Guidelines and method of Scanning and Indexing of Hard Copies in the Tahsildar’s Offices

It involves the scanning and indexing (including software) of existing Adangals, 10(1) registers, original RoR I-Bs, Govt. land Registers, Prohibitory Order Books, files relate to Judicial and quasi-judicial matters etc., R.Dis, D.Dis files and other important registers and other records maintained in the existing record room at Tahsildar’s Office.

The estimated cost for the above work is as follows:

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<th>Sl. No.</th>
<th>Description of work/items</th>
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<tr>
<td>1</td>
<td>Indexing, QR Code tagging of hard copies of records</td>
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<tr>
<td>2</td>
<td>Scanning creation (A4 Size) and populating into database</td>
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<tr>
<td>3</td>
<td>Scanning creation (A3 Size) and populating into database</td>
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<tr>
<td>4</td>
<td>Scanning creation (A1/A2Size) and populating into database</td>
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</table>

The Scanning procedure and creation of database:

1. The Scanning process and creation of database is in (6) steps viz;
   i. Pre-Scanning
   ii. Scanning
   iii. Post scanning treatment
   v. Populating into the database and
   vi. Digital storage for easy retrieval, printing etc.,

2. The size of the record shall be considered as either Legal or A3 size files, but ensure that the documents shall be scanned to the actual size only without creating data loss, misalignment along the stitched edges.

3. All documents shall be scanned in color and TIFF format only.

4. Each record/register shall be considered and scanned into one file and every scanned file shall include indexing, QR code tagging of hard copies of records and uploading to the DMS software provided by the DSSLR.

5. The pre-scanning procedure includes removal of pins, tags, threads, rubber bands, stapler pins etc., and if the pages are not in proper order, it has to be correctly kept in order.

6. The torn papers shall be kept in order with transparent cello tape before scanning

7. If the condition of input record is bad, scanning shall be done with higher resolution.

8. The file naming convention/codification/tagging convention should include attributes to identify the location keeping in mind that the system may get upgraded to an enterprise system.
9. The naming convention will be provided by the DSSLR.

10. To ensure that Automatic Curvature correction (Correction of curved texts at centre-binding), Automatic finger masking (erasing of images of fingers holding pages) and Auto-eraser of centerline shadows are applied to achieve a good quality of scanned image.

11. All the scanned images shall be cleaned with appropriate tools to enhance the quality of visibility and printing and no original text shall be removed and remove unwanted noises like black spots and to be applied.

12. The documents are to be tagged with digital metadata information as per the format specified by DSSLR, which will act as "key-words", with which the document can be easily searched and identified in the document management system.

13. Storage of the scanned copies of the records in the server and making them available to the server based digital document management system software for easy retrieval and maintenance.

**Precautions/warnings:**

To ensure that all types of hard copies available at existing record room and with the Department of Revenue should be scanned completely without causing any kind of damage to the original documents, any damages caused to the hard copy documents by recklessness or vested interest shall be viewed seriously. All documents shall be returned to the custodian in its original condition.

**QR Code Tagging of Scanned copies:**

Establish QR code tagging of each of the hard copy document. The document may be single or multi-paged.

**Review and Monitoring system:**

Monitoring of quality, process and work execution shall be carried out by from the VRO level officer to the District Collector level officer to ensure high quality of the scanning of age old records as it is a one time and life time work of public records.

The VRO's and Tahsildars concerned are responsible for getting quality scanning of all the records and registers pertaining to their respective Mandal and submit a status report on weekly basis.

All the responsible revenue officers shall send consolidated progress reports. The status on a weekly basis to the Department of Revenue highlighting the tasks executed at the allotted location during the period and the work action plan for the next 2 weeks. **The Bidder shall also submit a monthly report to the Department of Revenue.**

The Joint Collector shall review the work progress regularly, if necessary, will issue directions to ensure completion of work in a stipulated time frame.