

Scanning guidelines for file conversion:

- Whole Noting portion will be a single PDF.
- Whole Correspondence portion will be a single PDF(pdf size should be max of 19 MB).
- Files will be scanned only in “.pdf” format.
- Scanning should be done in such a way that the oldest Note’s/Receipt’s page will be the first page of PDF and so on.
- PDF (Portable Document Format) must be searchable.
- Document will be scanned in greyscale and in 100 dpi specification (200 dpi in case of old or damaged papers). If not satisfied with the quality of the document then dpi can be increased.
- Once scanning is completed it is responsibility of the concerned division/section to check the scanned data (PDF file) irrespective of preciseness (no. of pages, accuracy of Note/CS).
- If any discrepancy found. It must be reported to the scanning team and get rescan the document before finalizing it for migration.