

**Circular No. 8**

**CMRO/393/2016, Dt:07.04.2016**

**Sub:-** CMRO – Scanning of Old Records Form-I, Form-IB, Form-7, Sethwar, Khasra Pahani, Sesala Pahani and other important old records – Instructions Issued – Regarding.

**Ref:** Instructions issued through Video Conferences from time to time and on 06.04.2016

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Attention is invited to the subject and references cited and to recall the instructions issued from time to time through Video Conferences to scan, index and storing of all the old records such as Form-I, Form-IB, Form-7, Sethwar, Khasra Pahani, Sesala Pahani and other important old records.

The following guidelines shall be followed while scanning of the old Revenue Records:

1. These Revenue records are valuable original documents, so it should be ensured the Officials responsible and Scanning Agency shall be instructed to handle them with due care & diligence. The torn and depleted records shall be laminated and scanned.
2. De-stapling and un-binding of the documents/ registers for scanning and re-stapling and binding after scanning is also to be taken up only in the presence of Revenue Team. Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents.
3. The files / documents shall not be displaced from premises allocated to Vendor.
4. The Digitization service provider shall provide necessary security for the scanned document (in JPEG image) such that no edit option is available
5. The background of the scanned image should be white.
6. While scanning, adjustment of contrast, brightness etc. should be made so that all the content written on the original document has to be captured.
7. Scanned Image should be neat and clean and should not have any spots and the vendor shall use the scanner of the appropriate size of the document and quality.
8. A Nodal Officer has to be appointed to ensure that the process of scanning is done smoothly.
9. The Nodal Officer shall identify an **Assistant** from each Village and Mandal who is responsible for
  - a. Taking All the Records and Handing over to the Service Provider
  - b. Collecting the Records back after digitization from the service provider duly.
  - c. Verifying the Number of Pages as per the Register maintained.
  - d. The Assistant should maintain a Log Register containing at-least the following details
    - i. Name of Record issued/collected& Name of the Official
    - ii. Number of pages in the Record (A4/ Legal or any other size)
    - iii. Collected by and signature (Vendor Representative)
    - iv. Date of collection
    - v. Returned to Department & Name of the Official with Signature
    - vi. Returned by (Vendor Representative)
    - vii. Actual Date of Return
    - viii. Handover the original Records to the concerned Village and Mandal.
10. The Scanned file to be stored in folders in the following Pattern:
  - a. District
  - b. Mandal
  - c. Village
  - d. Records

