

**ANNEXURE -III**

To  
The District Collector (IT),  
Krishna, Machilipatnam.

**CERTIFICATE FOR RUNNING/CLOSED FILES DIGITISATION FOR E-OFFICE**

Name of the District/Divisional/Mandal Office:

Name of the Section/Department/Wing

Nodal e-office Digitization Coordinator

Name of the e-Office Digitisation Partner:

Total Files/Pages Digitised and Uploaded to e-Office FTP Server up to (Date.....Cumulative Quantity) : Files \_\_\_\_\_ Pages \_\_\_\_\_

Total Files/ Pages Digitised and Uploaded to e-Office FTP Server (period from - -2015 to - -2015) : Files \_\_\_\_\_ Pages \_\_\_\_\_

Details of Work					FTP Upload Details		
Sl. No.	Type of Document (Files/Records)	Size of Document	Whether in Book form or Loose Sheets	No of Pages	Whether uploaded to e-Office FTP Server	Whether indexed Properly	Period
	<b>Total</b>						

Total Files/Pages Digitised and Uploaded to e-Office FTP Server (Cumulative Quantity as on date) : Files \_\_\_\_\_ Pages \_\_\_\_\_

**Signature of the Nodal Officer**

**DATE:Signature of the District/Divisional/Mandal Officer.**