



Case Study

Directorate of Naval Design

Directorate of Naval Design (DND), integral part of Indian Navy (MOD), is responsible for all aspects of naval construction - policy, planning and hull maintenance. As the sole repository of expertise, not only is it responsible for the design and construction of ships but it is also the nodal agency at Naval Headquarters for the acquisition and induction of all ships from abroad.

Existing Scenario

DND (SSG) has various development projects running simultaneously. Each of these projects involves heavy correspondence work based on the DND (SSG) plans to use Document Management System for the archival and storage of the various documents generated in the daily activities

Directorate of Naval Design generates an average of 100 documents on daily basis. Storing the same information effectively and routed it to the concerned Department / Person on time is very critical issue. And later on keeping the hard copied of the same file in the store room and making them available of demand is very complicated for them.

Acyutah Technologies

Business Practices

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

Existing System in DND

- **Existing System for Daily Mails:** All the mails that come via post are received by DGND (Directorate General Naval Design). These mails are scrutinized and segregated as per the projects. The mails bearing the comments and notes by DGND are sent to the respective mail folders/ files (differentiated as per projects).

Problem: Manual processing is extremely time consuming, inefficient and costly affair, with a high dependency upon large number of staff for filing and transferring mails.

- **Existing System of Drawings and Design Approval:** Ship designs and drawings prepared once needs continuous approvals, corrections and updates before the design is finalized. These drawings were sent as attachments for the approval and reference seeking purposes.

Problem: This process is a time consuming moreover the sanctity of the original document is lost.

- **Existing System of Crucial Documents Management:** They were managing all the Critical documents manually and store them in file.

Problem: Documents gets damaged, tempered by unauthorized persons and, retrieval of any related document from record room or even in the concerned section took a lot of time. This caused delay in functioning day today operations.

The existing system used by DND suffers from many shortcomings which hinder smooth functioning which eventually affects the bottom line.

These manual interventions results to time lag and finally hampers the decision making and the delivery time.

Acyutah's Solution

Acyutah Technologies automated the whole manual documentation and mail circulation process at DND (SSG) to systematically route the relevant information for relevant process. Acyutah solution is a fusion of Document Management, Workflow management & Scanning solution capabilities, which facilitated the digitization of documents so that the information is reusable at all the required levels of an organization.

Using FineDocs, various document centric processes got automated.

- ❖ **Automated movement of the mail folder:** FineDocs stores and maintain documents in a tree view structure. The entire mail movement system at DND was replicated in FineDocs. The DGND has cabinets named after the work processes, mail movement for instance. The mails when received by DGND are scanned and digitized, these images with added comments and notes are uploaded to various folders named as per the projects
- ❖ **Automated Design Approval and Archival Process:** Using the integrated work flow and Version control features, the drawings and designs could be moved to various users maintaining the very original version of the drawing.

FineDocs – Document Management System

Acyutah came up with its proprietary product, the **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.

Benefits to Directorate of Naval Design

- ❖ **Paperless activities:** All the documents were converted into electronic format and routed within the organisation with defined rules, which lead to the paperless environment in the organization.
- ❖ **Digitization of Processes:** As all the documents were digitized it made routed of digital documents within the organisation, which made the whole process in **DND** digital.
- ❖ **Tracking of Work Items:** All the information is being routed electronically and can be tracked very easily, hence the security of document is well maintained.
- ❖ **Sharing of files between simultaneous users becomes possible:** Sharing of Files / Documents between multiple departments is now very easy without moving the hard copied of Files / Documents in a secure environment.
- ❖ **Security and Integrity of Designs are maintained:** Tight level of security is provided to documents with defined rights and privileges to the users.
- ❖ **Disaster Management: Copies of all documents are now available in CDs/DVDs:** All the records are now available on the central sever and backup of the same is always present on CDs / DVDs.