

### **SOP for Scanning of Legacy File and conversion into e-file.**

- Each Cell will prepare Format Report-2 based on which agency will be hired preparing the value of the remaining file volume.
- Agency will be briefed of the process on arrival.
- Cell Supervisor will prepare Format-1 report in Register of at least 30 files/day and hand over the same to the Scanning Team. Then Scanning Supervisor will handover the files of the agency and ensure proper scanning of the same.
- These files will be return to Cell Supervisor from Scanning Supervisor and he will receive back only after due checking.
- Cell Supervisor shall certify that the scanned files are fit for upload into e-file.
- SSP & his team will ensure uploading & migrating the same into e-file and shall send to the Cell Supervisor (S.O.). The Cell Supervisor shall hand over the file to the Record Supplier for keeping it to the optimizer.
- The hard files will be returned to optimizer where Record Supplier will ensure into entry into record database of the Department.