

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10
*Office of the CGDA, Ulan Batar Road, Palam, Delhi
Cantt - 110010*

AN/III/3012/Circular/Vol-VI

Dated 16.09.2013


(Through CGDA Mail Server)

To

All PCsDA/ PCA (Fys)/ PIFAs
CsDA/CsFA (Fys)/ IFAs/ RTCs


A copy of following circulars are forwarded herewith for information & necessary action please.

Sl.No.	No. & Date	Subject
1	MoD (Fin.) ID No. 10(3)/C/2013(1732) Dated 30.8.2013	Guidelines for digitization of documents.
2	MoD (Fin.) ID No. 6(1)/c/2012 Dated 23.8.2013	Resolution regarding authorizing Central Vigilance Commission (CVC) as the Designated Agency for handling of complaints under the Public Interest Disclosure and Protection of Informers.


(S C Gupta)
For CGDA

Copy to:-

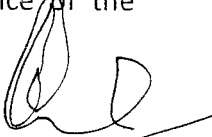
- 1) All Admin Sections in HQrs Office
- 2) AT-Coord Section (Local)
- 3) Accounts Section (Local)
- 4) IFA Section (Local)
- ✓ 5) EDP Centre (Local).....With request to upload on CGDA website
- 6) CENTRAD, Brar Square, Delhi Cantt.


(S C Gupta)
AO (AN)

Ministry of Defence (Finance)
DAD-Coord
Room No. 24-A, South Block, New Delhi

Sub: Guidelines for digitisation of documents.

A copy of Cabinet Secretariat's letter No. 491/1/1/2011-CAV dated 16.8.2013 forwarding therewith a copy of Parliament of India, Lok Sabha Secretariat, DO letter No. 1/2/Digt./PL/2013 dated 8.8.2013 on the above mentioned subject, received Vide MoD D(Parliament) ID No. 11022/1/2013/D(Parl) dated 26.8.2013 is forwarded herewith to office of the CGDA for information and necessary action.


(K.L Mound)
OSD

Dy.CGDA(AN)

Office of the CGDA, Ulan Batar Road, Delhi Cantt

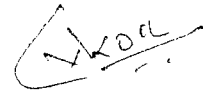
MoD (Fin) ID Note No. 10(3)/C/2013(1732) dated 30.08.2013

AN-11
2
2013

MINISTRY OF DEFENCE
D (PARLIAMENT)

Subject: Guidelines for digitisation of documents.

A copy of Cabinet Secretariat's Reference No.491/1/1/2011-CA.V dated 16th August, 2013 along with enclosures on the above mentioned subject are enclosed for information and necessary action.



(A.K. GHOSH)
UNDER SECRETARY (PARL)
TEL: 2301 2560

All Joint Secretaries in the Ministry of Defence (including Secy.(BRDB)
Addl.FA(VP) & CCR&D(R&M)

MOD ID No. 11022/1/2013/D(Parl) dated 26.8.2013

Copy to: - All Directors/Deputy Secretaries in the Ministry of Defence.
All Sections through their respective Branch Officers.

Copy also to :

- Advisor to RM
- PS to RM
- OSD to RM
- PS to RRM
- SO to Defence Secretary
- SO to Secretary (R&D)
- PPS to Secretary (DP)
- PPS to Secretary (ESW)
- PPS to FA(DS)
- PPS to DG (Acq.)
- PPS to Addl. Secy. (A)
- PPS to Addl. Secy. (B)
- PS to Addl. Secy (DP)
- PS to FA (Acq.)

श्री अजय
↓
29/8

1732/6/13
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No.491/1/1/2011-CA.V
CABINET SECRETARIAT
RASHTRAPATI BHAWAN

Dated the 16 August, 2013

Secy (DP) 19/V
JS (P&C) — on/enc

Subject: Guidelines for digitisation of documents.

DSCC

Reference is invited to this Secretariat's D.O. letter of even number dated 28.02.2013, requesting all Ministries/departments to ensure that soft copies of the documents being laid on the Table of both Houses of Parliament are invariably provided to the Lok Sabha Secretariat.(copy enclosed).

2. The Lok Sabha Secretariat has informed that they are not receiving soft copies of a large number of documents which are being laid on the Table of both the Houses by various Ministries/Departments (copy enclosed).

3. It is once again requested to get suitable instructions issued so as to ensure that soft copies of each of the documents being laid on the Table of both the Houses of Parliament are invariably provided to the Lok Sabha Secretariat, along with the authenticated hard copies. It is also requested that copies of various Reports of the Commissions / Committees constituted by the Government of India may also be provided to Lok Sabha Secretariat in digital form from time to time.

4. A copy of the Standards and Guidelines developed by National Informatics Centre for digitization of documents is also enclosed.

20/8/13

hard copies
4/2 to DC (part)
PSD, MTC / PSD cell

smr. Pk
21/8

(Rajeev Kr. Jain)
Under Secretary
Tele: 23014378
16/8/13

Encls: As above.

Secretaries of all Ministries/Departments

Copy to: Dr. Ravinder Kumar Chadha, Additional Secretary, Lok Sabha Secretariat, w.r.t. his DO letter No:1/2/Digt./PL/2013 dated 08.08.2013.

Secy. (DP)'s Office
9508

Office of J.S. (P&C)
Dy. No. 2202
Date 19/8/13

19/8/13
20/8/13

Dr. Ravinder Kumar Chadha
Additional Secretary



D.O. No. 1/2/Digt./PL/2013

Parliament of India,
Lok Sabha Secretariat,
G-136, PLB, Parliament House,
New Delhi - 110 001
Phone(s) : 23034681, 23034287
Fax: 23012840, E-mail: ravichad@gmail.com

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08 August, 2013

Dear Chaturvedi,

Please refer a letter of 28th February, 2013, No. 491/1/1/2011-CA.V received from Shri Upendra Tripathy, Additional Secretary, requesting Secretaries of all Ministries/Departments of the Government of India, to provide soft copies of each document being laid on the Table of both the Houses alongwith authenticated hard copies to the Parliament Library. I would like to inform you that still we are not receiving soft copies of a large number of documents which are being laid on the Table of the Houses by various Ministries/Departments.

13/8
(RJS)

The National Informatics Centre of the Department of Electronics and Information Technology has developed some Standards and Guidelines for digitisation of documents. I am also sending a copy of these Standards and Guidelines for being circulated to all the Ministries/Departments of Government India for being followed when getting their records digitised.

12/8
Sg/V

I would request you to remind the Ministries/Departments for providing soft copies of all the documents being laid on the Table of the House. Besides, you may also request them to provide in digital form copies of various Reports of the Commissions/Committees constituted by the Government of India from time to time.

With regards,

Yours sincerely

(Dr. Ravinder Kumar Chadha)

Shri Alok V. Chaturvedi,
Joint Secretary,
Cabinet Secretariat,
Govenemnt of India,
Room No. 26,
Rashtrapati Bhawan,
New Delhi-110004.

No.491/1/1/2011-CA.V
CABINET SECRETARIAT
RASHTRAPATI BHAWAN

Secy (P&C) 19/V
JS (P&C) — an/ene

Dated the 16 August, 2013

DSCC (copy)
Subject: Guidelines for digitisation of documents.

Reference is invited to this Secretariat's D.O. letter, of even number dated 28.02.2013, requesting all Ministries/departments to ensure that soft copies of the documents being laid on the Table of both Houses of Parliament are invariably provided to the Lok Sabha Secretariat.(copy enclosed).

2. The Lok Sabha Secretariat has informed that they are not receiving soft copies of a large number of documents which are being laid on the Table of both the Houses by various Ministries/Departments (copy enclosed).

3. It is once again requested to get suitable instructions issued so as to ensure that soft copies of each of the documents being laid on the Table of both the Houses of Parliament are invariably provided to the Lok Sabha Secretariat, along with the authenticated hard copies. It is also requested that copies of various Reports of the Commissions / Committees constituted by the Government of India may also be provided to Lok Sabha Secretariat in digital form from time to time.

4. A copy of the Standards and Guidelines developed by National Informatics Centre for digitization of documents is also enclosed.

17/8/13
20/8/13
hard copies
sent to D (part)
PSA, MTC / P&C cell
sent by 21/8

(Rajeev Kr. Jain)
Under Secretary
Tele: 23014378
16/8/13

Encls: As above.

Secretaries of all Ministries/Departments

Copy to: Dr. Ravinder Kumar Chadha, Additional Secretary, Lok Sabha Secretariat, w.r.t. his DO letter No.1/2/Digt./PL/2013 dated 08.08.2013.

Secy. (DP)'s Office
Date
Copy No. 9508

Off. of J.S. (P&C)
Dy. No. 2202
Date. 19/8/13

TCR SA / P&C (DDP)
20/8/13

3.0 Digitization – Technical Standards & Best Practices followed

The proliferation of digital information has created the need for sound technologies, tools and standards for its archival and management. The techniques should be conducive to preservation and ease of access of the digital artefacts. Digital information is not enduring. It is fragile unlike information on traditional media such as paper. It is vulnerable to corruption, to alteration without detection and to obsolescence of storage and access technologies. At the same time, huge volumes of information in digital form can be stored more compactly and accessed with greater speed and ease than on paper. Changes in technology cause the media and the technical format of digital material to become unusable over relatively short timeframes. Some types of digital material like multimedia are closely linked to the hardware and software technologies that created them and cannot be accessed or managed outside these proprietary environments.

As more and more information is either ‘born digital’ or digitized from its analog form, a special focus is required to archive and manage it efficiently and effectively so that it is available over longer periods of time and is not lost to posterity. Keeping digital resources usable in the long term requires conscious effort and continual investment.

Digitization offers advantages like easy accessibility and retrieval, protection of data authenticity, data security besides the possibility to save and store in multiple formats. Once data is digitized, processing of files easier and faster compared to manual system. Furthermore, digitization enables access at multiple points at the same time, thus reducing delay in processing files.

3.1 Technical Standards - Scanning Mode

Scanning can be undertaken in the following ways:

3.1.1 Black & White Scan Mode: A *bitonal image* is represented by pixels consisting of 1 bit each, which can represent two tones (typically black and white), using the values 0 for black and 1 for white or vice versa. Speed is faster, but some information is lost in case of document is not in good quality.

3.1.2 Grey Scan Mode : A *grayscale image* is composed of pixels represented by multiple bits of information, typically ranging from 2 to 8 bits or more. At 8 bits, 256 (2⁸) different tones can be assigned to each pixel. For obtaining best results in case of scanning of images is concerned, and also brightness is adjusted automatically.

3.1.3 Color Scan Mode: A *color image* is typically represented by a bit depth ranging from 8 to 24 or higher. With a 24-bit image, the bits are often divided into three groupings: 8 for red, 8 for green, and 8 for blue. Combinations of those bits are used to represent other colors. A 24-bit image offers 16.7 million (2²⁴) color values. It is best suited scan mode, however, file sizes becomes too heavy.

Therefore, it is suggested that greyscale mode is to be used for scanning of documents.

3.1.4 Best Practices for Digital Imaging for Textual Documents

Document Type	Resolution	File Format	Additional Note
Clean, high contrast documents	200 dpi bitonal	PDF/A*	
Documents with handwritten notes/markings, low contrast, half-tone illustrations, photographs or poor legibility	300 dpi grayscale	PDF/A	
Documents and items where color is important for accurate representation	300 dpi 24-bit colour	PDF/A*	

*As per Technical Standards for Interoperability Framework for e-Governance in India Guidelines (2012)

3.2 File Formats

The digitally scanned images are stored in a file as a bit-mapped page image. It can be formatted and tagged in dozens of different formats to facilitate easy storage and retrieval depending upon the scanner and its software. PDF-A searchable should be saved for the purpose of display and access.

3.3 Dublin Core Metadata Element Set (DCMES)

The Dublin Core is a set 15 data elements defined in the Dublin Core Metadata Element Sets (DCMES). One of the main purposes of defining DCMES is simple, broadly applicable metadata scheme that could be implemented by organizations and projects of all sizes. It has gained wide spread acceptance largely because of its simplicity, flexibility and applicability in any format. The List of metadata for each collection and instructions for filling up metadata are given in the Annexure.

3.4 File Naming Conventions

A file naming convention is a set of agreed-upon rules used to assign identifiers to digital objects in a collection. A good file naming convention ensures consistency and uniqueness and should be established before scanning begins. Please use the following guidelines to develop a file naming convention:

- Use 8 or fewer characters in the file name, whenever possible.
- Use a 3 character file extension (i.e pdf).
- Use only alpha-numeric characters, except for dashes, - , and underscores
- Do not use special characters, such as, \ / : * ? " < > |, except for dashes or underscores. As These characters are often reserved for use by the operating system.
- All letters should be lower case.
- Do not use spaces in the file name.

3.5 Creation of Metadata and Uploading of Digital Files

LSS shall finalize the metadata parameters for each collection identified above for publishing in the Digital Library.

Guidelines for creating Meta-Data

1) All Dates should be in dd-mm-yyyy format

e.g. 02-09-2012

2) Multiple entries in the record should be separated by semicolon (;)
For example, in "keywords" field, multiple keywords should be entered as follow:

Budget;Annual Report;Year Book

3) First letter of each word in the title should be a capital letter. All Abbreviations should be entered in capital letter.

4) Author name should be entered as follows

e.g. Mishra SK

No space, no dot should be in between the SK

Multiple entries of author should be separated by semicolon (;)

e.g. Sinha RK;Bhatia KK;Mishra SK

5) Ministry Name : A standard list of all the Ministries has been developed by LSS, all the Ministry names should be entered as per the enclosed list.

2.0 List of Type of Documents to be published in Parliament of Library.

1. Annual Reports
2. Parliamentary Committee reports
3. Commissions Reports
4. Demand for Grants
5. Gazette Notifications
6. Papers Laid on the Table of the House
7. Parliament Debates Part II
8. Parliament Debate Part I (Question & Answers)
9. Rare Books
10. Standing Committees reports
11. Trade Agreement
12. White Papers
13. PMA Collection
14. E-documents available in parliament Library
15. e-gazettes
16. Railway Budgets
17. General Budgets
18. Economic Surveys
19. Treaties
20. Foreign Trade agreements
21. Indian Policies
22. Finance Commission and other Commission's Reports
23. Five Year Plans

o/c 23-

S.P. No. 18(1)



सत्यमेव जयते

भारत सरकार
मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली-110004

GOVERNMENT OF INDIA
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI - 110004

February 28, 2013

उपेन्द्र त्रिपाठी
अपर सचिव
UPEN RA TRIPATHY, I.A.S.
ADDITIONAL SECRETARY
Tele No. : 2301 58 61
Fax No. : 2301 57 01

D.O. No. 491/1/1/2011-CA.V

Dear Sir / Madam,

Lok Sabha Secretariat has informed that as part of the efforts to create a comprehensive digital database of Government information for being accessed by Members of Parliament, Secretaries of all the Ministries of Government of India have been requested for supplying a digital copy, along with authenticated hard copies, of the documents to be laid on the Table of both Houses of Parliament.

2. I would request you to kindly get suitable instructions issued so as to ensure that soft copies of each of the documents being laid on the Table of both the Houses of Parliament are invariably provided to the Lok Sabha Secretariat, along with the authenticated hard copies) The e-mail id for this purpose is: paperslaidplb-lss@sansad.nic.in

With regards,

Yours sincerely,

(Upendra Tripathy)

Secretaries of all Ministries/ Departments

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26/2

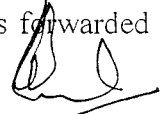
Grievance Cell

17

Ministry of Defence (Finance)
DAD (Coord)

Subject: Resolution regarding authorizing Central Vigilance Commission (CVC) as the Designated Agency for handling of complaints under the Public Interest Disclosure and Protection of Informers.

A copy of Resolution dated 14.08.2013 (Hindi and English version) received from Ministry of Personnel, PG & P, DOP&T on the subject mentioned above is forwarded herewith to Office of CGDA for information and necessary action.


(K L Mound)
OSD

~~Dy. CGDA (AN)~~

~~MoD (Fin.) ID No. 6(1)/C/2012 dated 23.08.2013~~


AN XIII

Sr. A (CGDA (AN)) has seen

59
Sr. A (CGDA (AN))
27/8/13

[TO BE PUBLISHED IN PART I - SECTION 1 OF THE GAZETTE OF INDIA (EXTRAORDINARY)]

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL AND TRAINING)**

RESOLUTION

New Delhi, the 14th August, 2013.

No.371/4/2013-AVD-III – In this Ministry’s Resolution No.371/12/2002-AVD-III dated 21st April, 2004, published in the Gazette of India, Extraordinary, Part I, Section 1, authorising the Central Vigilance Commission (CVC) as the Designated Agency for handling of complaints under the Public Interest Disclosure and Protection of Informers, the following amendments are hereby made, namely:-

In the said Resolution,-

- (i) in paragraphs 2, 3, 4, 5, 6, 8, 9, 10 and 11, for the words “the designated agency” wherever they occur, the words “the designated agency or the designated authority” shall respectively be substituted;
- (ii) in paragraph 1, the words “The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other material.” shall be omitted;
- (iii) after paragraph 1, the following paragraphs shall be inserted, namely:-

“1A. The Chief Vigilance Officers of the Ministries or Departments of the Government of India are also authorised as the designated authority to receive written complaint or disclosure on any allegation of corruption or misuse of office by any employee of that Ministry or Department or of any corporation established by or under any Central Act, Government companies, societies or local authorities owned or controlled by the Central Government and falling under the jurisdiction of that Ministry or the Department.

1B. The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other materials.”;

- (iv) after paragraph 7, the following paragraph shall be inserted, namely:-

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copy to CVC as per the ll

No.371/4/2013-AVD-III

New Delhi, the 14th August 2013

Copy forwarded for information and necessary action to:

All the Ministries/ Departments of the Government of India.

Copy to:

1. PMO, South Block, New Delhi.
2. The Secretary, Central Vigilance Commission, Satarkata Bhavan, New Delhi.
3. The Cabinet Secretariat, New Delhi, w.r.t. their I.D. No. 28/CM/2013(i) dated 8th August, 2013
4. PS to Hon'ble MOS(PP), PPS to Secretary(P)/EO&AS(S&V), DOPT.
5. The CVO, Department of Personnel and Training, New Delhi.
6. Order Bundle/Guard file.



(Madan Mohan Maurya)

Under Secretary to the Government of India

Tel. No. 23094541

[भारत के राजपत्र (असाधारण) के भाग 1 खण्ड 1 में प्रकाशनार्थ]

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

संकल्प

नई दिल्ली, 14 अगस्त, 2013

संख्या 371/4/2013-एवीडी-III-भारत के असाधारण राजपत्र, भाग - 1, खण्ड- 1 में प्रकाशित लोकहित प्रकटन तथा मुखबिरों की सुरक्षा के अंतर्गत शिकायत प्रबंधन हेतु केन्द्रीय सतर्कता आयोग (सीवीसी) को मनोनीत अभिकरण के रूप में प्राधिकृत करने वाले, इस मंत्रालय के संकल्प संख्या 371/12/2002-एवीडी-III दिनांक 21 अप्रैल 2004 में निम्नलिखित संशोधन किए जाते हैं, अर्थात :-

उक्त संकल्प में, -

- (i) पैरा 2, 3, 4, 5, 6, 8, 9, 10 एवं 11 में शब्द "मनोनीत अभिकरण" जहां कहीं भी प्रयोग में आए हों, को क्रमशः "मनोनीत अभिकरण अथवा मनोनीत प्राधिकरण" शब्दों से प्रतिस्थापित किया जाएगा ;
- (ii) पैरा 1 में शब्द "प्रकटीकरण अथवा शिकायत में यथासंभव सभी विवरण होंगे और इसमें समर्थक दस्तावेज अथवा अन्य सामग्री शामिल होगी" का लोप किया जाएगा ।
- (iii) पैरा 1 के बाद निम्नलिखित पैरा जोड़े जाएंगे, अर्थात :-

"1 क. भारत सरकार के मंत्रालय अथवा विभागों के मुख्य सतर्कता अधिकारियों को, उस मंत्रालय या विभाग, किसी केन्द्रीय अधिनियम के द्वारा या इसके अंतर्गत स्थापित किसी निगम अथवा केन्द्र सरकार के स्वामित्व या नियंत्रणाधीन सरकारी कंपनियों, संस्थाओं अथवा स्थानीय प्राधिकरणों जो उस मंत्रालय या विभाग के अधिकार क्षेत्र में आते हों, के किसी कर्मचारी पर भ्रष्टाचार अथवा पद के दुरुपयोग के किसी आरोप के संबंध में लिखित शिकायत या प्रकटन संबंधी शिकायत प्राप्त करने के लिए मनोनीत प्राधिकारी के रूप में भी प्राधिकृत किया गया है ।

प्रति सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित :

भारत सरकार के सभी मंत्रालय/विभाग ।

प्रतिलिपि :

1. प्रधानमंत्री कार्यालय, साऊथ ब्लॉक, नई दिल्ली ।
2. सचिव, केंद्रीय सतर्कता आयोग, सतर्कता भवन, नई दिल्ली ।
3. मंत्रिमण्डल सचिवालय, नई दिल्ली को उनके आईडी सं. 28/सीएम/2013(i) दिनांक 8 अगस्त, 2013 के संदर्भ में ।
4. कार्मिक राज्य मंत्री के निजी सचिव, सचिव (कार्मिक)/ईओ और एएस (एस और वी) कार्मिक और प्रशिक्षण विभाग के प्रधान निजी सचिव ।
5. मुख्य सतर्कता अधिकारी, कार्मिक और प्रशिक्षण विभाग, नई दिल्ली ।
6. आदेश बण्डल/गार्ड फाईल ।



(मदन मोहन मौर्य)

अवर सचिव, भारत सरकार

दूरभाष : 23094541