Circulars/TOP PRIORITY
Office of the Chief Commissioner of
Land Administration T.S, Hyderabad.

Circular No. 8

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
11. The format for file name is to be as follows:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Register Name</th>
<th>Format for File Name</th>
<th>Village Code</th>
<th>Register Type</th>
<th>Volume</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Form 1 Register</td>
<td></td>
<td>2201001</td>
<td>F01</td>
<td>V01.....V99</td>
<td>0001 ...... 9999</td>
</tr>
<tr>
<td>2</td>
<td>Form 1B Register</td>
<td></td>
<td>2201001</td>
<td>F1B</td>
<td>V01.....V99</td>
<td>0001 ...... 9999</td>
</tr>
<tr>
<td>3</td>
<td>Form 7 Register</td>
<td></td>
<td>2201001</td>
<td>F07</td>
<td>V01.....V99</td>
<td>0001 ...... 9999</td>
</tr>
<tr>
<td>4</td>
<td>Khasra Pahani</td>
<td></td>
<td>2201001</td>
<td>KP</td>
<td>V01.....V99</td>
<td>0001 ...... 9999</td>
</tr>
<tr>
<td>5</td>
<td>Sesala Pahani</td>
<td></td>
<td>2201001</td>
<td>SS</td>
<td>V01.....V99</td>
<td>0001 ...... 9999</td>
</tr>
<tr>
<td>6</td>
<td>Sethwar</td>
<td></td>
<td>2201001</td>
<td>S</td>
<td></td>
<td>0001 ...... 9999</td>
</tr>
<tr>
<td>7</td>
<td>Other Records</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7a</td>
<td>Faisal Patti</td>
<td></td>
<td>2201001</td>
<td>FP</td>
<td>V01.....V99</td>
<td>0001 ...... 9999</td>
</tr>
</tbody>
</table>

a. Village Code: Village Code should be of 7 digits.
Example: 2201001

b. Register Type: Register Type will be fixed for each Register as shown above i.e., for example ‘01’ means Form 1 (Record of Rights) of ROR, ‘1B’ means Form 1B of ROR, ‘07’ means Form 7 (Register of Amendments) of ROR etc.,

c. Volume: Volume Number will be started with ‘V’ followed by two digits (i.e., V01 to V99) i.e., for first Volume the numbering should be done as “V01” and for 99th Volume it will be done as “V99”.

d. Page No: Page number will be of 4 digits i.e., from 0001 to 9999.

e. The Scanned file to be saved with the name as below:

Example: 2201001F01V010001.jpg

f. For each scanned page, the file name should be in the above format with file extension as .jpg Eg. 2201001F01V010001.jpg for page 1, 2201001F01V010002.jpg for page 2, etc.

g. The indexing page number versus survey / sub-division number will be captured in the Webland through a customized application after completing scanning of a village / Mandal / District as required on the priority basis.

h. In case of Form 1B the register prepared at the inception shall be scanned first and named as “Volume 1” and the Form 1B registers prepared in the later years can also be scanned and shall be given subsequent volume numbers.

12. The following Security measures to be taken up:
   a. Implement Strong Access Control Measures
      i. Restrict the physical access to the allotted scanning & digitization area to the authorized personnel only.
ii. The Security measures to be installed at Department employees’ systems to prevent data vandalism or theft. Identify and authenticate access to system components.

iii. To ensure that the data is secure, all output devices Including USB, Optical Drive, email and Internet to be disabled for vendors. For uploading data to the server the same shall be done over LAN or APSWAN

iv. To ensure that minimum-strength standards are enforced for user passwords, which are encrypted during transmission and storage.

v. Confidentiality agreements, service-level agreements & non-disclosure agreements are to be signed by the vendors before initiating the project

b. Ensure a Secure Network and Systems
   i. Ensure that firewall configuration is maintained to protect the data
   ii. Disable internet access
   iii. Do not use vendor supplied defaults for system passwords and other security parameters

c. Maintain a Vulnerability Management Program
   i. Protect all systems against malware and regularly update anti-virus software or programs.
   ii. Ensure secure systems and applications are maintained

d. Protect Data
   i. Documents and datasets are backed up daily; all backups to be secured and should be restorable.
   ii. On successful completion of uploading the Data, Vendor has to purge departmental data permanently from their system.

In view of the above, all District Collectors/ Joint Collectors are requested to review this item of work on top priority and instruct concerned officials to scrupulously follow the above guidelines while scanning the old Revenue Records.

Please treat this as “UTMOST IMPORTANT and TOP PRIORITY”.

Sd/- J. Raymond Peter,
Chief Commissioner of
Land Administration

To
All the District Collectors in the State

Copy to
1. The Joint Collectors in the state
2. CCLA Peshi
3. Secretary to CCLA Peshi

//Attested//

[Signature]
Assistant Secretary (CMRO)