



**Government of West Bengal**  
**Department of Public Enterprises & Industrial Reconstruction**  
**4. Abanindranath Tagore Sarani, 2<sup>nd</sup> Floor, Kolkata-700016**

No. 357/PEIR- 11/47/2021-ESTT

Dated Kolkata, 20th March 2025

From: The Assistant Secretary to the Government of West Bengal

To: The Chief Executive Officer, Webel Technology Limited  
Plot-5, Block-BP, Sector-V, Salt Lake City, Kolkata-700091

Sub: Work order for Scanning and Digitization of legacy files of this Department including storage of the same.

Sir,

With reference to your technical as well as financial proposal, submitted vide your letter no. WTL/CEO/PSM/SK/PE & IR/SCAN/091/24-25 dated 10/01/2025, read with your email dated 01.03.2025, I am directed to request you to start your work of scanning and digitization of Note-Sheet Pages in Legal size and & Corresponding Pages mostly in A4 size at your quoted rate of Rs. 1.18 per page [including GST], including providing sufficient Manpower, Hardware [Scanner, Desktop/ Laptop] with immediate effect.

I am directed to hand over the entire database in proper storage/ device to this Department, showing the scanned image should be in right direction, following the SOP & Draft Format for Scanning, as stated in the Annexure - I & Annexure-II respectively.

This is issued with the approval of the competent authority of this Department and an early action is solicited from your end, so that the entire work can be completed within 30<sup>th</sup> April 2025.

Assistant Secretary  
to the Govt. of West Bengal

No.357/1(12)/PEIR- 11/47/2021-ESTT

Dated Kolkata, 20th March 2025

Copy forwarded for information to:

- 1) Sr. Special Secretary, Department of PE & IR
- 2) Joint Secretary (Establishment), Department of PE & IR with a request to coordinate the entire work
- 3) Sri Satyajit Kundu, Executive- I Project, Webel Technology Limited
- 4) Sri Nantu Palit, Assistant Secretary, Department of PE & IR with a request to supervise & monitor the Scanning as per SOP & draft Format of Scanning
- 5) Smt. Jaya Sarkar, Section Officer of this Department to act as Cell Supervisor
- 6) Sri Pravash Hazra, Typist-Grade-I of this Department to act as Scanning Supervisor and to ensure into entry into Record database of the Department
- 7) Sri Sovan Manna, Record Supplier of this Department for necessary action
- 8) Sri Debabrata Dutta, SSP of this Department for necessary action
- 9) Smt. Priti Das, Basic Grade Peon of this Department for necessary action
- 10) Smt. Arpita Paul, Basic Grade Peon of this Department for necessary action
- 11) Sr. PS to the Secretary, Department of PE&IR for kind information of the Secretary
- 12) Guard File

*Nantu*

Assistant Secretary  
to the Govt. of West Bengal

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 hand over the files to the agency and ensure proper scanning of the same.
- These files will be returned 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 uploading into e-file.
- SSP & his team will ensure uploading & migrating the same into e-file and shall send to the Cell Supervisor (Section Officer). 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.

Format for scanning of Legacy file & Conversion into e-file

1. Register for scanning of Legacy file & Conversion into e-file

Sl. No.	Cell	Old File No.	Subject	No. of CP	No. of NSP	Total	Scanning Supervisor's Signature with date (Scanning / e-file conversion Team Supervisor) [Section Officer]	Date of Scanning of file	New e-Office No.	Date of Return to the Cell	Cell Supervisor's Signature with date Cell Supervisor (S.O.)

2. Assessment Report for Legacy File Volume (SO-wise / Assistant Secretary-wise)

Sl. No.	Name of the Cell	Hard File No.	Subject	No. of CP	No of NSP	Total

3. For Dealing Assistant

Sl. No.	Current Legacy File No.	File ready for scanning	File migrated to e-Office or not	File back from CRU & consigned to Optimizer

4. Label for e-files

1	Hard file no.	
2	E-file no.	
3	Cell / Section	
4	File placed in Almirah No. / Optimizer as on date	
5	Scanned copy checked and verified by	<p>.....</p> <p>(Signature with date of DA / HA / Section Officer</p>