Circular No. 136(b): Admin division   Date: 31.07.2017

Sub.: Scanning of documents in PDF format.

Important documents are being scanned in PDF format and uploaded on the database. Select staff/managers will be given access to the database and they will be able to access documents on their desk top with a simple search.

Documents have to be correctly labeled at the time of scanning.

Permissions to use the database shall be as follows:
1. Administrator with all rights – Sys. Admin (Suneel & Lakshmi)
2. Manager with rights to add company, project & document category – Sys. Admin after approval of MD.
3. Manager with rights to enter, delete documents – Sys. Admin.
4. User rights read only – Admin managers, CR manager, accounts managers, p[urcahse managers legal officer & Aruna.

Documents to be scanned:

1. Project wise title documents including title deeds, link documents, pahanis, orders, other documents, plans file, opinions, google plans, notes, etc.
2. Income tax files including PDF books of accounts, IT returns, assessment orders, correspondence with IT department, notes, opinions.
3. Other important documents like:
    a. Company/society/firm registration certificates.
    b. Trade license / labour license.
    c. VAT, service tax, ESI, PF registration details.
    d. Water, electricity, property tax approvals for connection and assessment orders.
4. Sanction file with correspondence, proceedings, orders, DC letters and approved plans.
5. Court case files, both old and new including petitions, counters, affidavits, enclosures, annexures, interim orders, judgments, caveats, notes, opinions, etc.
6. Project wise service tax/VAT/GST details like returns, challan copies, computation details, correspondence, notes, opinions.
7. Project wise ESI, PF& professional tax details like returns, challan copies, computation details, correspondence, notes, opinions.
8. Brochures and flyers of all projects.
9. Tenant files with agreements and correspondence.
10. Customer files with booking form, agreement of sale, sale deed, construction agreement, agreement for development charges, authorization forms for agreement of sale, sale deed and possession, booking declaration form to be scanned as separate documents. After the sale is completed and possession handed over, all other correspondence can be scanned as a single file.
11. Bills, warranty details and annual maintenance detailed of limited items like computers, peripherals, generators, lifts, RO plants, ACs.
12. Circulars & internal memos.

13. Bio-data and salary statements
14. All bills and DC are being scanned by purchase division. A log is maintained and the scanned documents are being stored in a separate folder.

Restrict the scanning to the above items only. Hereafter scanning of items not mentioned above shall no longer be required. Any additions or deletions to be made to the above must be with MDs approval.

Note:

1. Scanning of QC reports on construction is not required. It is being uploaded on a separate database. However, originals signed by MD to be archived for a period of one year. Every quarter old QC reports to be destroyed.
2. Customer complaints, ATR & QC report after closure by MD to be filed in customer file. Scanning along with customer file of these complaints is mandatory.
3. Scanning of weekly vouchers and reports from site is not required.
4. Scanning of Pos/WOs is not required.

Managing Director.