Flow Chart of Digitization Process of High Court

Step 1	File is weeded out, Index of same is prepared and Pagination is done at Weeding Cell. A batch containing 25 files is prepared.	
Step 2	Indexed and Page marked Decided Cases are received from RKJ Branch in the form of Batch containing 25 Cases which are handed over to vendor against proper receipt.	
Step 3	Vendor makes batches of 10/20 cases (depending on file size), in their software and assign unique Batch Number.	
Step 4	Before Scanning of Batch, files are un-tagged, flags & pins are removed, threads are removed and pages are straightened. Untagging activity is done file/ batch wise. Each file is taken out from File Cover, untagged and put in the file cover before second file is taken out from the file cover.	This ensures that papers from one file does not mix with other file. Untagging by separate team saves time of Scanning Team and increases assembly line efficiency.
Step 5	Vendor Scan these Cases batch wise. Two persons from vendor are deputed on each scanning machine.	
Step 6	After Scanning, vednor fills the meta data.	
Step 7	Quality Check is done by vendor.	
Step 8	Vendor sends the scanned data to the bin of PHHC Quality Check Team.	
Step 9	Quality Check Team of PHHC does quality checking of all the cases contained in a Batch. Quality Check is applied only on soft copy and hard copies only as exception when there is any doubt regarding any page or continuity of pages.	Hard copy of file does not move with Soft Copy for Quality Check by High Court Staff. Physical file of case only referred where there is any doubt.
Step 10	On finding error, intimation is sent to the vendor regarding all the files wherein error was found. The entire batch is put on hold. The error is removed on the same day.	
Step 11	Vendor is informed regarding error in the file online through Chat Software (Freeware) provided by vendor and after correcting the same vendor also inform about removal of objection through Chat Software only.	
Step 12	Quality check is again performed on the file corrected by the vendor. After doing Quality Check, batch is moved to vendor for conversion of format to PDFA.	
Step 13	Vendor converts these files to PDFA format and sends back to Quality Check team of PHHC for Digital signatures after applying its Digital signatures.	
Step 14	PHHC Quality Check Team applies digital signatures and again sends back to Newgen for backup and uploading the files to Omni Docs software.	
Step 15	Vendor takes back up and uploads the files on DMS and hand over digitally signed PDFA to Data Base Assistant of High Court alongwith raw data i.e. TIFF Files and Meta Data files	
Step 16	Physical File is handed over to High Court	
Step 17	Receiving officials of Digitization Cell checks every case, put them in respective Tablaqs and send them back to RKJ Branch against proper receipt.	