Subject: The Record Retention in e-filling mode in the office of the Chief Controller of Accounts, Lok Nayak Bhawan – regarding.

Sealed quotation for undertaking digitization work (Searchable) is invited as per specification enclosed, so as to reach this office latest by 24.03.2014 (12.00 Noon). The quotation shall be opened on the same day at 3 p.m in the presence of the contractors or their authorized representatives. It may be noted that the work must be completed by 31st March, 2014 positively. The Chief Controller of Accounts reserves the right to accept or reject any or all of the quotation(s) without assigning any reason.

( Tej Ram )
Sr. Accounts Officer

To
As per mailing list (enclosed)
Mailing list for quotation notice for Digitization work in the office of the Chief Controller of Accounts, Lok Nayak Bhawan, New Delhi:–

<table>
<thead>
<tr>
<th></th>
<th>Mailing Details</th>
</tr>
</thead>
</table>
| 1. | **M/s E-Centric Solution Pvt Ltd.**  
N-161A, 2nd Floor, Saira Tower, Gulmohar Enclave Yusuf Sarai, Near Green Park, New Delhi-110049  
Contract@paradigmit.com |
| 2. | **M/s IAP Company Pvt. Ltd.**  
Palam Triangle, A Block Main Road Palam Vihar, Gurgaon 122017, +911124-4133500  
info@iapcorp.com |
| 3. | **M/s Strategic Outsourcing Services LTD**  
110, First Floor Leelaram Market, South Extention Part-1  
New Delhi-110049 Contact No. 9899957823 |
| 4. | **M/s N code Solutions**  
D “GNFC” House, E-223, East of Kailsh  
New Delhi-110065, 26452279/80 |
| 5. | **M/s Luminous Infoways Pvt. Ltd**  
Flat No. 2021, Rockview Appartment, Sector-B, Pocket-2  
Vasant Kunj New Delhi-110070  
infor@lipl.in |
| 6. | Administrator Website Ministry of Law and Justice, Shashtri Bhawan, New Delhi |
| 7. | Notice Board |
**THE FOLLOWING RECORDS REQUIRED TO BE DIGITIZED**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Record</th>
<th>Retention Period</th>
<th>Paper Size</th>
<th>Aprox. No. of records to be (e-file)</th>
<th>Approx. No. of Pages</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Service Book</td>
<td>35 years</td>
<td>Legal</td>
<td>25Nos.</td>
<td>5000</td>
</tr>
<tr>
<td>2.</td>
<td>Pay Bill Register</td>
<td>35 years</td>
<td>A3</td>
<td>25Nos.</td>
<td>1250</td>
</tr>
<tr>
<td>3.</td>
<td>ACR / APAR</td>
<td>More than 10 years</td>
<td>A4</td>
<td>80 folders</td>
<td>8000</td>
</tr>
</tbody>
</table>

( Tej Ram )
Sr. Accounts Officer