

CIRCULAR

Sub. : Scanning and digitization of Documents in CIDCO.

Ref. : System Manager's letter No. CIDCO/SM/2016/439 dated 05/10/2016.

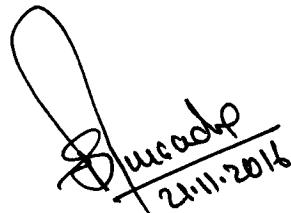
The scanning and digitization of documents in CIDCO has been initiated by Data Centre Dept. and appointed the agency M/s Stockholding Documents Management Services Ltd. (SDMS) for this assignment. The System Manager vide above referred letter requested for appointment of 'Nodal Officers' from each department /section who will ensure smooth coordination for this work and also ensure the certification of the number of pages/documents scanned along with the quality check of the scanned documents. The copy of above referred letter is enclosed herewith for reference please.

In view of this, CE (NM) has directed the appointment of 'Nodal Officer' as under:

- 1) Section head such as Executive Engineer shall be the Nodal Officer for this work of their section.
- 2) Circle head such as Superintending Engineer shall be the Co-ordinating officer and Nodal Officer for his circle files.
- 3) PA's of ACE and CE are the Nodal Officers for this work of their department.

This is issued as approved by CE (NM).

Encl. : Copy of above referred letter.


SE (HQ)
S. G. Rokade / 22783

Separately to:

All EEs ()

All SEs ()

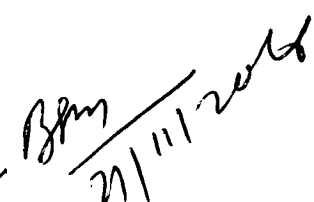
CC to:

S M /ACE(I) / ACE(II) : for information please.

CE(NM) / CE(NMIA) / CE(SP) : for information please


21/11/16


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