Jammu & Kashmir Higher Education Department is the controlling authority for all the Higher Education Institutions of the State It has 7

Universities and numerous number of Government. And Non-Government Colleges to look after. J&K State Higher Education Department has multifarious tasks to perform i.e Planning, Implementation, Monitoring and Evaluation of **the** functioning of all the Institutions under its domain.

The Challenge: Jammu & Kashmir Higher Education Department, being a government organization got a lot of applications / documents / forms for clearance / approval / intimations from various sources (i.e. Email, Fax, Hard copy Mail, and Telephone etc.). A file was maintained for all of these documents and were sent to concerned person with relevant details and tags attached to it. These officials would attach Notes to these documents. These documents had to move through various officials, who would check them for authenticity and finally approve them. The manual movement of file, thus, took up a lot of time and finding the status of any particular file was very difficult. The documents were vulnerable to damage in the event of any natural calamity.

The Solution: Acyutah proposed its proprietary Document Management Suite, FineDocs™ which catered to the requirement for an e-office environment where documents could be routed to users within the document management system. DAK Management system ensured that all the incoming mails were scanned by the DAK department and uploaded to the FineDocs DMS repository with defined rules. A Whitehall file view was provided that displayed all the documents within a folder similar to a physical file consisting of several documents. The

ACYUTAH

- **Deployment Location**
  Jammu & Kashmir

- **Solution Deployed**
  FineDocs™
  e-Office
  DAK Management

- **Technology Used**
  .Net Framework 4.0,
  SQL Server 2012
  Ajax, XML

- **Target Customers**
  Department of Higher Education

functionality to add Notes allowed users to also add/view the corresponding notes attached with the documents.

Result:

All the Incoming DAK were scanned in DAK department and brought into the FineDocs System with defined rules. All the DAK/mails were indexed with the desired Indexing values like: File No., Date, Received From, Concerned Person

Name etc. All the scanned DAK were routed to Section Officer electronically. Section officer then routed the DAK to the concerned persons electronically using document flow feature of FineDocs. Once the work on DAK got completed, it came back to the Section Officer along with all the reports, related to the actions undertaken on the same. All the documents uploaded on the FineDocs were placed in a hierarchical folder document structure which was viewed using White hall file view that displayed all the documents within the folder like a file system along with the Notes section on the left. Using Acyutah's solution a Single, Central Repository for various types of documents was created in a multi-user environment in Department of higher education, J&K.