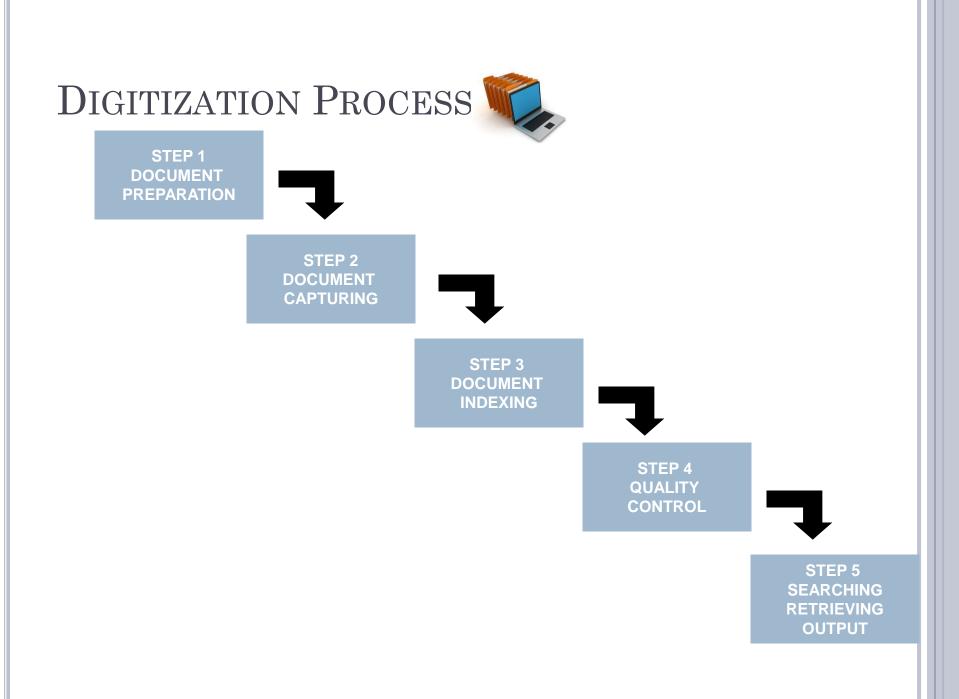
DIGITIZATION OF RECORDS

BY CRYSTAL INFOSYSTEMS AND SERVICES BANGALORE

APPROACH AND METHODOLOGY



PROCESS

Document Preparation

(Vacuuming, Cleaning, Pin/stapler removal, Repairing, Gumming/Taping etc.)

Scanning

(Conversion of Documents into searchable PDF-PDF/A format)

- Digitization
- Metadata/Indexing (Capture of 12 fields of data)
- Image Enhancement
- Uploading to DDMS Software
- Search and Retrieving thru DDMS Software
- Reports

INFRASTRUCTURE FOR INSCRIPTION SCANNING Type of Scanners

Book scanner (Face up scanner) & wide format scanner , German make



STEP 1 - DOCUMENT PREPARATION

- Utmost care taken in **Manually Repairing** the documents and **loose papers** by taking out the clips and pins, sticking the torn pages and **composing it ready for scan**.
- Time consuming but one of the **most Important Step** in the process of Digital Imaging.
- Poor document preparation will lead to Poor Document Management.





STEP 2 – DOCUMENT CAPTURING/SCANNING





It is a **Process of converting a paper document into an electronic image**.

Document Scanning involves the following steps-

- **Scanning** Documents are scanned depending on the type of the document. We have a range of best scanners available in the market which give the best output.
- Document Imaging Documents are saved in formats like TIF, JPEG, PDF, GIF format.
- Recognition Recognizing the document is important for retrieval. We employ OCR,
 Zonal, Full text ICR, OMR, and Barcodes for recognizing documents.
- Forms Processing The data is captured from the form according to the business requirements. This data can be entered seamlessly into the appropriate database and can be linked to other enterprise applications such as ERP to facilitate business processes.

STEP 3 – DOCUMENT INDEXING

- Document Indexing is the Process of Associating or Tagging documents with different "search" terms or "key words".
- If the document is a text document, indexing is done in a way that one can search the document by giving a key word.
- Key words can be specified as per the search requirement.



STEP 4 – QUALITY CONTROL

- Quality Control focuses on Image Enhancement to increase the quality of the scanned 0 documents like deskew, despeckle, crop, rotate, and/or blank page and double feed detection
- The values and spellings are verified from the metadata created. 0

PROCEEDINGS OF THE MADRAS GOVERNMENT.	
Bend the following Proceedings of the Board of Revenue, dated 30th November 1560,	
No. 5,009 :	
Dead the following latter from J. I. MINCHIN, Edn., Acting Collector of Kurnool, to J. D. SIM,	
Esq., Secretary to the Board of Revenue, Fort Saint George, dated 0th November 1860,	
No. 179.	
Sm.	
1. With reference to the Proceedings of the Board of Revenue, dated 29th August last,	
1. With reference to the Proceedings of the Board's Circular No. 2,614 of the Slat May 1860, No. 3,945, drawing my attention to the Board's Circular No. 2,614 of the Slat May 1860,	
No. 3,945, drawing my attention to the bourt's circular to spirit handles and boats, &c.,	
regarding adjustment of certain advances made in applying toops to be advantage of the several Officers Commanding the	
several Corps for the certificate alluded to in the above Circular, they decline granting them on	
the grounds of the length of time clapsed, and of their not possessing the necessary information.	
2. I beg, therefore, that as the expenditure took place in 1857 and 1858, nearly three	
g. I beg, therefore, that is the expenditure took plane in temporal has been unadjusted years provious to the Circular Order of the S1st May 1860, and the amount has been unadjusted	
years previous to the Circular Order of the oracidary 1000, and the annual specified for such a length of time, the sanction of Government may be obtained for the amount specified	
in my letter of the 6th Angust last, No. 127, viz., Rupses 566-14-4, to enable me to make the	
necessary adjustments. " 3. The expenditure occurred in the time of the agency, and the fact that it was not adjusted	
3. The expenditure occurred in the time of the agency, and the fact that is was not acjusted	
was only brought to my notice at the time of my writing my previous letter.	
 Submitted for the orders of Government. 	
2. Under the circumstances stated by the Acting Collector of Kuncol, the Board recommend	
that the expenses incurred in ferrying troops across the Tumbaddra and Kistna rivers in 1857	
and 1858, and in paying batta to bandyman, &c., employed on these occasions, be sanctioned	
by Government to enable the Acting Collector to adjust the charge in the public accounts. The	
amount requiring sanction is Ruppes 566-14-4, and the application to Government has been	
rendered necessary by the refusal of the Officers Commanding the troops in question to furnish	
the certificates required by Circular Order 51st May 1860, No. 2,614.	
(A true Copy and Extract.)	
 (Signed) W. HUDLESTON, Acting Secretary. 	
ORDER THREEON, 15th December 1800, No. 2,419.	
Sanction is granted for the sum of Rupees (560-14-4) five hundred and sixty-six, Annas	
fourteen, and Pice four being adjusted in the Collector's accounts. All unadjusted charges of a	
similar nature should be traced at once and reported for sanction.	
(A true Extract.)	
(Signed) J. D. SIM,	
Acting Secretary to Government,	
To the Board of Revenue.	
" Military Department.	
Accountant General,	
Givil Anditor.	
End. J. Weight.	

REVENUE DEPARTMENT. PROCEEDINGS OF THE MADRAS GOVERNMENT. lead the following Proceedings of the Bond of Evenue, dated 20th November 1860, No. 5,609 ----

No. 5,009 --No. 5,009 --No. 5,009 --No. 5,009 --No. 5,000 --No. 5

Sun. 1. With reference to the Proceedings of the Board of Revenue, data! 20th August Iar, No. 5,2045, drawing my attention to the Board's Greekar No. 2,2145 of the 30-18 May 1860, specified galaxies of certain statuces made for anyloging toops with diffuse Commonling the provide Copy for the certificate at the specific specific statuce of the specific specif

The expenditure occurred in the time of the agency, and the fact that it was not adjusted was only brought to my flotloe at the time of my writing my previous letter.

1. Submitted for the orders of Government.

1. Solunitied for the orders of Government.
2. Usale the eiteranterscere scalar by the Arcling Goliector of Kunool, the Board reconnered that the expenses incurrent in ferrying troops across the Turnhadra and Kutaa sirver in 1837 and in proging batts to bondymm, Re., employed on three occasions, he assuring the Sila solution in a solution of the Arching Goliector to adjust the charge in the public assertions of the annual regularization and an archived and the solution of the equilibrium to the control of the solution of the control of the contr

(A true Copy and Extract.) (Signed) W. HUD

(Signed) W. HUDLESTON, Acting Secretary.

STEP 5 – SEARCHING AND RETRIEVING OUTPUT

- o Systematically tagging and storing all the documents scanned
- o Documents are filed and managed for immediate retrieval.











SOME OF OUR PROJECTS

DOCUMENT PREPARATION



SCANNING PROCESS





BACK- END PROCESS



MISSION POSSIBLE !!!





RECORD ROOM AT PROJECT PLACE

Pictures Before the Project Started



Pictures After the Project









LARGE DOCUMENT SCANNER





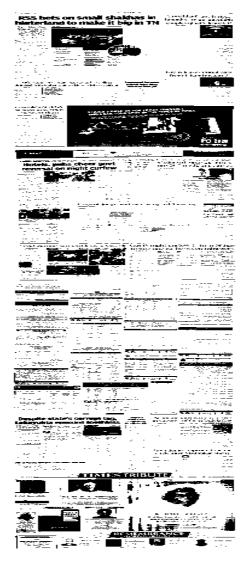




SCANNED IMAGES IN VARIOUS SIZES







STITCHED PICTURES

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	(This is a system generated challan generated on 15/07/2014 20:09, the particulars shown specified month and year. Remittance can be made through a local Cheque/DD in any des	in this challen are populated from the Electronics Challan Return (ECR) uploaded by the establishment for the signated branch of SBI)
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	Challan No. (Registration ID/Ref. No. in SBI CBS) : 05314116462669 Party code : 53000245280001001 Challan Date : 15/7/2014	Challan No. (Registration ID/Ref. No. in SBI CBS): 05314116462669 Party code : 53000245280001001 Challan Date : 15/7/2014
	Name of Smt.Munilakshimamma, Factory/Estt./Party : Address: Sai.Rajarajashwari Enterprises, No.24/5,Sri Rama Mandir Street, Basavangudi,.	Name of Smt.Munilakshmamma, Factory/Estt/Party : Address: Sai.Rajarajashwari Enterprises, No.24/5,Sri Rama Mandir Street, Basavangudi, Mobile No:
	Mode of Payment Cheque Cheque/DD/Ref. No. : 283 Dated : 15/7/2014 Drawn on (Name of the Bank) : SYNDICATE BANK, N R COLONY,	Mode of Payment Cheque Cheque/DD/Ref. No.: 283 Dated : 15/7/2014 Drawn on (Name of the Bank) : SYNDICATE BANK,N R COLONY, BANGALORE
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BARCODE GENERATION

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The bar code will be generated based on the metadata tagged with the digital file. Files can be searched through the barcode printed and pasted on the file /bundle.

THANK YOU