of the Nodal Officer   :
Designation   :

Name & Signature of the HOD: