

F. No. D-16014/2/2018-GAR


Government of India
Ministry of Finance
(Department of Revenue)

New Delhi, dated May, 2021

OFFICE MEMORANDUM

Subject: Scanning/ Digitization of files/records in DoR

It is hereby informed that several requests from officers/sections of this Department are being received for Scanning/Digitization of files/records for the purpose of movement of files through e-office. Keeping in view the bulk requirement and to undertake the work of scanning/digitization of files/records smoothly in a time bound manner, the following steps have been initiated by the Department and all the sections/offices are requested to accordingly follow these directions to avoid any delay in submission of files:-

- (i) Almost all the sections/offices of the Department are working in e-office for a long time now and they have been provided with all the necessary equipment, viz. Multi-functional Printers, Heavy duty Photocopiers having the facility of scanning/digitization. All users of the Department are requested to utilize the services of the said office equipment in their offices/sections for scanning of their old/new files for uploading in e-office portal for working in e-office.
 - (ii) In addition to the above, as and when requested by any office, GAR section has been continuously providing the services of scanning/digitization for bulky/voluminous files. Many sections/offices have not digitized/scanned their files/records so far, despite several directions in the previous years for digitization/weeding out of records. Now abruptly there is a demand of scanning from almost all the offices/sections of the Department even for current files/smaller files. In view of the huge demand for scanning/digitization, GAR section may be able to provide scanning facility only for bulky/voluminous files which may be consisting of not less than 300 pages (Notesheet and Correspondence together). Such files/records requiring scanning must be properly page-numbered. Other files (current/old) having less than 300 pages must be scanned by the sections/offices at their level by utilizing the existing manpower. No additional manpower shall be provided for the intended purpose.
 - (iii) It is to inform ~~you~~ that scanning facility will be provided to the sections DoR as per their requests. The Section Officers/In-charge of the offices/Sections may intimate GAR Section, in advance, for approximate number of files and number of pages to be scanned and also for any other infrastructural requirement so as to enable this section to provide the facility at the earliest possible. For any urgent requirement of scanning of files/records, SO(GAR) or Sh. D.S. Rao, ASO (Ph.no. 09640231390) may please be contacted. For any e-office related query, SO(Computer Cell) may please be contacted.
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- (iv) This issues with the approval of Competent Authority.



(Rakesh Kumar)

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To

1. All Officers/Sections of Department of Revenue (Through DoR website/e-office portal only).
2. SO (Computer Cell) ~ for uploading on DoR website and e-office portal.