

**Government of Jammu and Kashmir
Information Technology Department,
Civil Secretariat, Srinagar.**

Subject:- Digitization of record/files of Darbar Move offices/organizations working outside of Civil Secretariat for the purpose of scanning legacy data for switching to e-office-regarding.

**Government Order No. 50-JK(ITD) of 2021
Dated: 04.08.2021**

In continuation to Government Order No.237-JK(GAD) of 2021 dated 15.03.2021, further schedule for Scanning and digitization of official files/records of various offices is notified at Annexure-A.

2. The offices mentioned at Annexure A are required to nominate a nodal officer for the said purpose who shall not only coordinate with JaKeGA and the scanning agency, but also ensure completion of 100 percent scanning of files within the stipulated timelines.

3. The Nodal Officers may coordinate with the UT level Project monitoring team of J&K e-Governance Agency (JaKeGA) for technical assistance, if required for understanding the process of file preparation, as per an SOP, that already stands issued (Annexed again at B). The Team of JaKeGA comprises-

- a) Sh. Irfan Ahmad, Project Manager(9070181818)
- b) Sh. Arun Panotra, Analyst-IT (7006687232)

4. The following guidelines need to be strictly complied-

- i. Sufficient no of files on daily basis needs to be supplied at the Scanning Centers. Sending all the files on last days should be strictly avoided.
- ii. Files not scanned within the stipulated timeline shall not be scanned by the assigned vendors and it shall be entirely left to the department to manage scanning at its own level.
- iii. 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.
- iv. Nodal Officer shall also ensure to take the scanned files back as soon as the vendor has finished scanning and digitization .
- v. It is clarified that the scanning locations shall remain functional on holidays, including Sundays. Hence, files shall be accepted and reverted even on Holidays.
- vi. It is further clarified that, all the officials/departments have to ensure that complete Scanning of their official record must be completed within the prescribed period If any file left unscanned, responsibility of the same lies with the concerned Nodal Officer of the department/office.

- vii. If the digitizations work would be carried out at the office premises of the department then all the offices/departments need to ensure that proper furniture for keeping scanning equipments etc and 24*7 Power Supply may be provided to the Scanning Vendors.

It is further ordered that the left out move offices (not figuring in this order) shall also keep their files prepared as per the SOP already issued. The schedule for their scanning shall be Issued separately.

By order of the Government of Jammu and Kashmir.

Sd/-

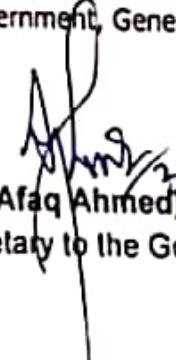
(Simrandeep Singh)
Secretary to the Government

No: IT-Gen/81/2021

Dated: 04.08.2021

Copy to the

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Divisional Commissioner Jammu/Kashmir.
10. Chairperson, J&K Special Tribunal.
11. Director General, J&K Institute of Management & Administration & Rural Development.
12. Director, Information, J&K.
13. All Deputy Commissioners.
14. Chief Executive Officer, Jammu and Kashmir e-Governance agency, Srinagar .
15. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
16. Secretary, PSC/SSB/J&K Academy of Art, Culture & languages.
17. Director, Estates.
18. Director, Achieves, Archaeology & Museums, J&K.
19. Secretary J&K Legislative Assembly.
20. General Manager, Government Press, Srinagar.
21. Private Secretary to the Chief Secretary.
22. Private Secretary to the Advisor(F)/(B) & (BK) to the Lieutenant Governor
23. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
24. Government Order / Stockfile/Website, GAD.


(Afaq Ahmed) 3/8/2021

Deputy Secretary to the Government

Annexure: 'A' of the Govt. Order No: 50-JK(ITD) of 2021
Annexure A Dated. 04.08.2021

S. No.	Name of the Department/Organization.	Name of the Empanelled Vendor	Timelines to complete the Digitization w.e.f 05-08-2021	Venue for Digitization
1	J&K Board of Professional Entrance Examination and Chairman of the Committee for Monitoring & ensuring Fairness of Tests Conducted by BOPEE		05-08-2021 to 31-08-2021	
2	J&K Academy of Art, Culture & Languages		05-08-2021 to 31-08-2021	
3	Director, Libraries & Research.		05-08-2021 to 31-08-2021	
4	Chief Engineer R&B		05-08-2021 to 31-08-2021	
5	Chief Engineer PHE		05-08-2021 to 31-08-2021	
6	Relief & Rehabilitation Commissioner (Migrants).		05-08-2021 to 31-08-2021	
7	J&K Police Headquarters (PHQ).		05-08-2021 to 10-09-2021	
8	Inspector General of Police, Crime.		05-08-2021 to 10-09-2021	
9	J&K Special Tribunal		05-08-2021 to 31-08-2021	Kashmir: Karan Nagar, near Sheikh UL Alam hospital, Srinagar Jammu: H.No 331, Behind Dream Land Public School, Janipur, Jammu
10	Mission Director, ICPS, J&K		05-08-2021 to 31-08-2021	
11	Managing Director, JKTDC.	M/s Datasoft Computer Services Pvt. Ltd	05-08-2021 to 31-08-2021	
12	J&K Housing Board.	(Contact No.9936 876342)	05-08-2021 to 31-08-2021	
13	Director Colleges, Higher Education Department, J&K	M/s e-Net Spider India	05-08-2021 to 10-09-2021	
14	Chief Engineer, J&K UEED.	(Contact No.9999 889496)	05-08-2021 to 31-08-2021	
15	Director, Finance Organization, PDD.		05-08-2021 to 31-08-2021	
16	Special Officer, Auqaf		05-08-2021 to 31-08-2021	
17	Managing Director, J&K		05-08-2021 to 31-	

	Cable Car Corporation Limited.		08-2021	
18	J&K Information Technology Infrastructure Development Corporation		05-08-2021 to 31-08-2021	
19	Sainik Welfare Department		05-08-2021 to 31-08-2021	
20	J&K Forensic Sciences Laboratory		05-08-2021 to 31-08-2021	
21	Inspector General of Police, Railways.		05-08-2021 to 31-08-2021	
22	Commissioner, State Taxes Department.		05-08-2021 to 31-08-2021	
23	Director, Stationery & Office Supplies		05-08-2021 to 31-08-2021	Secondary School, Near Lal Bahadur Shastri Memorial Park. & Kashmir: Vendor to make the setup functional at Department/Office Location premises. All departments to provide support in terms of Power back up, furniture, fittings
24	Director, Sericulture .		05-08-2021 to 31-08-2021s	
25	J&K Board of School Education		05-08-2021 to 31-08-2021	
26	DFO, Photo Interpretation Division		05-08-2021 to 31-08-2021	
27	State Finance Commission.		05-08-2021 to 31-08-2021	
28	Chairman, J&K Pollution Control Board.		05-08-2021 to 31-08-2021	
29	Empowered Officer, PMGSY (JKRRDA) .	M/s Gujarat Infotech Ltd (Contact No.9419 111953)	05-08-2021 to 31-08-2021	
30	Commissioner, Survey & Land Records.		05-08-2021 to 31-08-2021	
31	Jammu and Kashmir Project Construction Corporation Limited.		05-08-2021 to 31-08-2021	
32	Director, Social Forestry.		05-08-2021 to 31-08-2021	
33	J&K Socially & Educationally Backward Classes Commission.		05-08-2021 to 31-08-2021	
34	J&K Social Welfare Board.		05-08-2021 to 31-08-2021	
35	J&K Home Guards.		05-08-2021 to 31-08-2021	
36	Director, Defence Labour Procurement.		05-08-2021 to 31-08-2021	
37	Director, Horticulture		05-08-2021 to 31-	

	(P&M).		08-2021	
38	Managing Director, JKHPMC		05-08-2021 to 31-08-2021	
39	Subordinate Office of Science & Technology Department including JaKeDA etc		05-08-2021 to 10-09-2021	
40	J&K Khadi & Village Industries Board		05-08-2021 to 31-08-2021	
41	Director, Geology & Mining.		05-08-2021 to 31-08-2021	
42	Chief Engineer, Procurement & Material Management Wing, J&K.		05-08-2021 to 31-08-2021	
43	Director, Soil Conservation.		05-08-2021 to 31-08-2021	
44	Chief Engineer, Commercial and Survey Wing.		05-08-2021 to 31-08-2021	
45	Mission Director, J&K Skill Development Mission		05-08-2021 to 31-08-2021	
46	Funds Organization.		05-08-2021 to 31-08-2021	
47	Director, Family Welfare MCH & Immunization.		05-08-2021 to 31-08-2021	
48	Director, Indian System of Medicines.		05-08-2021 to 31-08-2021	
49	Chief Executive Officer, ERA, J&K		05-08-2021 to 31-08-2021	
50	Directorate General, Women & Child Development J&K		05-08-2021 to 31-08-2021	
51	State Resource Centre for Women, J&K.		05-08-2021 to 31-08-2021	
52	Managing Director, Women's Development Corporation, J&K.	M/s Ikraft Software Pvt. Ltd. (Contact No.9906 538208	05-08-2021 to 31-08-2021	Kashmir: Ikraft Software P LTD. Shafi Manzil, Abiguzar, Residency road. Srinagar, 190001. & Jammu: Vendor to make the setup functional at Department/Office Location premises
53	Civil Aviation Department, J&K.		05-08-2021 to 31-08-2021	
54	J&K EDI.		05-08-2021 to 31-08-2021	
55	Directorate of National Health Mission.	M/s JIL Informati on Technolo	05-08-2021 to 31-08-2021	
56	J&K Medical Supplies Corporation.		05-08-2021 to 31-08-2021	Jammu: 427/5 Channi Himmat. &
57	Chief Executive Officer,		05-08-2021 to 31-	Kashmir: Karan

	Ayushman Bharat. Mission Director, Rashtriya Uchchatar Shiksha Abhiyan (RUSA).		08-2021	
58			05-08-2021 to 31-08-2021	
59	Chief Architect.		05-08-2021 to 31-08-2021	
60	Director, Fisheries.		05-08-2021 to 31-08-2021	
61	Registrar, Cooperative Societies		05-08-2021 to 31-08-2021	
62	Director, Archives, Archaeology & Museums.		05-08-2021 to 31-08-2021	
63	Director, Environment & Remote Sensing.		05-08-2021 to 31-08-2021	
64	Directorate of Urdu Coordination Cell		05-08-2021 to 31-08-2021	
65	J&K IMPARD .		05-08-2021 to 31-08-2021	
66	Board of Unani Ayurvedic System of Medicines.		05-08-2021 to 31-08-2021	
67	Chairman of the Committee for Fixation of Fee Structure of Professional		05-08-2021 to 31-08-2021	
68	Office of the Advocate General, J&K.		05-08-2021 to 31-08-2021	
69	J&K Power Development Corporation (Jammu & Kashmir)		05-08-2021 to 31-08-2021	
70	Project Chief IWDP Hills, Forest Department.		05-08-2021 to 31-08-2021	
71	Chief Wildlife Warden.		05-08-2021 to 31-08-2021	
72	Excise Commissioner, J&K		05-08-2021 to 10-09-2021	
73	SIDCO		05-08-2021 to 31-08-2021	
74	Director General, Economics & Statistics.		05-08-2021 to 31-08-2021	
75	Jammu & Kashmir Trade Promotion Organization		05-08-2021 to 31-08-2021	
76	J&K		05-08-2021 to 31-	
		gy Limited. (Contact No.9622 209000)		Nagar , House No-75, nearby Municipal corporation Srinagar
		M/s Pragyawan Technologies Pvt Ltd. (Contact No.9212 107007)		Jammu: 332 / Sector C Sainik Colony Jammu 180011 & Kashmir: Vendor to make the setup functional at Department/Office Location premises

	Scheduled Castes, Scheduled Tribes, Backward Classes Corporation.	08-2021	
77	Executive Director, Rehabilitation Council	05-08-2021 to 31-08-2021	
78	Director General, Audit & Inspections, J&K.	05-08-2021 to 31-08-2021	
79	J&K Commercial Taxes Tribunal	05-08-2021 to 31-08-2021	
80	J&K Public Service Commission.	05-08-2021 to 31-08-2021	
81	Chief Engineer, Planning & Design Wing, J&K.	05-08-2021 to 31-08-2021	
82	Inspector General, Registration, J&K.	05-08-2021 to 31-08-2021	
83	Chief Executive Officer, Mission Youth, J&K.	05-08-2021 to 31-08-2021	
84	J&K Services Selection Board	05-08-2021 to 31-08-2021	
85	J&K Handicrafts & Handloom Development Corporation	05-08-2021 to 31-08-2021	

STANDARD OPERATING PROCEDURE (SOP) FOR SCANNING and DIGITIZATION OF FILES

Advance preparation for Scanning / digitization

- a) All offices shall nominate a Nodal Officer for Scanning/Digitization of records
- b) All offices shall identify their Metadata fields which are required to make the document more searchable and easily retrievable as per subsequent working convenience of the Offices
- c) All offices shall identify three teams (if the volume of record/files to be scanned/digitized so demands) which shall work under the supervision of the designated Nodal Officer for digitization of official records. These three teams shall be entrusted with the following responsibilities:
 - i. **Responsibility of Team 1**
 - Identification of files for scanning in order of priority
 - ii. **Responsibility of Team 2**
 - Preparing files for Scanning (Page numbering, First Quality Check of Page marking etc). Numbering should be uniform i.e. on the top right side of the page. This will give an idea about approximate count of pages which need to be scanned and digitized
 - The page numbering should be done with black pen
 - In each of the files, the pages should be serially numbered and re-arranged (if required) before the documents are handed over to the vendor
 - Second Quality Check
 - Cataloguing, Packing and return of Scanned files
 - iii. **Responsibility of Team 3**
 - For concurrent scanning and migration to the Data Management System (DMS)
- d) The Nodal Officer shall be responsible for supervision of work done by the above three teams and also act as a single point of contact for the coordination purposes with concerned Vendor
- e) The Nodal Officer shall be responsible for ensuring regular quality check of files digitized by the concerned vendor and also ensure the regular supply/return of files

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f) The nodal Officer shall also be responsible for maintaining log of the scanned pages so that payment to the Vendor is made accordingly

g) Important instructions to Nodal Officer while handing over files to the Scanning vendor

- The Nodal Officer will be required to provide details like Number of Pages in File (C.F side/N.F side), Date & Time of Handover, Name of the Scanning Vendor and its staff to whom the files are handed over etc
- Further on due verification of documents being handed over the representative of the scanning vendor will be required to sign on the list and accept these files. As part of this verification the representative of Scanning Agency shall be advised to cross check the attributes present on the file in case of any discrepancy it should be brought to the notice of Nodal Officer

h) Important instructions to the Scanning vendor while handing files back files to the Nodal Officer:

While returning the files to the Nodal Officer the representative of Scanning Agency will mark the file as returned. The Nodal Officer is required to verify the accessibility of scanned file contents of scanned copy against physical document and quality of scanned document. The Nodal Officer will accept the documents after doing necessary quality checks like Meta data quality check, Scanning Quality Check etc. After satisfaction of the Nodal Officer he shall sign and stamp the acceptance certificate

i) Every office shall make bundles which may include up to 15 files depending upon the size of the file. Each bundle should have following details of the list of files to be scanned

S No	File Number	Subject of the file	No of pages in Note Side	No. of pages on Correspondence side	No of parts of the file.
1	2	3	4	5	6

j) Every Office shall remove duplicate or unused paper from file so as to obviate the chances of duplication in scanning

k) After office needs to assign some color scheme identifiable with different colors of flags to differentiate various categories of documents such as Government Orders (Pink), circulars (Green), office orders (Orange) etc. on the C.F side. Any other document type may also be conveyed to the concerned Agency

134686/2021/GS

Annexure "A" of the Government Order No - 214 JK(GA) of 2021
Dated 10 03 2021

- i) After completion of all the aforementioned guidelines, every department/office needs to paste "Ready for Scanning" sticker on every file.
- ii) The safety and security of the files shall be the sole responsibility of the scanning vendor.
- iii) The concerned departments shall keep its nodal staff stationed at the scanning centre during the process of scanning of its files.
- iv) The nodal officer of the department shall ensure to take back the files duly counted as soon as the scanning is over.

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