

From

Transport Commissioner,
Haryana, Chandigarh.

To

1. All Secretary,
Regional Transport Authority,
In Haryana state
2. All SDO(C)-cum-Registering Authority,
In Haryana state.

Memo No. *28666-748* / AT-6/ST-III/

Dated *3-11-16*

Subject:- Regarding digitization of the legacy data.

Reference to the subject cited above.

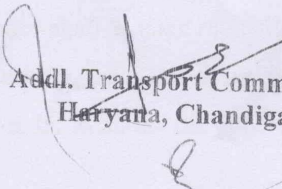
The govt. of Haryana has decided to digitize the old record in all RLA's and have finalized the process of digitization of old legacy data relating to following documents in Haryana:-

1. i) Old registration Certificate (Form No.24)
ii) Old regular driving licences (Form No.10)
iii) Old conductor licences (Form No.7)
iv) Daily collection registers
v) Permit registers.
vi) Road tax payment register
2. M/s Gujrat Infotech Ltd. JAMSAB, A-2, IInd Floor, Jay Tower, Ankur Complex, Near Ankur Bus Stop, Naranpura, Ahmadabad-380013, Email- info@gujratinfotech.com, Website - www.gujratinfotech.com have been selected by High Power Purchase Committee to do digitization of record in Haryana.
3. The process of digitization would be in two phases at each Registering/Licencing authority. In 1st Phase the vendor M/s Gujrat Infotech Ltd. will scan/photograph the above documents in your office itself. Only sufficient space, electricity plug may be provided to vendor. The vendor shall arrange requisite hardware including scanners/cameras, storage devices, desktop, table and chairs etc.
- b) After scanning /photography the vendor will do his job at his own place for digitization the documents.
4. No record of office be allowed to be taken out of premises of RA/ LA office at any cost and respective RA/LA will be responsible for it.

5. A new register will be maintained for handing over documents/register to vendor with following information on it and for receiving the documents back as under :-

| Sr. No. | Name of Documents/ Register | Sr. no. of RC/DL/CL in permit register DCR tax. | Name & Sign. Of person whom handed over | Register/Document nature | Name of Receiver | Sign. Of Receiver | Document received back by SDM/RTA staff by | Sign. Of SDM/RTA staff |
|---------|-----------------------------|---|---|--------------------------|------------------|-------------------|--|------------------------|
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6. Care must be taken that signature of vendor's employees must be in full while receiving register/documents from RTA/SDM office alongwith name. Similarly, when these documents are received back by RTA/SDM staff employee receiving back should write his name and full signature and no initials are allowed.
7. RTA/SDM should nominate one senior-most officer/officials to be nodal officer for this digitization process /legacy data.
8. RTA/SDM should also ensure that only employees, vendor with proper identity card should be allowed to be entered in office for this process.
9. One copy of RFP and agreement between Transport Commissioner and Vendor is also being sent to you by e-mail for ready reference. All the terms and conditions must be followed in toto, any laxity will be viewed seriously by Headquarter.
10. All SDM/RTA are should therefore keep all the record/register ready for handing over to the vendor urgently and effect be made to handover registers serial-wise so that vendor may digitize it properly and it can be ported to Vahan/ Sarathi and verification can be made by NIC before payment.
11. All SDMs/RTAs shall also keep proper check on work being done by vendor and quality of the work will be checked by them as all responsibility of work to be got done lies with respected SDM/RTAs.


Addl. Transport Commissioner,
Haryana, Chandigarh.