Business Practices

- Document Management
  Systems
- Workflow Management
  System
- Scanning Services
- IT Staffing
- IT Solution & Services

Indian Defence

The Government of India is responsible for ensuring the defence of India and every part thereof. The Supreme Command of the Armed Forces vests in the President. The responsibility for national defence rests with the Cabinet. This is discharged through the Ministry of Defence, which provides the policy framework and wherewithal to the Armed Forces to discharge their responsibilities in the context of the defence of the country. The Raksha Mantri (Defence Minister) is the head of the Ministry of Defence. The principal task of the Defense Ministry is to obtain policy directions of the Government on all defence and security related matters and communicate them for implementation to the Services Headquarters, Inter-Services Organizations, Production Establishments and Research and Development Organizations.

The Ministry of Defence now consists of four Departments, namely, Department of Defence, Department of Defence Production, Department of Defence Research & Development and Department of Ex-Servicemen Welfare. The Defence Secretary functions as head of the Department of Defence and is additionally responsible for coordinating the activities of the four Departments in the Ministry.

Problem Areas

♦ **Volume of Documents**

Most of the work is paper based, hence the documentation is in large volumes. Storing these documents in an efficient manner and making the availability on demand is very critical issue. Most of the time is being spent on finding a particular document from a particular file, which delays day to day working.

♦ **Classified Documents**

Classified document refers to those for which extra secure environment is required, as paper based document can be accessed by any unauthorized person, which can cause outflow of any confidential information.

♦ Authorized Access

Authorized access is required on all the documents available in defense organization as each document contains critical information and only authorized personnel is required to share that information.

♦ **Document Flow**

Sending or sharing of any document from one department to another requires physical movement of paper based documents. This causes the loss of important documents or unauthorized access to these documents. Sending the documents as per the organization process / rules is also not up to the mark.

♦ **Time Lapse in the Manual Flow**

Sharing of the documents between multiple users / departments manually is a very time consuming process.

♦ **Cost of Document Duplication**

Whenever there is a need of sharing of any document between multiple users / department, multiple

copies of that document is required. This process increases the cost of document duplication

♦ **DAK Management**

Managing DAK manually on day to day bases, keeping the efficient track of them and later on sending them to concern department / person is very time consuming process. Sometime this causes the loss of important Letters / Documents.

FineDocs Features List

- Supports any document format.
- User and Group administration.
- Automatic Versioning.
- Document Archival.
- Documents can be checked in and out of system.
- Access through Windows and Web.
- Multiple search options.
- Workflow feature.
- Inter – User Communication.
- Documents in the workflow can be commented and annotated.
- Multi-location suitability
- In-built security to limit access to individual documents.
- Multi level security for document protection.
- Whitehall file view system. And much more……

Acyutah's Solution "FineDocs"

Acyutah came up with its proprietary product, FineDocs, Document Management Solution. FineDocs was developed with the concept of building a software package to automate the entire documents handling activities in an organization. Documents are digitally archived in FineDocs system for quick retrieval and wide scale distribution. It is designed for rapid deployment with high levels of scalability. User accesses on documents are based on individual rights. This comprehensive solution manages all documents throughout their lifecycle as per business rules. Following are the solutions provided to Defence organisation of India.

- Large volume of documents will be scanned and will be brought into FineDocs System. • Tight level of security will be provided to all the documents, users will be able to see and work on the documents as per the rights n privileges provided.

- WorkFlow feature in FineDocs will help to route / move the document in multiple departments electronically as per the organization's rules under a secure environment.

- Automated routing of document from one department / person to another will make the processes faster and more analytical.

- Since the documents are available on a single point of repository, users can access the desired document and work on that at a single point of time as per the rights and privileges defined.

- Cheques and balances will be done for each and every document routed to different Department / Person along with its status.

- Capturing all the incoming DAK into the system and then routing it electronically to the concerned department / person as per the organization's hierarchy / rules.

Benefits to Defence Organization

Digitization of all the documents by using FineDocs will be a relief to the management. Following will be the benefits that can be enjoyed by Defense Organization:

- Retrieval of all the required documents from a single point within the organization from multiple locations at a same time under a secure environment can be possible.

- Document Sharing / Rotation between multiple departments will be easy and much faster in a secure environment.

- Classified (critical) documents will be accessed by only the authorized personnel with defined rights and privileges.

- A Less-Paper Office, utilization of the same space for other core functions instead of storing records.

- All documents will be easily available within seconds at the click of the mouse.

- Document duplication costs will be reduced by 90%.

- Reduced paper volume and costs, allowing staff to process by exception and become more analytical.

- All the incoming DAK on daily bases will be routed to the concerned department / person with defined rules in a secured environment.

- Extensive Audit Trails for monitoring.

- Communications between multiple departments will be much easier and more analytical.

- Security and Integrity of Documents will be maintained.

- Disaster Management – A copy of all records are now available in CDs/DVDs

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