

Government of Jammu and Kashmir  
Information Technology Department  
Civil Secretariat, J&K

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**Subject: Digitization / Scanning of files of HoD offices/organizations working outside of Civil Secretariat for switching to e-Office regarding.**

Circular No: 03-JK (ITD) of 2022

Dated: 04.02.2022

With reference to Government order Nos: 363-JK(GAD) of 2021 dated 23.04.2021; 820-JK(GAD) of 2021 dated 02.09.2021 and requests received from time to time from departments /HoDs in the matter, it is to intimate that the cost for Scanning & Digitization (A4,A3,Books,Maps,Legal etc) has finalized by JaKeGA (IT Dept.) @ Rs. 1.07 per page (inclusive of all taxes), through vendors via e-tendering process.

Accordingly, Heads of Departments, wherein Digitization work has not yet been started may approach /place an 'Intent of Interest' mentioning an approximate number of pages to be scanned to Chief Executive Officer- JaKeGA (IT Department, J&K), along with the advance payment @ Rs 1.07 per page plus 07% administrative and contingency charges to be deposited into the Account No.: 0110040100019863; Title : JaKeGA General Account; Branch : JK Bank Moving Secretariat; IFSC : JAKA0MOVING in the following format along with proof of advance payment receipt:

Name of the Department	No. of Estimated Pages to be Scanned	Total Amount transferred in favour of JaKeGA including 7% Adm and Contingency Charges
e.g., Directorate of Health Services, Jammu, J&K	e.g. X=100 pages	100 X 1.07= Rs. 107 7% of 107= Rs. 7.49 Total= Rs.114.49 for 100 pages

**For hassle free Digitization / Scanning process, HoDs shall ensure that:**

- i. Sufficient number of files are supplied on daily basis to respective Scanning Center allocated for the purpose.
- ii. The Nodal Officer shall inter-alia be responsible for quality checking of scanned files and meta-data at Digitization Centre. He shall also ensure preparation of files for Scanning i.e., page numbering on N.F and C.F with proper indexing.
- iii. Nodal Officer (appointed by the Department) shall also ensure to take the scanned files back as soon as the vendor has finished scanning and digitization.
- iv. It is clarified that the scanning locations shall remain functional on holidays, including Sundays. Hence, files shall be accepted and reverted even on Holidays.
- v. All the offices/departments need to ensure that proper furniture for keeping

*[Signature]*  
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scanning equipment, etc and 24\*7 power supply may be provided to the Scanning Vendors.

- vi. Every department needs to get their digitization completed within 15 days after the installation of necessary infrastructure by the concerned vendor.
- vii. For e-office purpose, departments can get the data in soft form (PDF-A), after necessary quality checks by the concerned Nodal Officer of the department.

**For concurrent scanning of official records for e-Office purposes**, HoDs may, if required, procure 02 Number of ADF Scanners with following technical specifications from Government e-Marketplace (GeM) **at their own**, after due permission, wherever applicable, from respective Administrative Departments, ensuring compliance to GFR-2017:

S. No.	Technical Specifications
1	Automatic Document Feeder (ADF)
2	Simplex / Duplex, Color / Grayscale / Monochrome
3	Contact Image Sensor ( CIS )
4	Black and White Scanning Speed: 30 PPM Simplex and 60 IPM Duplex@200 Dpi A4 Color Scanning Speed: 30 PPM Simplex and 40 IPM Duplex @ 200 dpiA4
5	Ultrasonic Jam detection
6	LED ( Light Emitting Diode )
7	Optical Resolution (dpi) 600
8	Output Resolution (dpi) 1200
9	File Formats: BMP, PNG, GIF, JPEG, Single-Page PDF, Multi-PagePDF,Multi-TIFF, TIFF, RTF, TXT, OCR( for iScan only), XPS, DOC, XLS, PPT, DOCS, XLSX, PPTX, HTML
10	Grayscale mode: 16-bit input 8-bit output
11	Color mode: 48-bit input 24-bit output
12	OS Support: Win XP / Vista / Win 7 / Win 8 / Win 8.1 / Win 10
13	ADF Capacity: 50 Sheets
14	Software included
15	USB 2.0 Interface

Sd/-

(Prerna Puri) IAS

Secretary to the Government

Dated: 04 .02.2022

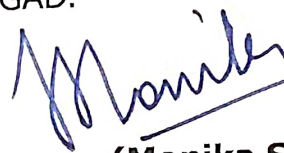
No. IT-ADM/203/2021

**Copy to the:**

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.

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4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Commissioner/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner Jammu/Kashmir.
9. Chairperson, J&K Special Tribunal.
10. Director General, J&K Institute of Management & Administration & Rural Development.
11. Director, Information, J&K.
12. Chief Executive Officer, JaKeGA. It is in continuation to recommendation made regarding the subject and to request to ensure the compliance to GFR-2017 and all codal formalities.
13. All Deputy Commissioners.
14. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
15. Secretary, PSC/SSB/J&K Academy of Art, Culture & languages.
16. Director, Estates.
17. Director, Achieves, Archaeology & Museums, J&K.
18. Secretary J&K Legislative Assembly.
19. General Manager, Government Press, Srinagar.
20. Private Secretary to the Chief Secretary.
21. Private Secretary to the Advisor (F)/(B) to the Lieutenant Governor.
22. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
23. Government Order/Stock file/Website, GAD.




04.02.22

(Monika Sambyal)

**Under Secretary to the Government  
Information Technology Department**



  
04/2/22