

Tapan Ray  
Additional Secretary  
Tel: 24363114  
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सत्यमेव जयते

10/1  
भारत सरकार  
GOVERNMENT OF INDIA  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
MINISTRY OF COMMUNICATIONS AND IT  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग  
DEPARTMENT OF ELECTRONICS AND  
INFORMATION TECHNOLOGY  
इलेक्ट्रॉनिक्स निकेतन/ELECTRONICS NIKETAN  
6, सी.जी.ओ. कॉम्प्लेक्स / 6, C.G.O. COMPLEX  
नई दिल्ली / New Delhi-110003  
Website : www.deity.gov.in

दूरभाष/Tele:

असो पत्र सो :

D.O.NO.....3(1)/2015-CSC

दिनांक/Dated.....14<sup>th</sup> August 2015...

Dear Sir,

**Subject: Digitization of records for various Government Departments and its agencies.**

As you are aware Government of India under "National Digital India" initiatives has recently launched the Digitize India portal. The Digitize India portal enables the Government and its agencies to digitize its records through crowd sourcing.

2. You may like to identify State Government department and various agencies which would require digitization of records with a view to deliver services to the citizens. Some example of records which can be digitized are land records, registration documents, birth and death certificate, school/college certificates/mark sheet, other certificate/licences which Government issue to the citizens/organisations. All such records identified can be uploaded on Digital India portal for digitization. The "Digitize India" platform will utilize various records and digitize through crowd sourcing. The digitized documents will thereafter be sent back to the State Government agencies concerned. The brochures indicating the process and uses of "Digitize India" platform is enclosed for your perusal.

3. A Committee of the Department of Electronics and Information Technology (DeitY) has proposed the rate for digitization as 5 paisa per character. Since the citizen will enable digitization of the character through Digitize India Platform, he/she will be paid @ 2 paisa per character. The same record has to be sent to two (2) persons and therefore the cost for digitization per character would be 4 paisa. The remaining amount of 1 paisa will be utilized for managing the Digitize India Portal and providing the necessary services for the same. In case any department or agency of the State require scanning of the documents, there is an approved rate of National Informatics Centre Services Inc. (NICS) which may be considered for scanning. For digitization through Digitize India Portal only scanned documents need to be sent.



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4. It is also suggested that digitized documents can thereafter be transferred to the Digital Locker of the institutions which may like to avail such services. The details of creating Digital Locker for institution to keep their records/documents are available at [www.digitallocker.gov.in](http://www.digitallocker.gov.in). The citizens can thereafter avail the services of the Digital Locker records for various purposes. This would significantly improve the quality of services delivered and provide the desired support to citizens to avail such services from Government department/agencies.

5. CSC e-Governance Services India Ltd. Has been designated as nodal agencies to coordinate with various Central/State Government and its agencies to identity, procure and facilitate the digitization of records. You may ask the State Government concerned departments/agencies to contact **Shri Dinesh Kumar Tyagi, Chief Executive Officer, CSC e-Governance Services India Ltd. Department of Electronics and Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110 003** for any further details/clarification in this regard.

6. We shall be grateful for the State Government to identify the records and enable the digitization of the same through “Digital India” platform.

With regards,

Yours sincerely,

  
( Tapan Ray )

To:

All Chief Secretaries of States/ UT Administrators

o/c  
letter issued  
on 17/8  
B



**Tapan Ray**  
Additional Secretary  
Tel: 24363114  
Fax: 24363119



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2/c.  
letter immed  
24/7/18  
