

**Technical specifications for Digitization of  
Consular documents**

**1. Deliverables**

Scanning/ Digitization work has to be carried out at the respective Indian Mission/Post where-in all infrastructure/ manpower shall belong to vendor. The work involves in-house scanning of Printed or Handwritten Documents, Photographs, with necessary formatting and conversion of scanned pages into PDF/JPEG or other standard formats at selected Indian Missions/Posts abroad. Scanning/ Digitization work of Passport, Visa, OCI, PIO etc shall be carried out with the job specifications as in 3.1. The specialized software should be used for image processing. The data is to be stored in simple CD/DVD format with retrieval customized software.

**2. Job Specifications**

The project is inclusive of jobs like all statutory levies, transportation, taking over documents, re-arranging, stapling–de stapling, scanning/ verification - validation/ Meta data entry, handing over and finally supplying the contents in the DVD media, rebinding of the documents etc. The empanelled vendor has to scan the documents which may be in the form of loose sheets, files, registers. At the end of the job, the vendor needs to return the documents in their original shape.

**2.1. Jobs Specifications are as follows:-**

Job 1: Scanning one page of size A3/A4 with 200 DPI.

Job 2: Scanning one page of size A2 with 200 DPI.

Job 3: Scanning of one passport size colored photograph and/or Signature with 200DPI.

Job 4: Entering Meta data of about 300 Character (pertaining to each case) with 100% accuracy.

Job 5: OCR / ICR of one Page of scanned Image

Job 6: Image conversion to PDF format. In future Gol may ask for digital signature on these documents.

I. The vendor needs to arrange the retrieval software also. The retrieval software should have the provision to retrieve the image file on the basis of any Indexing field.

J. Depending upon the document, the vendor may have to use OCR/ICR setups. The desired accuracy will be 99%.

- Password for the DVD need to be communicated in writing to the respective Indian Missions. Frequency for change shall be decided by the respective mission.
- Vendor need to maintain the backup media for a period of 6 months. The certificate and digital signature will be on PDF. The fields to be indexed/OCR/ICR will be in English only. The vendor shall reconcile the documents before handing over back to the concerned Indian Mission.
- No hardware shall be provided by MEA/Indian Mission.
- 100% accuracy is required in indexing, which shall be verified against the scanned image. If image quality is not properly readable, the same rejection conditions arise.

#### 4. **Specification of images:**

- a. It should be in black and white at 200 DPI with maximum size of 50KB per page
- b. Average page size should not exceed 50kb excluding the pages having photograph.
- c. Images should be de-skewed
- d. Images should be checked for black borders
- f. First page with photograph of the application should be scanned in both color and black and white.
- g. All pages in an application should be scanned as available in the file
- h. Once the files are scanned, the vendor should put all checks in place so that the quality of the images are further enhanced.

All blank pages should be deleted

- i. The photograph should be cropped, extracted from the color image of first page and appended at the end of the PDF file from the color image of the first page of the application.
- c. The final PDF output created by the vendor should have the pages in the following order:
  - i) Reciept
  - ii) Main Application form

- iii) All supporting documents available in the file
- iv) Cropped color photograph from first page.

**5. Parameters for retrieval of consular documents [Depending upon the service for which application has been accepted]**

- a. File Reference Number
- b. Date of Application
- c. Issue Date
- d. Passport Number/Visa Number/OCI Number/PIO Number [Depending upon the service for which application has been accepted]
- e. Applicant Name
- f. Father's Name
- g. Gender
- h. Date of Birth

a. Vendor should match the data created by them with the existing electronic record of the government.

b. While matching this data, the preference should be given to the existing electronic data (if it exists), as the same data is already printed on the issued documents like Passport, PIO, OCI, Visa etc.

c. Instances where the vendor comes across records which do not match with the master data, the vendor needs to enter data for all the parameter mentioned above as it is.

d. PDF for the matched records should be named as the File Number mentioned on the Cash Receipt or the application form e.g. USANG1484808.pdf where first 4 alpha "USAN" is the Site code and "G1484808" is the File number(File number should be 1 alpha and 7 numeric where the last 2 numeric "08" is the year). In case the numeric is less than 7 preceding 0's should be used.

e. Pdf for the unmatched records should be named using a unique sequential number for each site.

f. The following data format and naming strategy should be strictly followed for easy data loading Centrally and locally:

For each Category for documents ( Passport, Visa, OCI, PIO), there are three types of files (Image File, Csv with Metadata, Text file with Zero bytes). The DVD naming convention is briefed below:

DVD naming nomenclature should be as follows for successfully uploading of DVD into DMS server :

1. One PDF folder which contains all scanned pages in PDF format for each individual case (file number) in grey scale with average page size less than 50 KB, one cropped colour photograph for each case and All pdf files in pdf folder should have filename in **upper case including extension** i.e SAURV02345.PDF

2. The DVD should have single CSV file containing metadata of all the pdf files and all meta data should be in **upper case** .

3. Naming convention of CSV file and pdf folder should be as given below:

mission\_code(4 Char)+applicationtype(1or 2 char)\_outsourcagency(3 Char)\_date(in DDMMYY format)

e.g.

CSV File : SAURV\_VFS\_241013.csv

Folder Name of pdf : SAURV\_VFS\_241013 and files in this folder SAURV02345.PDF

### **Application Type code**

V for Visa application

Data Submission/Acceptance:

Sample DVD should be submitted to NIC/MEA Delhi and final DVD should be created only after written approval and confirmation of the sample DVD.

The final data should be written on to DVD's in 2 copies to be submitted [one at Indian Mission and other to MEA New Delhi]. However, the vendor need to keep the complete set of data till the confirmation on uploading the data either in the mission or in the central System but not beyond six months from the date of submission of the DVDs. The Final Data should be supported with the year wise list of number of files. The data submitted in the Computer Cell, CPV Division would be tested as per the laid down procedure, which includes testing of data as per upload compatibility with local setup of Mission and IVFRT setup. Once the DVDs are found to be correct in all aspects, the DVDs would be sent for uploading to PRIDE/IVFRT system as the case may be. Mission also would be intimated about the status of the DVDs and DVDs would be uploaded locally at the Mission too.

6. DVD Naming nomenclature should be followed as below during burning of DVD as well as on Hard copy when DVD is supplied to Mission and NIC  
Missioncodedocumentcategory\_vendorcode\_serialnumber.

e.g USANV\_AGENCY\_CODE\_0001

USAN Mission code for New York (USA) note here mission code not the country code.

V document category Visa

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